POLICY

Policy Title

Re-enrolment Monash University English Language Centre (MUELC) Policy

Purpose

This policy establishes rules around acceptance or refusal of re-enrolment for current or past MUELC students into Monash English (ME), Monash English Bridging (MEB) for Diplomas or Monash English Bridging for University.

Scope

This policy applies to all current or past MUELC students who wish to re enrol in ME or MEB programs.

Policy Statement

The English Language Centre is committed to helping students successfully and realistically achieve their English language and academic goals while maintaining the standards and reputation of Monash College and Monash University. Not all students who undertake MUELC programs will be successful; some students will fail to meet the English language requirements for their destination program within the expected duration of study. Such students may be allowed to re-enrol in MUELC programs provided certain criteria and conditions are met.

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 Re-enrolment MUELC Procedure 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 Administration Staff, MUELC Manager of Planning and Reporting, MUELC Student Administration MUELC students
Approval Body	Director, Governance Director, English
Date Effective	4/02/2020
Next Review Date	4/02/2023
Policy Owner Job Title	Director, English
Policy Author	Head of Studies, Monash English
Contact	Director, English
Policy Level	Level 3

Implementation plan

Step #1	Upload approved Policy to the Policy Bank on The Source.
Step #2	Submit request to Monash College Marketing to upload approved Policy to Monash College website – Policy Page
Step #3	Update Key Stakeholders

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.1	04/02/2020	Director, Governance and Executive Director, Pathways	• Added Monash English and adjusted language to apply to all MUELC programs • Changed policy owner and approval body to align with other MUELC policy and procedures • Updated titles of referenced policies and procedures and role titles
1.0	24/01/2018	Director, Governance and Executive Director, English and Foundation Year	New Policy