

## Monash University Procedure

<b>Procedure Title</b>	Admission to Coursework Courses and Units of Study Procedures
<b>Parent Policy</b>	<a href="#">Admission to Coursework Courses and Units of Study Policy</a>
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<b>Scope</b>	Applicants for admission to Monash University courses (except HDR courses), units and enabling programs.
<b>Purpose</b>	To specify the principles guiding admission to Monash University courses and units of study.
<b>PROCEDURE STATEMENT</b>	

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## PART A - ADMISSION STANDARDS AND CRITERIA

To be considered for admission to a course or unit at Monash University, an applicant must meet both the University's entrance requirements and the course specific admission requirements.

The University's minimum entrance requirements are:

- the age requirement (section 1), and
- the English language proficiency requirement (section 2), and
- the academic entrance requirement (section 3).

The University also sets minimum academic requirements for admission to broad award levels (section 3).

Additional course-specific entry requirements may be proposed by the faculty as part of course accreditation and approved by Academic Board (section 4).

Meeting both the University's minimum requirements and the course specific requirements means the applicant may be considered for selection, but does not guarantee admission to a specific course of study or specialisation or version within a course of study.

Academic Board also approves special admissions schemes whereby students may be deemed to have met University and course specific admission requirements with adjusted eligibility criteria (section 5).

Further details about each of these entry and admission requirements and special admission schemes are set out in the sections below, along with approved exceptions.

### 1. Minimum age requirements for entry to the University

The University sets minimum age requirements to ensure that students will be able to study safely and have a reasonable likelihood of success in their study (see [Monash University \(Academic Board\) Regulations](#) Part 2, Regulation 6).

- 1.1. To be eligible for admission to a course of study or enrolment in a unit (except Monash extension studies – see 1.2), the applicant:
  - must be 17 years of age at the time of enrolment in the course or unit; or
  - if at least 16 years of age at the time of enrolment in the course or unit, must have:
    - an ATAR of 95.00 or more or equivalent as determined by the Academic Board, or

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- the consent of the Dean of the degree faculty to which admission is sought (this consent may be given subject to conditions); or
  - if less than 16 years of age at the time of enrolment in the course or unit, must have:
    - an ATAR of 95.00 or more or equivalent as determined by the Academic Board, and
    - the consent of the Dean of the degree faculty to which admission is sought (this consent may be given subject to conditions).
- 1.2. To be eligible for admission to a unit of study through Monash Extension, the applicant:
- must be at least 16 years of age at the time of enrolment in Monash Extension; or
  - have the consent of the Dean of the teaching faculty to which admission is sought.
- 1.3. A person who does not meet the minimum age requirement for entry to the University may be offered a place in the course or unit for the beginning of the semester in which the minimum age requirement will be satisfied.

## 2. Minimum English language proficiency requirements for entry to the University

Monash University teaches and assesses its units and courses in English (unless otherwise approved by the Academic Board). To ensure that students have a good chance of succeeding at Monash, the University sets minimum English language proficiency standards (see [Monash University \(Academic Board\) Regulations](#) Part 2, Regulation 5).

To this end, assessments of an applicant's English language proficiency are made as set out in 2.1. Time limitations may apply to the measure of English language proficiency as described in 2.2. Exceptions to the required English language proficiency levels apply to certain categories of applicants as set out in 2.3.

### 2.1. Assessment of English language proficiency

The minimum English language proficiency requirements for entrance to the University are set out in the following sub-sections. Some courses may have higher requirements which are published in Find a Course.

#### 2.1.1. English language requirements for admission to award courses or units of study

The minimum English language proficiency requirements for admission to an award course or a unit of study are set out in the following table.

Type of Measure	The minimum English language proficiency requirement is met if the applicant has met <u>one</u> of the following conditions:
Secondary schooling or equivalent	Achieved either: <ul style="list-style-type: none"> <li>● a score of 25 in units 3 and 4 of VCE English, VCE Literature or VCE English Language; OR</li> <li>● a score of 30 in units 3 and 4 of VCE English as an Additional Language (EAL); OR</li> <li>● an equivalent result in an equivalent English subject in an English medium senior secondary qualification, or equivalent as specified in 2.1.6; OR</li> <li>● an equivalent result in an equivalent English subject in a senior secondary qualification as specified under 2.1.7.</li> </ul>
Tertiary study (including VET and higher education)	For applicants from an English speaking background or who completed the final four years of schooling entirely in an English medium educational institution (see 2.2.3), the satisfactory

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	<p>completion of either:</p> <ul style="list-style-type: none"> <li>• the equivalent of an Australian VET certificate IV course or higher that has been approved by the University Education Committee as requiring sufficient English skills; OR</li> <li>• at least two units (to a minimum 12 points) of higher education study, of which at least one unit is an English rich unit.</li> </ul> <p>Alternatively, the satisfactory completion of:</p> <ul style="list-style-type: none"> <li>• study in an English medium educational institution equivalent to at least 48 Monash credit points (one year of full time study) at Australian VET diploma level or higher, or at undergraduate award level, or higher.</li> </ul> <p>For applicants from a non-English speaking background for admission into Monash University exchange and study abroad programs only:</p> <ul style="list-style-type: none"> <li>• the satisfactory completion of study equivalent to at least 48 Monash credit points (one year of full time study) in a course taught and assessed entirely in English at undergraduate award level, or higher.</li> </ul>		
<p>English Language Centre course (Not normally applicable for applicants whose secondary schooling was entirely in an English medium education institution.)</p>	<ul style="list-style-type: none"> <li>• Satisfactory completion of a preparatory course in English language skills, at the appropriate level, at the Monash University English Language Centre or another program approved as equivalent; AND</li> <li>• If any English language test is required, gained the test result required to demonstrate satisfactory completion of the course.</li> </ul>		
<p>English test for Non-English Speaking Background applicants (Not normally accepted for applicants whose secondary schooling was entirely in an English medium education institution.)</p>	<p>Test</p>	<p>Minimum overall score</p>	<p>Minimum band/component score</p>
	<p>IELTS Academic</p>	<p>6.5</p>	<p>Reading: 6.0 Listening: 6.0 Writing: 6.0 Speaking: 6.0</p>
	<p>Paper-based TOEFL</p>	<p>550</p>	<p>Test of Written English: 4.5</p>
	<p>Internet-based TOEFL</p>	<p>79</p>	<p>Writing: 21 Listening: 12 Reading: 13 Speaking: 18</p>
	<p>Pearson Test of English (Academic)</p>	<p>58</p>	<p>No PTE communicative skills score below 50</p>
	<p>Cambridge English: Advanced</p>	<p>176</p>	<p>No skill score below 169</p>

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	(CAE)		
	Cambridge English: Proficiency (CPE)	169	No skill score below 169
English test for applicants from an English speaking background or who completed their final four years of secondary schooling in English	In circumstances where an applicant to an Australian campus has met all the entrance and admission requirements except the English standard, with the approval of the Dean, the degree faculty may ask the applicant to undertake an internal assessment or sit a test (approved by the University Education Committee), such as STAT English, to supplement existing evidence about English proficiency.		

### 2.1.2. English language requirements for admission to approved non-award enabling programs

The minimum English language proficiency requirements for admission to an approved enabling program are set out in the following table.

Source of evidence	The minimum English language proficiency requirement is met if the applicant has met <u>one</u> of the following conditions:		
Secondary schooling or equivalent	Completion of the last two years of secondary schooling, or equivalent, in an English medium educational institution.		
Tertiary study (including VET and higher education)	Satisfactory completion of study equivalent to at least 24 Monash credit points (one standard full-time semester) in an English medium educational institution at Australian VET certificate level IV or above, or equivalent.		
English Language Centre course (Not normally applicable for applicants whose secondary schooling was entirely in an English medium education institution.)	<ul style="list-style-type: none"> <li>Satisfactory completion of a preparatory course in English language skills, at the appropriate level, at the Monash University English Language Centre or another program approved as equivalent; AND</li> <li>if any English language test is required, gained the test result required to demonstrate satisfactory completion of the course</li> </ul>		
English test for Non-English Speaking Background students  (Not normally applicable for applicants whose secondary schooling was entirely in an English medium education institution.)	Test	Minimum overall score	Minimum band/component score
	IELTS Academic	6.0	Reading: 5.0 Listening: 5.0 Writing: 6.0 Speaking: 5.0
	Paper-based TOEFL	523	Test of Written English: 4.5
	Internet-based TOEFL	69	Writing: 21 Listening: 5

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			Reading: 5 Speaking: 14
	Pearson Test of English (Academic)	50	Writing communicative score of no less than 50 and no other skill score lower than 36
	Cambridge English: Advanced (CAE)	169	Writing: no less than 169 and no other skill score lower than 154
	Cambridge English: Proficiency (CPE)	169	Writing: no less than 169 and no other skill score lower than 154

### 2.1.3. English language requirements for admission via other alternative entry pathway

Students enrolling at Monash through an alternative entry scheme, other than an approved non-award enabling program, must meet the University's minimum English language proficiency requirements as set out in 2.1.1.

### 2.1.4. English language requirements for admission to non-award study and single units

Students enrolling in non-award study (other than an approved non-award enabling program) and single units (including exchange and study abroad) must meet the University's minimum English language proficiency requirements as set out in 2.1.1 with the exception for extension study provided in 2.1.5.

Students from other institutions applying to study at Monash can satisfy the English language requirement for admission into an exchange or study abroad program using a certificate of English language proficiency provided by their home institution, with a minimum overall grade of C1, according to the Common European Framework of Reference for Languages System (CEFR).

### 2.1.5. English language requirements for admission to extension studies units

Students currently enrolled full time in the VCE or IB program or equivalent at a secondary school in Australia and eligible for the award of the VCE or IB in the year they participate, may be admitted to an extension studies unit so long as they have achieved high marks across all subjects in year 11/12 thus far, including English.

### 2.1.6. English language requirements for admission from senior secondary qualifications undertaken entirely in English but where an English unit of study was not required.

- a) Students undertaking senior secondary studies in South Australia, Northern Territory and Tasmania are not required to take a formal English unit of study at Year 12 level. For graduates of these senior secondary qualifications, an English rich year 12 unit may be used as the basis for selection with an achievement level commensurate with a study score of 25 in VCE English. The list of units to be accepted for this purpose is maintained by the Admissions Office and published on the Admissions website for prospective students.
- b) Students undertaking GCE A-levels are not required to take a formal English unit of study at A level. For applicants whose academic achievement will be assessed on the basis of GCE A Level results and who have not completed A level English, a grade of C in O Level English or O Level English 1119 (SPM) is accepted as meeting the minimum English language proficiency.

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### 2.1.7. **English language requirements for admission from senior secondary qualifications undertaken in a language other than English but settings which contain an equivalent English standard of study**

Students that have undertaken secondary studies in Austria, Denmark, Finland, Germany, Hong Kong, Netherlands, Norway, Sweden and Switzerland **and** have completed an equivalent English subject to the required standard are considered to have met the English language requirement. The list of units and the required levels of achievement to be accepted for this purpose is maintained by the Admissions Office and published on the Admissions and Monash Abroad websites for prospective students. However, time limitations apply to these qualifications, see 2.2.4 below.

### 2.2. **Time limitations on the measures of English language proficiency to be used in assessment**

Time limitations may apply to the age of the evidence used to demonstrate English language proficiency. Time limitations means that the approved units of study, course, qualification or test used as evidence must have been completed within a specified number of years prior to the date of commencement of the Monash University course to which the applicant applied.

Time limitations do not apply if applicants can establish that they:

- grew up in a predominantly English speaking environment or completed at least the final four years of schooling in an English medium institution (see 2.2.1 and 2.2.3); OR
- have continuously resided in an English speaking country or continuously worked in a predominantly English speaking setting between the completion of their studies and the Monash University course commencement date (see 2.2.2 and 2.2.3).

For all other applicants, time limitations apply as described in 2.2.4.

#### 2.2.1. **English speaking background or schooling in English**

In order for no time limitation to apply on the basis that applicants have an English speaking background or education, they must provide evidence in the form of verifiable documentation. It is the responsibility of applicants to provide evidence that persuades the selection officer that they meet this criterion. This evidence is individually assessed on a case by case basis. The means through which applicants can provide and verify such evidence include but are not limited to:

One of:

- Birth Certificate
- Passport
- Arrival documents to establish residency

together with one of the following or equivalent:

- Secondary schooling certificate or series of school reports
- Reference/statement from a person with standing in the community that they knew the applicant during the period of their education and that the applicant resided in Australia during that period or their education took place in an English speaking country or completely in English. The author of the statement (or statements) could be, for example, a school principal or teacher, doctor or pharmacist, a local manager, community leader, social worker or sporting coach who know the person's family. The statement must be verifiable, for example, through contact details of the author.

#### 2.2.2. **Resided/worked in English speaking setting since previous study**

In order for no time limitation to apply on the basis that the applicant resided in an English speaking country or worked in a predominantly English speaking setting between the completion of their previous studies and the Monash University course commencement date, the applicant must provide evidence in the form of verifiable documentation. It is the

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responsibility of the applicant to provide evidence that persuades the selection officer that he or she meets this criterion. This evidence is individually assessed on a case by case basis. The means through which applicants can provide and verify such evidence include but are not limited to:

One of:

- Birth Certificate
- Passport
- Arrival documents to establish residency

together with one of the following or equivalent:

- Work reference letter or letters on official organisational letter head or received from a verifiable company email address evidencing ongoing employment in Australia or an English speaking setting during the period following their studies.
- Reference/statement from a person with standing in the community (such as school principal, doctor, lawyer, university lecturer, manager of a company with whom applicant regularly interacts) that they have known the applicant during the period following their studies and that the applicant resided in Australia or an English speaking country during the period. The statement must be verifiable, for example, though contact details of the author.
- Registration in Australia with a regulated profession or a recognised international regulatory authority that has English language requirements equivalent to or higher than the University's minimum requirement, e.g., teaching, physiotherapy, nursing.
- A portfolio of official documentation or utilities bills that include the applicant's name and residential address that demonstrates ongoing residency in Australia or another English speaking country, e.g., taxation office assessment notices, letter issued by the Australian Electoral Commission or equivalent, bank statements, Medicare or medical records, or gas, water or electricity bills.

### 2.2.3. Monash University approved English language countries

- a) The following countries are assumed prima facie to be English speaking, and where at least all of secondary education is undertaken in English medium schools.

Antigua + Barbuda	Kenya	St Kitts and Nevis
Australia	Kiribati	St Lucia
Bahamas	Lesotho	Swaziland
Barbados	Malawi	Tanzania
Belize	Marshall Islands	The Gambia
Botswana	Mauritius	Tonga
Canada (excluding Quebec)	Namibia	Trinidad and Tobago
Cook Islands	New Zealand	Uganda
Dominica	Nigeria	United Kingdom
Federal States of Micronesia	Papua New Guinea	(England, Northern Ireland, Scotland, Wales)
Fiji	Philippines	United States of America
Ghana	Republic of Ireland	Zambia
Grenada	Sierra Leone	Zimbabwe
Guyana	Singapore	
Jamaica	Solomon Islands	

- b) The following countries have a majority community that are English speaking and educated entirely in English medium schools. However, a proportion of the

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population who speak another language and undertake schooling in that medium and who may not necessarily be literate in English. Where it is evident that the applicant comes from the English speaking community in that country, with schooling completely in English, they can be regarded in a similar way as those in 2.2.3(a) for the purposes of time limits on measures of English proficiency requirements.

Canada (Quebec) Ethiopia Hong Kong Israel	Liberia Malta Nauru Palau	Philippines Samoa South Africa
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- 2.2.4. Where an applicant cannot establish either of the two conditions in 2.2.1 or 2.2.2, time limits apply. That is, the measures they provide of English language proficiency must have been attained within the number of years prior to the intended Monash University course commencement date specified in the table below.

Measure	Time limit
Satisfactory completion of an equivalent English subject from Austria, Denmark, Finland, Germany, Hong Kong, Netherlands, Norway, Sweden and Switzerland.  For admission into Monash University exchange and study abroad programs, applicants who have completed this English measure more than five years ago, can show evidence of maintaining their English skills by having successfully completed a tertiary education unit taught and assessed entirely in English in the last two years prior to the date of commencement of the program.	5 years
The completion of O Level English 1119 (SPM) or O Level English with a C grade or above	3 years
A completed bachelor's degree studied in English	5 years
An approved test of English language proficiency	3 years
A measure of English proficiency, other than those above	2 years

- 2.2.5. Where an applicant to whom time limits apply has completed several measures of English language proficiency over a period of time, the highest valid measure will be accepted.

- 2.2.6. Where an applicant has commenced a Monash University English preparatory course, the applicant's performance in that course, including completion of and performance in any English test required to measure the course outcome, must be considered as the most recent measure of English language proficiency.

- 2.3. The University reserves the right to require that any applicant undergo a test of English language proficiency.

2.4. **Admission to a course or unit taught in a language other than English**

Where Academic Board has approved a course of study or a unit being taught and assessed in a language other than English (not including courses and units that are taught to develop proficiency in that language), a minimum study score of 25 in units 3 and 4 of that language at VCE, or an approved equivalent, is required.

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### 3. Minimum academic requirements for entry to the University and admission to award study

The University sets the minimum academic requirements for entry to the University (see [Monash University \(Academic Board\) Regulations](#) Part 2, regulations 5 (1) & (2)) and for admission to particular levels of study (see [Monash University \(Academic Board\) Regulations](#) Part 2, regulations 7 (1) & (2)). These are designed to ensure that applicants have an appropriate academic preparation and are likely to succeed in meeting the academic demands of Monash University study.

- 3.1. The minimum academic requirements for admission to a course of study in the University, for applicants who are not granted special admission consideration as specified in section 5 below, are set out in the following table.

<b>Course type</b>	<b>Minimum academic results level</b>
Bachelor degree or bachelor honours degree course  Excepting: For Aboriginal and Torres Strait Islander peoples (Indigenous Australians), bachelor degrees designated as part of the Indigenous Student Access Scheme	Equivalent to an ATAR of 70.0  Equivalent to an ATAR of 50.0
Pathway diplomas <ul style="list-style-type: none"> <li>• Diploma of Tertiary Studies</li> <li>• Diploma of Higher Education</li> <li>• Diploma of Higher Education Studies</li> </ul>	Equivalent to an ATAR of 50.0  Equivalent to an ATAR of 60.0  Equivalent to an ATAR of 60.0
A one year honours degree following a bachelor degree	A high level of achievement (at least a distinction average in four units at unit level 3 in the field of study) in a relevant bachelor degree.
Graduate certificate	A completed bachelor degree or equivalent
Graduate diploma	A completed bachelor degree or graduate certificate or equivalent
Master's degree	A completed bachelor degree or equivalent

- 3.2. Postgraduate certificates and postgraduate diplomas are not awards listed within the Australian Qualification Framework (AQF) and are not offered by Monash University in Australia. However, they are recognised in Malaysia and other countries in which Monash offers courses and it may be appropriate to offer courses leading to these awards in these countries. In such cases, the following minimum entry requirements apply:

<b>Course type</b>	<b>Minimum academic results level</b>
Postgraduate certificate	A completed bachelor degree or equivalent in the same or a related field
Postgraduate diploma	A completed bachelor degree or equivalent in the same or a related field, or a postgraduate certificate or equivalent

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### 3.3. **Bonuses on the ATAR as a measure of academic achievement**

In making selection decisions for admission to bachelor's courses, the University may apply bonuses to a domestic applicant's achieved ATAR and hence increase the applicant's selection rank to recognise particular circumstances or achievements. Bonuses are of two types, subject bonuses as described in 4.4 and Special Entry Admission Scheme (SEAS) bonuses as described in 5.2.

For the purpose of determining whether a domestic applicant has met the minimum academic requirements of the University for admission to a bachelor's degree course, that is, an ATAR of 70, Special Entry Admission Scheme (SEAS) bonuses are applied prior to determining eligibility. However, this does not apply to subject bonuses. That is, for entry to a bachelor's degree course an applicant must have achieved the equivalent of an ATAR of 70 after SEAS bonuses but before any subject bonuses are applied.

### 3.4. **Admission requirements of vertical double degree courses**

Vertical double degree courses are offered to prospective undergraduates in the form of an articulated two-part program leading to a bachelor's degree and a master's degree. Students are admitted to the bachelor's course but are guaranteed access to the master's course under specified conditions.

Where vertically articulated courses prepare students for a regulated profession with an accredited master's degree, the master's degree faculty manages the articulation, undertakes selection of students and assures appropriate advice relevant to the articulation/profession.

## 4. **Course specific requirements for admission to award study**

Beyond the requirements for entrance to the University and admission to a level of study, an applicant must meet any course specific requirements set by the degree faculty. The course specific requirements assist in identifying applicants with appropriate academic preparation and other relevant attributes and who are the most likely to succeed in the particular course of study.

### 4.1. **Admission requirements beyond the University's minimum requirements for a course of study**

These may include but are not restricted to the following:

- a higher level of English proficiency than the minimum required for entry to the University;
- a higher level of academic achievement (e.g. ATAR or GPA) than the minimum required for entry to the University or level of study;
- completion of specific prerequisite subjects and achieving a specified level of result in these subjects;
- completion of relevant subjects and achieving a specified level of result in these subjects;
- evidence of aptitude for, or performance capability in, a particular field of study (e.g. the creative or performing arts);
- evidence of personal and interpersonal attributes relevant to a professional field, or the learning outcomes of a particular course, such as empathic reasoning, communication skills, critical thinking, initiative, flexibility, advocacy; or
- evidence of experience relevant to success in a particular area of study such as relevant professional or work experience, community leadership, working with children.

### 4.2. **Measures for selecting applicants**

Beyond measures of achievement based on academic results in previous study (e.g. study score, ATAR, GPA) other measures may be used for selection, including but not restricted to the following:

- an approved aptitude test (see section 4.2.1 for a list of approved tests)
- an audition
- an interview
- a curriculum vitae (résumé)
- a portfolio of work

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- a reference
- a personal statement
- a supplementary application form

### 4.2.1. **Aptitude and other tests**

Aptitude tests, university matriculation tests and other tests may be used as a requirement for admission to a course of study. Academic Board has delegated the approval of all such tests to the University Education Committee.

4.2.1.1. The following tests may be used to assist in the selection of applicants who present the high school matriculation qualification listed with the test.

- ACT, where the applicant has completed a United States high school diploma or equivalent,
- AP (Advanced Placement), where the applicant has completed a United States high school diploma or equivalent,
- Gaokao, where the applicant has completed a Chinese high school diploma or equivalent (Note: this test has been approved for use on a pilot basis), and
- SAT, where the applicant has completed a United States high school diploma or equivalent.

4.2.1.2. The following tests can be used as a supplementary measure of applicants' aptitude for the course, in conjunction with any other course admission requirements.

- General Achievement Test (GAT)
- Special Tertiary Admission Test (STAT)

4.2.1.3. Deans may elect to use the following approved tests as a supplementary measure of applicants' aptitude for specific courses, in conjunction with any other course admission requirements.

- Graduate Australian Medical School Admission Test (GAMSAT)
- International Students Admission Test (ISAT)
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Situational Judgement Test (SJT)
- University Medical and Health Sciences Admission Test (UMAT)

### 4.3. **Prerequisite subjects**

Prerequisite subjects for a course of study must only be approved where they provide necessary knowledge that is required to successfully achieve learning outcomes for the course of study. Prerequisites are recorded in CourseLoop as part of Academic course information.

Relevant prior knowledge can be deemed to be equivalent to the prerequisite. Furthermore, a Dean may approve the admission of educationally disadvantaged students who have almost but not quite met the required study score for a prerequisite so long as additional academic support is provided and participation expected. The support that is to be provided to the student must be documented and copied to the Director Admissions for VTAC reporting.

### 4.4. **Subject bonuses**

Domestic applicants for an undergraduate course of study at an Australian campus who have completed specified VCE subjects with a study score of 25 or higher as determined by the Faculty may receive special consideration in the form of a notional bonus of points added to the applicant's aggregate study score, which will result in a higher adjusted ATAR, that is, a higher selection rank for

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that course of study. Subject bonuses are awarded in recognition of high achievement in specified secondary school subjects that are highly indicative of likely success in the particular course of study.

When applying subject bonuses for a course of study, no single applicant may receive more than 8 subject bonus points, including for a double degree course. This bonus may only be applied to the scores of applicants that have already met the minimum academic entrance requirement to a bachelor degree course, that is, an ATAR of 70 (section 3). An applicant that benefits from SEAS bonuses may also receive subject bonuses. However, an individual applicant may not receive more than 20 bonus points in total. See 5.2.1 also.

When establishing double degree courses, agreement must be reached between the degree faculties as to how subject bonuses will be applied. However, application of subject bonuses must be consistent with the principle that bonuses should not result in students being admitted to a double degree course who would not have been admitted to each of the single degree courses.

Details of subject bonuses by course, including the required level of achievement, are published in the VTAC guide along with the maximum number of subject bonus points available for a course of study. Subject bonuses are reviewed periodically and reported annually to the University Education Committee along with prerequisites.

[International students are not eligible for subject bonuses because there is sufficient flexibility in the Undergraduate Entry Requirements Table (UERT) band ATAR equivalent which is within a five ATAR point range above and below the clearly-in score.]

### 4.5. **Approval of course specific admission requirements**

The Dean of the degree faculty determines the requirements for admission to a course of study, which are approved by Academic Board as part of the course accreditation. These may be revised with approval of Academic Board.

The Dean may recommend to the Deputy Vice-Chancellor (Education) that higher achievement levels than those approved by Academic Board, or additional requirements for admission, be established. The Deputy Vice-Chancellor (Education) may establish the higher levels or additional requirements recommended by the Dean, but is not bound to. Such changes will be noted annually at the University Education Committee as part of the annual update of academic course information.

## 5. Requirements for special admission to award study

The Academic Board may approve special admission schemes for applicants who will be domestic students at the campus location of offering, which recognise that students whose education has been negatively impacted by their circumstances will often perform better at university than their school results would suggest. It may approve:

- the eligibility and selection criteria for University-wide special admission schemes, and
- a special admission scheme for a particular course of study, on the recommendation of the Dean of the managing faculty.

### 5.1. General conditions of special admissions schemes

Notwithstanding the special admission scheme, in order to be admitted to a course of study, applicants must:

- meet the minimum age and English language proficiency requirements of the University (see sections 1 and 2);
- have completed any prerequisite subjects and achieved the required scores in the prerequisite subjects for admission to the course of study (see 4.3); and
- fulfil any additional requirements for the course of study.

### 5.2. **Special Entry Access Scheme**

Domestic applicants to bachelor's degree courses at an Australian campus may be eligible for the Special Entry Access Scheme (SEAS) which recognises individual circumstances or membership of

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an equity group that may have affected the applicant's education, providing a consistent and transparent way of taking into account the nature and likely extent of disadvantage.

For student intakes admitted through VTAC, applicants may apply for special admission consideration through the VTAC special entry access scheme. A sector-wide committee supported by VTAC makes an assessment of the severity of an applicant's disadvantage and Monash will then apply its own weightings to the VTAC scales of relative disadvantage (see 5.2.1).

Applicants:

- whose need for special admission consideration is not evident until after the VTAC application closing date, or
- who are admitted through a mid-year intake

may apply directly to Monash University for special admission consideration. The University undertakes an assessment of disadvantage for these applicants, in a way that is equivalent to the VTAC process (see 5.2.2).

### 5.2.1. For applicants with a current ATAR

Consideration takes the form of a notional bonus of points added to the applicant's aggregate study score, which will result in a higher adjusted ATAR and hence a higher selection rank. The maximum number of points available for each equity category or form of personal disadvantage is as follows:

Equity consideration applies to people ...	Maximum aggregate points
... experiencing financial disadvantage	10
... from regional and remote areas	6
... who are Indigenous Australians	15
... with a Socio-Economic Index for Areas (SEIFA) home location in the lower 50%	15
... with a disability or medical condition	5
... from a non-English speaking background	3
... experiencing difficult circumstances	5
... of mature age (21 years or older on 1 January of the year they enrol)	8

The number of bonus points actually received in each category is determined taking into consideration the severity of the disadvantage.

Bonus points for applicants who meet the criteria for multiple categories are cumulative but the maximum bonus points that can be applied, including subject bonuses, is 20 aggregate points and the maximum increase in ATAR available is 10 ATAR points. The [Monash SEAS calculator](#) enables applicants to estimate the adjusted ATAR after SEAS bonuses are applied.

For courses that use the ATAR as the primary ranking tool for selection, if the applicant has met the conditions in 5.1 and the adjusted ATAR is above the course clearly in ATAR, the students will be offered a place.

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For courses that use a range of criteria in addition to the ATAR for ranking, the adjusted ATAR will replace the original ATAR in selection decisions. Selection officers are also expected to give special consideration to the disadvantaging circumstances in judging any additional selection criteria.

### 5.2.2. For applicants without a relevant ATAR

Consideration takes the form of a notional bonus of points added to the applicant's overall score (that is, their score out of 100) for academic achievement. The process is as follows:

- a) SEAS bonus points are calculated exactly as in 5.2.1 and divided by 2.
- b) A percentage equal to this value is applied to the course (E-type) cut off score (i.e., if the SEAS bonus is 12 points, dividing by 2 produces a value of 6, so 6% of the cut off score is calculated).
- c) This result is added to the applicant's overall score of academic achievement providing an adjusted score for academic achievement (i.e., if the cut-off score is 70, 6% of 70 is 4.2% which is added to the applicant's original score out of a 100).
- d) This adjusted academic achievement score is used in selection decisions as it is in 5.2.1. This means that:
  - i. For courses that use the overall score of academic achievement as the primary ranking tool for selection, if the applicant has met the conditions in 5.1 and the adjusted score of academic achievement is above the course clearly in ATAR the students will be offered a place.
  - ii. For courses that use a range of criteria in addition to overall academic achievement for ranking, the adjusted score will replace the original score of academic achievement in selection decisions. Selection officers are also expected to give special consideration to the disadvantaging circumstances in judging any additional selection requirements.

### 5.3. Monash Guarantee

Domestic school leaver applicants to bachelor's degree courses at an Australian campus may be eligible for the Monash Guarantee, which recognises circumstances that may have affected the applicant's education and provides a clear indication to such applicants of their opportunity to study at Monash.

#### 5.3.1. Eligibility for the Monash Guarantee (including the Vice-Chancellor's Access Monash List)

Domestic school leaver applicants for admission to undergraduate degree courses at Australian campuses are eligible for selection under the Guarantee if they:

- have experienced financial disadvantage; or
- are an Indigenous Australian; or
- attended a Monash listed under-represented school; or
- live in a low socio-economic status area based on SA1 in the bottom 50% of SIEFA IEO ranking.

5.3.2. Every school leaver entry undergraduate degree course (or specialisation), except for Scholars streams within courses, publishes on Find a Course a Monash Guarantee ATAR, which is up to 10 points lower than the anticipated clearly in ATAR for the course, but no lower than 70.

5.3.3. For courses with ATAR as the primary tool for ranking applicants and which have no limitations on the number of places available, all eligible first round applicants to the course who have an achieved ATAR above the Monash Guarantee ATAR and meet the course prerequisites will be offered a place.

5.3.4. For courses with a range of criteria (including ATAR) used for ranking applicants, eligible first round applicants to the course, who have an achieved ATAR above the Monash

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Guarantee ATAR and meet the course prerequisites will be offered a place if they are successful in the additional selection criteria.

- 5.3.5. For courses which have a limitation on number of places available, eligible first round applicants to the course, who have an achieved ATAR above the Monash Guarantee ATAR and meet the course prerequisites but who would not otherwise have been selected into the course on the basis of their SEAS adjusted ATAR and any other criteria, will have access to an additional reserved quota of places which will be allocated on the relative merits of the eligible applicants, taking into consideration prior achievement, any other criteria and equity.

### 5.4. **Faculty based special admissions schemes**

With the approval of Academic Board, faculties may establish faculty based special admission schemes for applicants who are domestic students at the campus to which they are seeking admission.

Under such schemes, consideration may be given for applicant's results in additional requirements considered relevant by the faculty for admission to courses managed by the faculty: that is, requirements of the type listed in 4.1 evidenced as listed in 4.2.

## 6. Indigenous Student Access Scheme

The Indigenous Student Access Scheme recognises the systemic under representation of Indigenous Australians in higher education.

- 6.1. Indigenous Australian applicants will be considered by an Indigenous Student Admissions Committee. The Indigenous Student Admissions Committee is constituted by the Deputy Vice-Chancellor (Education).
- 6.2. The Indigenous Student Admissions Committee will have oversight of admission processes for all Indigenous Australian applicants.
- 6.3. The Indigenous Student Admissions Committee will consider the likelihood of success in the proposed course for all Indigenous Australian applicants. For applicants who would not have otherwise been selected for admission, if the Indigenous Student Admissions Committee considers that the applicant is likely to succeed, they will be taken to have satisfied both the entrance and admission requirements for the course, including any pre-requisite subjects, and the English Language proficiency requirements, and offered a place in the course. The minimum age requirement (see section 1) applies to all Indigenous Australian applicants.
- 6.4. The Indigenous Students Admissions Committee may:
- set conditions for the admission of an Indigenous Australian applicant (including those not selected through other Monash programs e.g. those in 5.2 and 5.3). These may include the completion of preparatory training modules or enabling programs; and
  - recommend intensive academic and other scaffolded support services that will assist an applicant during their studies, both through the faculties and the William Cooper Institute.
- 6.5. Notwithstanding the provisions in 11.2, the Indigenous Student Admissions Committee will recommend the setting of targets for Indigenous Australian students for admission to courses (including specialisations or programs within courses), to the Deputy Vice Chancellor (Education).
- 6.6. The Deputy Vice-Chancellor (Education) will report to the University Education Committee and Academic Board annually on the retention, course completions and other measures of success of Indigenous Australian students

## PART B - ADMISSION PATHWAYS TO AWARD STUDY

For admission to an undergraduate degree course the most common admission pathway is through completion of a senior secondary schooling certificate with graded results. For admission to a graduate degree

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the most common pathway is after completion of an undergraduate degree. The admission standards and criteria described in PART A, are generally expressed in terms of these pathways. Students, however, enter the University, and particular courses of study, through a range of pathways.

Apart from the completion of a secondary school qualification, standard pathways to undergraduate study include foundation studies programs or partial or full completion of a program of tertiary study (VET or university) at an equivalent or higher level to secondary schooling (section 7).

The University may also admit applicants who have not undertaken a formal program of study at or above senior secondary level (for undergraduate entry) or degree level (for graduate entry). For such cases a range of alternative entry pathways are available (section 8).

Students may also transfer internally from one award program to another (section 9).

### 7. Standard admission pathways into award courses

7.1. For all standard admission pathways, all age, English proficiency and academic requirements for admission must be met including prerequisites (sections 1, 2 and 3).

#### 7.2. Senior secondary qualifications

Students are admitted to undergraduate entry courses on the basis of their academic achievement in a senior secondary qualification recognised as at least equivalent to an Australian Year 12 qualification.

7.2.1. For state-based Australian Year 12 qualifications, the Australian Tertiary Entrance Rank (ATAR) is used as the basis for ensuring consistency in the assessment of academic achievement. For students studying in Australian states under different education systems (e.g. IB), a notional ATAR is provided by the local Tertiary Admissions Centre, which is then used in the same way as the ATAR for determining eligibility and for selection.

7.2.2. International senior secondary qualifications are reviewed by the Coursework Admissions Standards Sub-Committee (CASSC) as described in 10.1 and a table of equivalence between the ATAR and achievement in the international qualification determined.

7.2.3. Whether Australian or international senior secondary qualifications, appropriate units of study are identified by CASSC for the assessment of prerequisites, including English. Where senior secondary schooling was not taught and assessed entirely in English, a test of English language proficiency designed for international students (such as IELTS) is required as detailed in Section 2 (see particularly 2.1.1).

#### 7.3. Foundation programs

7.3.1. Students may be admitted on the basis of a foundation year program of study offered by a tertiary institution where the program is judged to be at least equivalent to an Australian senior secondary qualification.

7.3.2. Students may be admitted through packaged offers which are a combination of a foundation program and the proposed destination course of study. Such offers are only possible where agreements are made between Monash University and another education provider (such as Monash College). These agreements include specific achievement levels at which admission from a foundation course to a destination bachelor's degree course is guaranteed. (See further 12.3)

#### 7.4. VET awards (other than secondary education)

Applicants may be considered for admission on the basis of a VET Certificate IV, diploma or advanced diploma so long as the program provides graded assessment. Programs that involve competency-based assessment without grades or marks will not be sufficient to meet the admission requirements. If approved by the Dean for a particular course of study, however, applicants who have successfully completed ungraded VET study may be considered for admission based on a combination of that study and other measures such as those described in Section 7 under alternative entry pathways.

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### 7.5. Higher education course

Applicants may be considered for admission to a course of study at Monash on the basis of prior study at a registered Australian higher education provider or an overseas educational institution assessed as being equivalent by the Academic Board. As a general principle, a student's whole previous academic study is taken into account when making selection decisions but emphasis may be placed on parts the selection officer considers most relevant.

- 7.5.1. An applicant whose recent achievement in their completed senior secondary qualification would have made them ineligible for entry to the University or admission to the course of study, may later apply to an undergraduate course of study on the basis of an incomplete course of university study. The completion of the equivalent of at least 48 points of award study and a Monash credit pass average (i.e. including all units studied) is normally required in order for the university study to be emphasized over the evidence of academic achievement provided by the senior secondary qualification.
- 7.5.2. Where less than 48 points of university study has been completed, the complete academic record of senior secondary studies and university studies is taken into account in determining eligibility for selection. Two examples are as follows:
- A student who is otherwise eligible for admission on the basis of their senior secondary results but who did not satisfy a mathematics prerequisite, may complete a unit or units of tertiary study that satisfies the prerequisite, in which case the senior secondary results along with the tertiary unit(s) may together make the student eligible for admission.
  - A student who is ineligible for entry to the University or admission to a particular course of study on the basis of their senior secondary results, and enrolls in a pathway diploma course such as DoTS, is (except in exceptional circumstance) expected to complete the full 48 points in the standard time in order to progress to the destination course of study. Failing this, their whole record of study including their school and university results must be considered in any future selection decisions.
- 7.5.3. Where an applicant to an undergraduate course of study is admitted on the basis of incomplete higher education study, admission does not imply that credit will be awarded for the previous study. See [Credit Policy](#) and [Procedures](#) for advice about the awarding of credit.
- 7.5.4. A completed bachelor's degree in a cognate or relevant field is the most common admissions pathway to a graduate certificate, graduate diploma or coursework master's degree course. These graduate courses may also be designed for admission by graduates from non-cognate fields as articulated in the [Course Design Procedures](#).

## 8. Alternative pathways into award courses

Applicants who have not undertaken a formal program of study at or above senior secondary level (for undergraduate entry) or degree level (for graduate entry), and hence do not meet the minimum entry requirements for the University or the course specific course requirements, may be considered for alternative entrance on the basis of:

- at least two units of successfully completed higher education study; and/or
- successful completion of an approved enabling program; and/or
- recognition of prior learning; and/or
- equivalent learning outcomes demonstrated by mature aged applicants; and/or
- an approved aptitude test, university matriculation test or other relevant test.

- 8.1. Applicants seeking entry through an alternative entrance pathway must fulfil the English language entry requirements as set out in 2.1.

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### 8.2. Two units of higher education study

Applicants may be considered for admission to a course of study at Monash on the basis of at least two units of prior study at a registered Australian higher education institution or an overseas educational institution assessed as being equivalent by the Academic Board. In this case:

- a faculty may require the applicant to have completed a specific unit or a unit in a specific discipline;
- a minimum of two distinct units and a minimum of the equivalent of 12 points of study is required;
- the applicant's whole academic record must be considered, including both passed and failed units, although this may be tempered by consideration of recency and circumstances.
- all course prerequisites (or equivalents) including levels of achievement must be met.

Such applicants are generally mature age and without formal qualifications that demonstrate preparedness for university study. In the case of younger applicants, they may have undertaken single unit study to complement their secondary school results (for example completing prerequisites for their preferred course of study). To remove any possibility of confusion, selection decisions for the latter group would be made on the basis of their whole record of study, including both their school and university results, as articulated above in section 7.5. (Note that Malaysian Government regulations do not permit single unit study to be used as a basis for admission to courses at Monash University Malaysia).

### 8.3. Enabling program

Applicants may be considered for admission to a course of study at Monash on the basis of successful completion of non-award higher education enabling programs that prepare students for entry to award and degree courses.

8.3.1. In order for an enabling program to be considered for admission purposes the program must be designed to ensure that at the successful completion of the program students are able to demonstrate:

- the minimum English language proficiency requirements for admission to award course and units of study of the University as set out in 2.1.1; and
- the academic entrance requirements of the University including through an alternative entrance mechanism.

8.3.2. Agreements may be reached which set specific achievement levels at which admission from an enabling program to a specific course of study is guaranteed. Such arrangements are made for entry from enabling programs offered by Monash University, but may be considered also for programs offered by other Higher Education providers as specifically approved by Academic Board.

### 8.4. Recognition of prior learning (RPL)

In exceptional circumstances and with the endorsement of the Dean, Academic Board may approve the entrance and admission of applicants to a course of study at Monash on the basis of recognition of prior learning. Applicants must be able to demonstrate their ability and achievement of learning outcomes equivalent to the University entrance and course admission requirements. This may be shown by their:

- prior employment or unpaid work in a relevant field; and/or
- completion of relevant non-award programs and other types of non-credentialed learning such as professional development, executive and continuing education and Massive Open Online Courses (MOOC); and/or
- supporting statements that document the applicant's responsibility for relevant activity such as project work or community development; and/or
- other forms of verifiable evidence that demonstrate preparedness for the preferred course of study.

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As well as approving recognition of prior learning for individual applicants, Academic Board may approve recognition of prior learning as the basis for admission for a specified group of applicants to a particular course of study. For example, unqualified applicants with verifiable work experience as teachers may receive recognition.

### 8.5. **Mature age entry**

The Dean of the degree faculty may approve the entrance and admission of mature age applicants to an undergraduate course of study on the basis of their demonstrated ability and achievement of equivalent learning outcomes as shown by their:

- prior employment or unpaid work in a relevant field; and/or
- tangible contribution to a relevant field; and/or
- completion of a non-award qualification in a relevant field.

## 9. Internal transfer into award courses

Internal course transfer is subject to a competitive selection process. The level of performance required for a successful application is set by the faculty managing the course.

### 9.1. **Criteria for eligibility to internal transfer**

9.1.1. The minimum eligibility criteria for an internal course transfer are:

- successful completion of a minimum of 12 credit points in a Monash University course,
- fulfilment of the admission requirements of the course into which transfer is sought, and
- performance at an appropriate level in the existing course.

9.1.2. The faculty managing the course to which transfer is sought:

- will determine what is an appropriate level of performance. The appropriate level may depend upon both the current course and the course applied for.
- may require students to have completed a greater number of credit points than the minimum stated above, to be eligible for transfer.

9.1.3. Managing faculties will publish details on the [course or campus transfer web page](#) on the level of performance and number of completed credit points required for a student to be considered for internal course transfer into each course. This includes a statement that internal transfer is part of a competitive selection process and so the actual requirement for admission to the course on the basis of internal course transfer may be higher than the published minimum.

## PART C - TRANSPARENT, CONSISTENT AND FAIR SELECTION

In order to be considered for selection to an award course the applicant must have met the minimum age, English proficiency and academic requirements for admission to the University and to the course award level as determined by Academic Board, as well as the minimum requirements for admission to the particular course of study. Once each of these eligibility requirements is met, an applicant can be considered for selection to the course of study.

Under the [Monash University \(Vice Chancellor\) Regulations](#), the University can limit the number of places in a course of study (or in a specialisation in the course, or for a category of student) at its discretion. Where insufficient places may be available to admit all eligible applicants within a category and eligible applicants are ranked for selection, the ranking must be according to processes that objectively assess their relative merit, taking into consideration both prior achievement and equity in a transparent, consistent and fair way. The same principles of transparency, consistency and fairness apply to the selection of eligible students across admission pathways, student cohorts and campuses.

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The criteria for determining eligibility for admission, and for ranking for selection, are publically available along with indicative information about the outcomes of selection processes to enable potential applicants to form a realistic view of the likelihood of a successful application.

In making selections, the selection officer is not only ensuring that academic standards and the reputation of the University are maintained but endeavouring to ensure that applicants are only offered places if the evidence suggests that they will be able to succeed in their course in the standard duration.

### 10. Consistent interpretation of admission requirements

#### 10.1. Deeming equivalence

Courses and qualifications offered by other educational institutions, aptitude and English language proficiency tests are assessed for equivalence to the University's English language proficiency and academic requirements for admission by CASSC. CASSC makes recommendations to the University Education Committee which will then consider whether to deem equivalence.

These decisions are captured in the:

- Undergraduate Entry Requirements Table (UERT), which lists all the Year 12, foundation and post-secondary programs that are considered equivalent to the VCE and have been approved as an appropriate entry pathway to the University's undergraduate courses. The table provides thirteen Year 12/foundation bands as different entry points to the undergraduate degrees with Band 1 being the lowest and Band 7+ being the highest. Each band covers a range of ATARs and this is the benchmark against which scores for other approved qualifications are aligned.
- Postgraduate Entry Requirements Table (PERT), which lists by country tertiary level qualifications (including award levels and duration) that are considered equivalent to an Australian bachelor level qualification and have been approved as an appropriate entry pathway to the University's postgraduate courses. The table provides eight bands for each grading scale in use in each country to define specific entry points to the postgraduate degrees with 'Pass' being the lowest and 'High Distinction+' being the highest.

When calculating average marks or Grade Point Averages (GPA), results from all units of study, including failed units, must be used. The PERT provides equivalences between the Monash calculation of a GPA and GPAs used by other institutions.

#### 10.2. Judging equivalence including time limitations for English proficiency measures

The tables in 2.1 provide equivalences between different measures of English language proficiency but may not comprehensively cover all circumstances and professional judgement is required in interpreting the requirements. Determining whether and if so which time limitations apply as set out in 2.2 and whether a package of measures together satisfy the requirements may also require judgement.

Where there may be ambiguity as to whether an applicant has demonstrated an equivalence to the minimum English language proficiency required, the dean of the managing faculty may request in writing a determination by the Chair of the University Education Committee who will consult with the Director Admissions and the Director Education Policy and confirm or otherwise the faculty's interpretation. All determinations made by the Chair will be noted by Education Committee at its meetings.

If in the view of the Chair, there is ambiguity that requires clarification or confirmation of the intention of the regulation, the case will be forwarded to Academic Board for determination.

#### 10.3. Approval of exception from the minimum English language proficiency and academic entrance requirements

Upon the recommendation of the Dean of the degree faculty, Academic Board may exempt an individual person or group of people from fulfilling either the minimum English language proficiency requirements (as set out in section 2.1) or the minimum academic entrance requirements of the University (section 2.2). The exemption may be subject to conditions specified by the Board.

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### 10.4. **Deeming applicants as meeting the minimum English language proficiency and academic entrance requirements**

In some exceptional circumstances, such as where documentary evidence may not be available, upon recommendation of the degree faculty, the Academic Board may deem that an individual person or group of people have met the minimum English language proficiency requirements or the minimum academic entrance requirements of the University. The exemption may be subject to conditions specified by the Board.

- 10.5. The Dean of the degree faculty may, in circumstances he or she considers exceptional, deem a person as having satisfied the course specific requirements for admission to a course of study. Information about the exemption must be forwarded to the Chair of the University Education Committee at the time of the decision and reported for noting by the committee at its next meeting.

## 11. Selecting amongst eligible students

### 11.1. **General principles**

- 11.1.1. Only applicants who meet the eligibility requirement for entry to the University and admission to a course of study may be considered and ranked for selection.
- 11.1.2. For admission to an undergraduate course of study, preference may be given to a person who has not qualified for a degree or other university award at degree level or higher over a person who has so qualified.
- 11.1.3. In selecting from amongst eligible applicants who meet the requirements for admission to a course of study, selection officers consider a person's complete academic record but may place greater importance on the aspects of that record that he or she considers most relevant. Note however, as indicated in 7.5, in determining whether an applicant is eligible (that is, meets the admission requirements), on the basis of results for single unit study or an incomplete course of study, the level of results in the person's whole academic record must be considered.

### 11.2. **Setting quotas and limits on the numbers of students admitted to courses, specialisations, programs of study or units.** This part of these procedures are subject to the [Monash University \(Vice-Chancellor\) Regulations](#) Part 3, Regulation 10.

- 11.2.1. After consulting with the Provost, Deans may:
- approve a limit on the total number of persons, or the number of persons falling within a particular category for admission to courses (including specialisations or programs within courses), or for individual units of study.
  - reserve a quota of places for a particular category of people that have experienced some form of educational or other kind of disadvantage.
- 11.2.2. Where a limit has been set for a course or a specialisation or program required for a course, selection will be made on the basis of academic merit, with applicants ranked taking into consideration prior achievement and equity.
- 11.2.3. Where a quota has been set for a unit of study, selection will be made on the basis of the faculty's own requirements for enrolment into that unit. Deans may impose quotas with regards a specific delivery location or mode of study within the unit also. Quotas are usually employed where there is restricted availability of resources, such as space, appropriate equipment, and suitably qualified staff.
- 11.2.4. Where a quota has been set for persons experiencing a specified form of educational disadvantage, selection will be made on the basis of academic merit, taking into account prior achievement and evidence of disadvantage, e.g. the Faculty of Medicine and Nursing and Health Sciences Dean's Rural List and the Dean's Indigenous List.

### 11.3. **Allocation of Commonwealth Supported Places (CSP) and fee-paying places**

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- 11.3.1. Domestic students in Australia who receive an offer of an undergraduate place in a course will be admitted to a Commonwealth Supported Place (CSP) as provided by the *Higher Education Support Act*
- 11.3.2. Domestic students in Australia who receive an offer of a graduate/postgraduate place in a course will be admitted to either a CSP or a full-fee paying place, as provided by the *Higher Education Support Act*.

Within the constraints of the number of CSP available, faculties will determine if places in a course will be:

- i. solely CSP;
- ii. solely full-fee; or
- iii. a mixture of CSP and full-fee places.

Where there is a mixture of CSP and full-fee places available in a course, faculties will establish a ranking process to allocate CSP among applicants. The ranking process will be based on academic merit, taking into consideration prior achievement and equity. Only applicants who meet the eligibility requirement for entry to the University and admission to a course of study may be ranked. Late applicants may have access to full-fee places only.

- 11.3.3. At Australian campuses, international students who are offered an undergraduate or graduate/postgraduate place in a course will be admitted to a full-fee paying place.

## 12. Consistent and fair selection across admission pathways, cohorts and campuses

### 12.1. Comparability of undergraduate selection across campuses

Unless otherwise determined by the Deputy Vice-Chancellor (Education) in exceptional circumstances, the ATAR or equivalent required for admission to an undergraduate single degree course (and specialisation) at any campus in any given admission period must not be more than 5 points below the highest clearly-in ATAR, or equivalent, applicable for admission to the same course and specialisation at any campus in that period. For double degree courses, the general principle also applies but is considered to be met so long as students are not admitted to a double degree course in any given admission period who could not have been admitted to each of the component single degree courses.

### 12.2. Setting and review of international admission bands

The process for setting and promulgating undergraduate entry level across international cohorts is as follows:

- a) Entrance scores for all international undergraduate applicant cohorts will be set by faculties for a three year period.
- b) Every three years faculties will be provided with a choice of any UERT admission band that are at the same level, or above the reported Eligibility Score for the course.
- c) In exceptional circumstances and with the approval of the University Education Committee, faculties may amend the admission band prior to publication each year.
- d) The entrance scores will be available to Monash University and to Monash College by early February in order to enable publications, websites and other communications to be updated.
- e) These minimum academic entry requirements will be released on 1 March each year after which it will become the basis of any offers made for commencement from 1 January the following year.
- f) Entry for admission in second semester of the current year, will remain at the current level if it is lower than that for the following year.

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- g) For offers for direct entry (full or conditional), the minimum academic entry requirements in place at the time a completed application is received will apply unless the requirements are lower at the time of offer, in which case the lower requirement will apply.
- h) In exceptional circumstances and with the approval of the University Education Committee, faculties may amend the admission band prior to February of each year.

### 12.3. **Setting double degree admission requirements**

The admission requirements for double degrees are set so that no student is admitted to a double degree course in any given admission period who could not have been admitted to each of the component single degree courses.

### 12.4. **Annual updating of entry levels from packaged offers with foundation programs**

Where students are admitted through packaged offers which are a combination of a foundation program and a proposed destination course of study, the requirements in 12.2 and 12.3 should be adopted as far as possible. For admission to Monash University from Monash College's Monash University Foundation Year (MUFY) the following applies:

- a) Faculties and Monash College determine entrance scores required from graduates of MUFY informed by performance data provided by University Planning and Statistics. However, by early February each year Monash College will confirm the Foundation Year results to apply for the following year.
- b) Print publications for MUFY will indicate the performance level required at the time of publication, but students will be directed to the website for updates on performance levels required for admission. Disclaimers to this effect will be included in all publications.
- c) Entrance requirements for students articulating from MUFY will be based on the scores and prerequisites published at the time of commencement in the Foundation Program. Should the entrance requirements for the destination Bachelor course be lower at the time of entry the lower requirement will apply.
- d) Records of the entry requirements for each intake of students from the Foundation Program will be kept and made available to students via the Admissions web site.

### 12.5. **Use of predicted results**

The Dean of the managing faculty may elect to accept predicted results. In this case, in the absence of actual results an applicants' predicted results are treated as equivalent to results already achieved provided that:

- the person's actual results will not be available to the University from the relevant school, or institution by the latest time at which admission decisions are to be made. For students with A Levels, ACT, Advanced Placement or International Baccalaureate or Scholastic Admission Test qualifications only, Monash may make offers on predicted results up to 2 years prior to the last date on which admission decisions are made regardless of the date of release of the final results for those students; and
- the predicted results are provided in the form of a statement on the institution's letterhead, signed by the principal, teacher, school counsellor or registrar of the institution, or their authorised delegate no more than 2 years prior to the first day of Monash University orientation week, and
- the results were obtained in a program and at an institution accepted for this purpose, recommended by CASSC and listed in the table of programs and institutions maintained by the Admissions Office. The Admissions Office may also add new schools to the list where final results can be obtained through an official online verification system.

(Note that Malaysian Government regulations do not permit the use of predicted results at Monash University Malaysia).

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### 13. Transparent admission requirements and selection outcomes

Monash University is committed to publishing transparent data about its admission requirements and selection outcomes.

#### 13.1. Admission requirements

- 13.1.1. For each course of study, the Dean of the managing faculty must ensure that both the academic requirement for admission to the course and any additional criteria or requirements for admission are published in [Find a Course](#).
- 13.1.2. Requirements for admission to undergraduate courses for which applications are received through VTAC, must be published in the VTAC Guide. Details of course specific admission requirements are available from the University's [Find a Course](#). Applicants are able to access information about equivalent qualifications and required levels of achievement for a course of study through the [Credit Precedents and Admission Requirements \(CPAR\) database](#).
- 13.1.3. The Director, Admissions will make available to staff on the [Admissions intranet](#) site: Undergraduate Entry Requirements Table, Postgraduate Entry Requirements Table, the list of approved schools from which the University will accept predicted results and the historical records of entry and admission requirements from all equivalent qualifications and foundation programs.

#### 13.2. Selection outcomes

- 13.2.1. For each undergraduate course of study, the University will publish the following in [Find a Course](#):
  - clearly-in ATAR;
  - lowest ATAR to receive an offer; and
  - Monash Guarantee ATAR.
- 13.2.2. Shortly following census date each year, the distribution of ATARs of admitted students by course group for the main admission period that year will be made publically available via Find a Course.

### 14. Processes for internal course transfer

- 14.1. To apply for internal course transfer students must follow the instructions on the internal course transfer web page. Pending the outcome of the internal course transfer application, the student must re-enrol in their current course.
- 14.2. The faculty will notify applicants of the outcome of their application including credit transfer (if applicable), how to accept their offer and, if the application is successful, how to enrol. In this notification, successful applicants must be advised that, by accepting the offer of a transfer, they are granting permission to the faculty issuing the offer to discontinue them from their previously enrolled course.
- 14.3. For details of fee requirements for internal course transfers, refer to the [Student Fees Policy](#).

## PART D - NON-AWARD STUDY

The University may offer admission to individual units of study or non-award study (see section 15 below).

Non-award study involves a program of learning activity offered by a faculty that does not lead to an award of the University, although faculties may choose to provide a faculty certificate that acknowledges participation and/or achievement in the non-award program.

Non-award study may also take the form of enrolments in individual units offered by the University and appearing in the University Handbook. Enrolment in individual units does not constitute enrolment in a course

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of study and does not lead to an award, but students may receive a transcript which documents the student's enrolment and results in the individual units.

Single unit enrolments may be used:

- To foster community engagement by allowing people to pursue areas of interest without having to enrol in a course of study.
- By individuals without formal qualifications to demonstrate that they have met the academic entrance requirements of the University.
- As part of a structured enabling program.
- To facilitate cross-institutional study, study abroad or exchange arrangements.
- To enable year 12 school students to undertake extension studies.

NOTE: Many faculties offer executive and continuing education programs but these are not subject to the entry and admission requirements of the Academic Board regulations, policies and procedures and are not the subject of this section. These type of programs are covered by the [Executive and Continuing Education Policy](#).

## 15. Admission to single units and non-award study

### 15.1. Admission to single units

A person may apply to be admitted to one or more units of study offered by the University without undertaking an award or degree course.

15.1.1. A person may be accepted for enrolment in a unit or units of study (excluding those participating in the Monash Extension Program, see 15.1.4) if they:

- have met the minimum age and English language proficiency requirements for admission to the University as articulated in PART A;
- have achieved the minimum level of result in any VCE subject that is a prerequisite for the unit, or an equivalent as determined by the dean of the teaching faculty; and
- satisfy any additional requirements that the dean of the teaching faculty may determine.

15.1.2. Exchange, study abroad and cross-institutional enrolments at Monash are enrolments in units without admission to a Monash course, and as such the conditions in 15.1.1 apply.

15.1.3. Applicants are not normally permitted to enrol in more than 12 credit points of single unit study in any one teaching period unless as part of a University approved non-award program, study abroad, exchange or cross institutional study arrangement. Exceptions to this rule may be permitted by the dean(s) of the unit teaching faculties.

15.1.4. For admission to a Monash Extension Studies unit, applicants must:

- be currently enrolled in the VCE or IB program or equivalent at a secondary school in Australia; and
- be at least 16 years of age at the time of enrolment or have the consent of the Dean of the teaching faculty; and
- have achieved high marks across all subjects in year 11/12 thus far, including English; and
- satisfy any additional requirements that the dean of the teaching faculty may determine; and
- be recommended by the principal of their school, or their authorised delegate, as capable of benefiting from undertaking the enhancement studies unit.

15.2. Faculties may establish non-award programs including, but not restricted to, non-award pathways that provide students with an opportunity to establish their capacity to undertake award study at Monash. If the faculty-based programs utilise Monash units, admission rules that apply to units apply also to the non-award program, except in the case of University approved enabling programs as listed in section 16.4 below.

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### 16. Non-award enabling programs

Applicants may be considered for admission to a course of study at Monash on the basis of successful completion of an approved enabling program designed to provide structured experiences to support students to develop their academic skills and to demonstrate their preparedness for award study at Monash.

16.1. The entry requirements for applicants to a University approved enabling program must include:

- the University's minimum age requirement;
- the minimum English language proficiency requirements for enabling programs as set out in 2.1.2;
- any additional requirements that the Academic Board may determine.

16.2. University approved enabling programs must be designed to ensure that at the successful completion of the program, students are able to demonstrate that they meet the normal entry requirements of the University for award study.

16.3. For University approved enabling programs, the managing faculty may request that the requirements of the program are published in the University's handbook in which case the title of the program will appear on the student's transcript in a similar way to that of an award course. The program may also be advertised in Find a Course.

#### 16.4. **Approved University enabling programs**

Monash offers the following University approved enabling programs:

##### 16.4.1. **Monash Transition Program (MTP)**

This is a structured program of study designed to prepare students with the prerequisites and general academic preparation required for a destination course of study. For admission into the MTP, applicants must:

- be an Indigenous Australian; and
- demonstrate a strong commitment to higher education study; and either
- have applied through VTAC to undertake a degree course at Monash University (but consider that they may miss out on an offer of a place); or
- be mature aged (that is, 21 years or older on 1 January of the year they enrol).

Students are enrolled in the Program, which is listed in the University Handbook and may be listed in Find a Course.

##### 16.4.2. **Monash Access Program (MAP)**

This is a structured program of study designed to prepare students with the prerequisites and general academic preparation required for a destination course of study. For admission into the MAP, applicants must:

- be either an Australian citizen, Australian permanent resident, holder of Australian permanent humanitarian visa or a New Zealand citizen; and
- have not studied at university before but demonstrate a strong commitment to higher education study; and
- be mature aged (that is, 21 years or older on 1 January of the year they enrol).

Students are enrolled in the Program, which is listed in the University Handbook and may be listed in Find a Course.

#### 16.5. **Indigenous non-award pathway (INAP)**

Monash University also sponsor's selected students to undertake two or more single units generally part time. On successful completion of the units, the student may be considered for admission to a bachelor's degree course. For admission, applicants must:

- be an Indigenous Australian; and

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- demonstrate a strong commitment to higher education study and a reasonable likelihood of success based on their previous secondary and/or tertiary study, and/or work experience suggesting a promising level of skills for tertiary study, and/or a high level of literacy in the applicant's written application.

Students are not enrolled in a program, but rather in two single units. The pathway is not listed in the University Handbook or in Find a Course.

## PART E - CHANGE OF ADMISSION STATUS

The University sets rules in relation to the maintenance of admission and enrolment status. This part of these Procedures are subject to the [Monash University \(Vice Chancellor\) Regulations](#) Part 3, Regulations 11-15.

### 17. Deferment

- 17.1. Subject to the conditions detailed in the following subsections, the University will allow deferment of study for coursework applicants who have been offered a place.
- 17.1.1. Except in the circumstances in section 17.1.2 and 17.1.3 below, the University will allow deferment of study up to a maximum of twelve months, or longer in exceptional circumstances, for all new coursework applicants who have been offered a place in a course and who apply for deferment to their faculty of intended enrolment.
- 17.1.2. In the following cases of application for deferment, the faculty of intended enrolment will determine whether the deferment is appropriate:
- The applicant intends to study elsewhere during the deferment period
  - The applicant has been offered a one-year graduate entry honours place
- 17.1.3. Deferment will not be granted for:
- internal course transfer places,
  - enrolments in single units,
  - cross-institutional enrolments at Monash, or
  - enhancement study enrolments
- In these cases, applicants must re-apply for the transfer or enrolment at the time when they are ready to commence it.
- 17.1.4. A deferment application must be submitted to defer an offer to commence a course. Applications for deferment can be completed either on the [deferment application form](#) or online via the Web Enrolment System. Electronic correspondence may be accepted from a student's nominated proxy, e.g. a recruitment agent acting on a student's behalf
- 17.1.5. Applications by domestic applicants must be made to the managing faculty, before the specified enrolment date. Late applications for deferment may be accepted, subject to approval by the managing faculty, up until the census date of the initial semester.
- 17.1.6. Applicants who receive an offer for a Monash University course which they defer and are subsequently offered a place in another Monash course in which they enrol will be required to relinquish their deferred place upon commencing study in said latter course.
- 17.1.7. International applicants applying for deferment
- prior to acceptance of their offer must do so directly to International Recruitment Services OR
  - post acceptance of their offer must do so directly to the managing faculty.

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- 17.1.8. Any approved study completed in the period of deferment cannot be used to gain credit unless specified in the conditions of the deferment.

### 18. Readmission

18.1. If a person has

- discontinued a course of study, or
- failed to re-enrol in the course by the last date for re-enrolment,

any application to resume their studies in the course will be treated as an application for admission. This means that it will be considered in competition with all other applications for admission to the course in accordance with the normal selection processes of the University and of the faculty concerned.

### 19. Cancellation of application, offer or enrolment

19.1. If an applicant has falsified or failed to disclose information that would, if known, have led to their application for admission or enrolment being rejected then their application may be cancelled, or their offer of a place in a course withdrawn, or their enrolment in a course or in single units or non-award study cancelled. The information relevant to this rule includes, but is not limited to:

- results of previous study;
- evidence of English language skills;
- any other qualification, achievement or other relevant information considered in determining the application for admission or enrolment;
- the fact of the person's exclusion from the University or another university or another educational institution.

In addition, if the student does not pay the relevant application or enrolment fee by the due date their enrolment or re-enrolment may be cancelled.

### 20. Refusal of admission

20.1. An applicant may be refused admission to a course, or enrolment in single units of study, if:

- the applicant has been excluded from admission to a degree or other award of the University or of another university or educational institution:
  - for reasons of unsatisfactory progress or inability to progress (refer Part 4 of the Monash University (Academic Board) Regulations), or
  - because of the state of health or disability of the person in order to protect the health or safety of any person or the property of the University or another institution (refer Part 7 of the [Monash University \(Council\) Regulations](#)), or
  - for reasons of discipline (refer Part 7 of the [Monash University \(Council\) Regulations](#)), or
  - for a combination of these reasons.
- in the opinion of the Dean of the degree faculty, the applicant's conduct would provide reasonable grounds to take action to exclude the person from the University for reasons of academic progress, health or discipline had the person been a student of the University at the time of the conduct.

<b>Responsibility for implementation</b>	Deans Faculty Managers Selection Officers Director, Admissions Campus Admission Managers (Malaysia and South Africa)
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<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> University Education Committee</p> <p><b>Meeting:</b> 3/2020</p> <p><b>Date:</b> 21 April 2020</p> <p><b>Agenda item:</b> 10.1. 8.2</p>
<b>Definitions</b>	<p><b>Admission period:</b> the period during which applicants are selected to begin study at the University in a standard intake (for example, semester 1) in any given year.</p> <p><b>Aggregate study score:</b> the total of a VCE student's scaled study scores for VCE English and the student's other three best VCE subjects, together with a 10% increment for the fifth subject and sixth, if any, or a university enhancement studies unit. It is used by VTAC to calculate the student's ATAR.</p> <p><b>Approved:</b> approved by the relevant committee or body of the University.</p> <p><b>ATAR:</b> the Australian Tertiary Admission Rank of a person as calculated by a tertiary admissions centre which compares the overall achievement of students who have completed different combinations of subjects in an Australian senior secondary qualification. It is a percentile rank of the student's achievement in comparison to an inferred population of the full age group including students who do not complete year 12. For example, an ATAR of 70 means the person's year 12 achievement placed them on the 70th percentile (top 30%) of achievers in the age group in Australia. (This is not the top 30% of year 12 completers.) In Victoria, for an ATAR to be calculated the student must successfully complete the VCE with at least four VCE study scores in an acceptable combination leading to an aggregate study score. Students with Year 12 results from other Australian states receive ATARs from that state according to its calculation methodology.</p> <p><b>Award:</b> a degree, diploma, certificate or other qualification of the University that results in a Monash University testamur.</p> <p><b>CASSC:</b> Coursework Admissions Standards Sub-Committee</p> <p><b>Clearly-in ATAR:</b> for a given selection period means the ATAR at or above which all applicants for a course who meet the course prerequisites are offered a place. The clearly in ATAR applies only to undergraduate courses that use ATAR as the primary ranking tool for selection.</p> <p><b>Degree faculty:</b> in relation to a degree or other award, means the faculty specified in a University handbook as being responsible for the degree or other award for the year for which the handbook is published.</p> <p><b>Domestic applicant:</b> For Australian campuses, a person who is a citizen or permanent resident of Australia, a citizen of New Zealand or a person holding an Australian permanent refugee, humanitarian or protection visa.</p> <p><b>Enhancement study:</b> a Monash unit undertaken by a VCE student as a VCE Extension Study.</p> <p><b>English medium:</b> in relation to an educational institution, means the use of English as the language of instruction communication and assessment for all aspects of study for the whole of the educational institution.</p> <p><b>English rich unit:</b> a unit or subject for which at least half of the assessment consists of exposition in English (for example, essays, reports, seminars,</p>

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	<p>presentations).</p> <p><b>Internal course transfer:</b> a transfer by a person currently enrolled in a Monash award course into another Monash award course.</p> <p><b>Measure of English proficiency:</b> any way of fulfilling the English language entry requirements listed in section 2.1 of these procedures.</p> <p><b>Non-award program:</b> completion of a structured program of learning that does not lead to a qualification recognised by the University.</p> <p><b>Non-award study:</b> study that is not undertaken as part of an award course of study.</p> <p><b>Notional ATAR:</b> Students who have studied in Victoria under different educational systems (e.g. International Baccalaureate (IB)) do not receive an ATAR but are assigned a notional ATAR by the VTAC system, as if they were VCE students so long as they fulfil certain criteria. In the case of the IB the student must have studied the IB in Victoria, qualified for the IB Diploma and sat the GAT (or received formal exemption). Students from New Zealand who studied the NCEA also receive a notional ATAR.</p> <p><b>Packaged offer:</b> an offer which includes a combination of programs or courses at Monash University, Monash College and/or Monash University English Language Centre typically studied in sequence with progress to the second being guaranteed conditional upon the student achieving certain results in the first.</p> <p><b>Selection:</b> the process of receiving applications, deciding whether applicants meet the requirements for admission, and whether to offer applicants a place in the course.</p> <p><b>Selection officer:</b> the staff member with authority to make selection decisions formally delegated to them by the Academic Board and the Dean managing the course.</p> <p><b>Single unit study:</b> where a student is enrolled in a unit offered by the University without being admitted to an award course of study.</p> <p><b>Study score:</b> a ranking or relative position in a VCE study showing a student's performance compared with all other students who took that unit in that year. The maximum possible is 50 but it is not a score out of 50. A student with a study score of 30 is in the middle of the cohort, or has performed better than about half of all students; a student with a study score of 40 has performed better than about 91% of all students.</p> <p><b>VCE:</b> Victorian Certificate of Education.</p> <p><b>VTAC:</b> the Victorian Tertiary Admissions Centre.</p>
<b>Legislation Mandating Compliance</b>	<p>Higher Education Standards Framework (HESF) 2015</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code)</p>
<b>Related Policies</b>	
<b>Related Documents</b>	