

Policy Title

Admission Policy

Purpose

To outline the requirements for admission into Monash College academic programs.

Scope

All Monash College academic programs.

Policy Statement

Application requirements

1. Admission to Monash College programs will be merit-based and informed by program requirements and probability of student success.
2. All admission requirements will be made available to applicants.
3. Monash College will review admission pathways and reserves the right to update requirements from time to time. Monash College will ensure that such updates are managed in a way that does not disadvantage current applications.
4. Monash College academic programs are viewed as primarily a pathway to Monash University and therefore admission standards and processes will align with the University wherever possible and appropriate.
5. Monash College may use alternative entry programs or processes to support access for groups under-represented at Monash.

Application processes

6. Application for admission processes will be fair, transparent, consistent and timely.
7. Monash College delegates authority for making offers and administering the application process relating to study in Australia, to Monash University Admissions.
8. Monash College delegates authority for making offers and administering the application process relating to study in Monash College programs offshore, to the offshore delivery partner.
9. Applications must be made in the prescribed manner and accompanied by specified supporting documents and any required fees. Where official documentation of previous study is pending, Monash College or its delegate may choose to accept predictive results.
10. A student's whole of previous academic study is taken into account when applications are assessed.

11. Where a package of courses is requested, Monash College may make a conditional offer for later courses on the basis of successful completion of an earlier course.
12. Information provided by applicants will be treated in accordance with Monash College's and Monash University's privacy policies and procedures and relevant privacy legislation.
13. Applicants under 18 years of age must have their applications authorised by a parent or guardian. Under-18 international students will also be subject to additional requirements in accordance with the *ESOS Act 2000* and the *National Code 2018*.
14. Applicants with an injury, illness, disorder, impairment, condition or incapacity that may impact their ability to successfully complete their program are encouraged to notify Monash College during the application process to assist in identifying reasonable adjustments.
15. Students currently suspended from a Monash College program are not eligible to apply for entry to any other Monash College program.
16. The College reserves the right to request original documents be provided at any stage of the application process.
17. Monash College may refuse admission to an applicant on the grounds that:
 - They are not eligible to be considered for admission to a course;
 - There are not appropriate and sufficient personnel, resources or number of applicants to enable the course to be offered;
 - There are other restrictions or limitations applying to the course; or
 - They have withdrawn or been excluded from a course of Monash College or Monash University for reasons of unsatisfactory academic progress.
18. Monash College or its delegate may withdraw an offer of admission made to an applicant where the offer was made in error or on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by, or on behalf of, the applicant. Fraudulent documents may be referred to an appropriate authority for investigation and the applicant will be excluded from all further study at Monash College.

Applying for credit towards Monash College programs

19. Applicants for Monash College award programs may be granted credit for previous learning. Monash College does not offer credit towards non-award courses.
20. Credit towards Part 1 of Monash College Diplomas is overseen by Monash College and embedded in the College's academic entry requirements. A separate application for credit is not required.

21. Applications for credit towards Part 2 of Monash College Diplomas will be assessed by the relevant managing faculty of Monash University, based on the equivalent undergraduate unit(s). Applications must be submitted via Monash College.

Deferment

22. A successful applicant may choose to defer their commencement at Monash College for up to 12 months.
23. If an applicant defers commencement beyond the valid period of their application documents, Monash College or its delegate reserves the right to request an updated qualification.

Appeal against an admission decision

24. An applicant may appeal against an admission decision if the application:
- satisfied all program requirements,
 - was lodged in the correct manner and with all necessary supporting documents, and
 - was assessed incorrectly or in a manner that contravened this policy or other relevant policy or legislation.
25. Appeals should be submitted, and will be managed, in accordance with the Academic and Non-academic Complaint and Appeals policy and procedure.

Records Management

The latest version is available on the Monash College intranet and Policy Bank. Records of admissions documents, relevant correspondence and outcomes will be managed by the delegated authority in accordance with relevant privacy legislation.

Legislation and Standards

Education Services to Overseas Students (ESOS) Act 2000

Higher Education Support Act (2003)

Higher Education Standards Framework (Threshold Standards) 2021

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Privacy Act 1988

Reference Policies and Supporting Documentation	<p>Deferment and Intermission Procedure</p> <p>Academic and Non-academic Complaints and Appeals Policy and Procedure</p> <p>Monash College Student Privacy Collection Statement</p>
Responsibility for Implementation	<p>Director, for each division</p> <p>Designated officer within the relevant delegated authority as specified by the policy</p>
Status	Revised
Key Stakeholders	<p>All Monash College Melbourne students</p> <p>Academic Committee</p> <p>Monash College Student Administration</p>
Approval Body	Academic Board
Date Effective	27/10/2019
Next Review Date	28/10/2022
Policy Owner Job Title	<p>Director Governance</p> <p>Governance</p>
Policy Author	Academic Governance and Quality Manager
Contact	Director Governance
Policy Level	Level 2

Definitions

Admission	Approval by a designated authority for an applicant to be enrolled in a Monash College course.
Application	A formal request for admission to a Monash College course submitted in the format prescribed by the College.
Course (of study)	A number of subjects or units of study extending over a period of time leading to an award, qualification or completion of a recognized program.
Deferment	A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrolls during the designated periods.
Enrolment	The process that extends from the acceptance of an offer in a place at Monash College through submission of all required documentation to payment of all required fees by the student.
Program	See Course (of study)

Implementation plan

Step #1	Draft version circulated to Academic Committee for feedback
Step #2	Final version to be approved by Senior Leadership Team then circulated to students and staff
Step #3	Policy uploaded to the intranet and policy bank

Change history

Version number	Approval date	Approved by	Brief outline of changes
1.0	28/03/2019	Senior Leadership Team	New policy
2.0	24/10/2019	Senior Leadership Team	Inclusion of Monash College credit policy
3.0	04/08/2020	Academic Board	Additional grounds for assessing applications

3.1	30/11/2020	Director Governance	Minor amendment to clarify deferment options and update to supporting documentation.
3.2	27/10/2021	Director Governance	Legislation update