

PROCEDURE

Procedure Title

Re-enrolment MUELC Procedure

Parent Policy

Re-enrolment MUELC Policy

Preamble

These procedures outline processes for accepting or refusing a student for re-enrolment into Monash English, Monash English Bridging for Diplomas or Monash English Bridging for University.

Definitions

MEB Diplomas	Monash English Bridging for Diplomas. A 20, 15 or 10 week program that directly articulates into Monash College Diplomas.
MEB University	Monash English Bridging for University. A 20, 15 or 10-week program that directly articulates into various Monash University degrees. The program consists of either one or two modules: Module 1 and Module 2. Module 1 incorporates the first 10 weeks of the 20-week program and the first 5 weeks of the 15-week program. It is followed by Module 2, which is delivered in the remaining 10 weeks of those two programs and in the complete 10-week program.
ME	Monash English. An English language program with levels from Pre-Intermediate to Advanced. Each level is 10 weeks long and consists of two 5-week modules: Module 1 and Module 2. ME results may be used for direct articulation into MEB Diplomas but not MEB University.
ME Term	Each ME term is 5 weeks long. There are 9 terms per year.
AMS	Attendance Monitoring System. Data system used to enter and monitor student attendance. Refer to the Attendance MUELC Policy and Procedure for more information.
Hurdle	A hurdle requirement is a collection of assessment tasks stipulating a minimum level of performance as a condition of successful course completion. MEB has four skill-area hurdles: <ol style="list-style-type: none"> 1. Speaking 2. Listening 3. Reading and Writing 4. Study Skills
Study Skills Hurdle	One of the four skill-area hurdles students must pass in order to achieve successful completion of the course. Students must

	complete and submit a minimum of 70% of Study Skills Key Tasks to successfully meet requirements for the Study Skills Hurdle.
Basic eligibility criteria	A set of expectations that must be met for a student to be considered for re-enrolment into any MUELC program.
academic counselling session	A meeting held in the final week of the MEB course between a student/s and a Program Leader and/ or Head of Studies or delegate where students may receive clarification about: <ul style="list-style-type: none"> • why they failed the MEB course • whether or not they are eligible to re-enrol • what options are available to them.
Approved English proficiency test	An internationally recognised test of English language proficiency that is used for entry to Monash College and Monash University. These include IELTS, TOEFL iBT, CAE and PTE.

Procedure

Number	Steps	Responsibility
1	Eligibility for re-enrolment	
1.1	<p>In order to be eligible for re-enrolment into a MUELC course, a student needs to meet the basic eligibility criteria.</p> <p>The basic eligibility criteria are follows: The student must</p> <ul style="list-style-type: none"> • have attended a minimum of 80% of classes as evidenced by the Attendance Monitoring System (MEB) • have achieved a pass result for the Study Skills Hurdle (MEB) • not have been reported for unsatisfactory attendance (MEB and ME) • have made satisfactory progress as defined by the Academic Progress and Intervention Monash English Policy (students re-enrolling into ME. See also 2.5 below) • not have been excluded from MUELC for any breach of Monash College academic or non-academic policies. <p>If a student does not meet the basic eligibility criteria, they will not be eligible for re-enrolment into MUELC programs.</p>	Head of Studies or delegate and Program Leader/s

Number	Steps	Responsibility
1.2	Any student who has received a warning letter for breaching Monash College academic or non-academic policies will need to seek approval from the Head of Studies regarding re-enrolment.	Head of Studies or delegate
1.3	It is the responsibility of any student wishing or waiting to re-enrol to ensure that they meet the obligations of their student visa.	Student
1.4	MUELC reserves the right to refuse students re-enrolment into its courses.	Head of Studies or delegate
2	Re-enrolment into ME	
2.1	Eligible students may only re-enrol into ME if they have successfully deferred their destination course (where applicable) and have allowed for an appropriate length of time to meet the English language requirements to that course (See 2.4 below).	Student
2.2	Eligible students will be accepted for re-enrolment into ME prior to the commencement of an ME term. If a student wishes to re-enrol after the term has commenced, they will need to seek approval from the Head of Studies.	
2.3	The maximum allowable time period to re-enrol into Module 2 of an ME level is no more than 5 weeks (one term) after previous enrolment ended.	
2.4	<p>The minimum and maximum number of weeks of ME that a student can re-enrol into may be determined by:</p> <ul style="list-style-type: none"> • a valid approved English language proficiency test (IELTS / PTE/ TOEFL) • previous ME results, provided that the student successfully completed ME within the previous six months • previous unsuccessful MEB results, provided that the student completed MEB within the past 10 weeks. 	Designated MUELC staff member

Number	Steps	Responsibility
2.5	If a student previously failed to make progress in ME, then restrictions may be placed around the number of weeks that the student may re-enrol for. These restrictions may be removed if the student presents evidence of academic progress via an approved English proficiency test result that meets the entry requirements to a higher ME level.	
2.6	MUELC reserves the right to place re-enrolling students in the most appropriate language level for their language needs.	
3	Re-enrolment into MEB	
3.1	All students who are eligible to re-enrol into MEB, may re-enrol into Module 2 (10-weeks program) of MEB regardless of the length of their original MEB course.	Student and designated MUELC staff member
3.2	The maximum allowable time period to re-enrol into MEB is no more than six months after previous enrolment ended.	
3.3	The maximum number of times that a student may complete MEB is twice. In most circumstances, this means that a student may only re-enrol into MEB once. Where a student discontinued MEB prior to completion, re-enrolment will be considered on a case-by-case basis.	
3.4	MEB University results cannot be used for entry into MEB Diplomas. If a student is seeking entry into MEB Diplomas or a Monash College Diploma program, the student will need to present a valid approved English proficiency test result.	
4	Student notification regarding eligibility for MEB re-enrolment	
4.1	Students who have not met requirements for successful completion of MEB will be informed via email prior to the official release of results, and invited to attend an academic counselling session which will take place in the final week of the MEB course	Head of Studies or delegate
4.2	These students will be provided with pathway advice, eligibility for re-enrolment and re-enrolment options both via email and in the academic counselling session.	

Number	Steps	Responsibility
5	Student re-enrolment into MEB	
5.1	Students who are eligible to re-enrol in MEB have up to seven working days from the day that they are informed of their eligibility to complete the relevant notification form.	Student
5.2	If a student misses the deadline for completing the form, they may no longer be eligible to re-enrol. They should contact Monash Admissions as soon as possible via scenquiries@monash.edu	

Legislation and Standards	Education Services for Overseas (ESOS) Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 National Code 2018 .
Reference Policies and Supporting Documentation	Academic Progress and Intervention MUELC Policy Academic Progress and Intervention Monash English Procedure Re-enrolment MUELC Policy MUELC Grading Schema Attendance MUELC Policy Attendance MUELC Procedure
Responsibility for Implementation	Director, English
Status	Revised
Key Stakeholders	Executive Director, Pathways Director, Governance Director, English Head of Studies, MUELC Monash English Bridging Program Leaders Administration Staff, MUELC Student Administration Team Monash University Admissions MUELC Students
Approval Body	Director, Governance and Director, English
Date Effective	4/02/2020
Next Review Date	4/02/2023
Owner Job Title	Director, English

Procedure Author	Head of Studies, Monash English
Contact	Director, English
Policy Level	Level 3

Implementation plan

Update Policy Bank	Upload approved policy and procedure to the policy bank on the Source.
Notify Key Stakeholders	Provide final version of the policy and procedure to stakeholders.

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.2	04/02/2020	Director, Governance and Executive Director, Pathways	<ul style="list-style-type: none"> All students eligible to re-enrol into MEB, may now re-enrol into Module 2 (10-weeks program) of MEB regardless of the length of their original MEB course. Added Monash English and aligned Re-enrolment Procedure for all MUELC programs Updated references to adoption of Study Skills across both MEB Diplomas and MEB University Updated glossary Removed redundant steps from procedure Changed policy owner and approval body to align with other MUELC policy and procedures:

			<ul style="list-style-type: none"> • Updated titles of referenced policies and procedures and role titles • Removed internal directed hyperlinks • Updated reference to new National Code 2018
1.1	12/04/2018	Executive Director, English	<ul style="list-style-type: none"> • Addition to <i>Establishment of Eligibility</i> section stating that re-enrolment must occur within a 12-month period and limiting the number of times a student may re-enrol into MEB. • Clarification of wording in section 1.6 in relation to offer changes to MEB Diplomas or Diplomas.
1.0	24/01/2018	Director, English	New Policy