

## Monash College Diplomas

### Result Information for continuing students

PLEASE READ THIS INFORMATION CAREFULLY

#### RESULTS

Results will be released on Tuesday, 16 June 2020 on <https://my.monash.edu.au/wes>. The Monash College Privacy Policy prevents staff from advising students of their results over the telephone, via fax or email. The published results include all internal assessments and examination grades.

#### FULL OFFERS FOR SECOND YEAR – INTERNATIONAL

International students who complete 8 units of their Diploma Part 2, and meet the eligibility requirements, will receive their offers emailed to their personal and/ or student email account by 19 June 2020. Students who have not successfully passed all 8 units will not be eligible for a full offer letter or enrolment at Monash University.

#### SPECIAL CONSIDERATION EXAM RESULTS

Special consideration exam results will be released on Wednesday, 17 June 2020. Monash University offer letters will be sent to the student's email address by 19 June 2020, giving them details on where to enrol for the University. If further information is required, please contact Central Admissions.

Central Admissions

Monash Connect

21 Chancellor Walk, Clayton Campus

Ph: 9903 4788 Email: [MU.Documents@monash.edu](mailto:MU.Documents@monash.edu)

Students who fail these exams are required to re-enrol in their respective Diploma by 19 June 2020.

#### FULL OFFERS FOR SECOND YEAR – LOCAL/ PERMANENT RESIDENTS

Local students and Permanent residents will be contacted directly by their Faculty regarding their enrolment details. Please note there are no CSP places during mid-year in the School of Business.

#### CERTIFICATE PRESENTATION FOR FINAL TRIMESTER STUDENTS

Students completing their studies in June will receive their Academic documents via Australia Post by end of July 2020.

#### FEES

Students are required to pay additional fees for repeating units. Fee invoices will be available by mid-July 2020 on <https://my.monash.edu.au/wes>. For fee information please check the following website <http://monash.edu/fees/>.

#### REPEATING UNITS & RE-ENROLMENT

Diploma Part 1 and 2 students must study a maximum of 4 units per trimester. Students who fail to re-enrol by 5pm, 19 June 2020, will be charged a late enrolment fee of \$325.

International students who fail to re-enrol on time will be discontinued and reported to the Department of Home Affairs for failing to re-enrol which may result in the cancellation of their visa.

To make changes to your units, please use Diploma Online Variation form: <https://extranet.mcpl.edu.au/MCVF>.

**PLEASE READ THIS INFORMATION CAREFULLY****COURSE VARIATIONS**

Students need to submit the necessary paperwork by the due date to the Student Inquiries Counter at Clayton campus. Course variations include change of course, change of stream, intermission of studies, discontinuation/ release letter and transfers to other Monash College offshore campuses. Application forms and further information for course variations are located at <https://extranet.mcpl.edu.au/MCVF>.

**COURSE AND RESULTS ADVICE**

For course advice, you can email your Team Leader/ Academic Manager or a Learning Consultant. Their contact details are below.

Learning Consultant: [Learning.Consultant@monashcollege.edu.au](mailto:Learning.Consultant@monashcollege.edu.au)

Academic Manager - Diploma of Art and Design: [Brett.Jones@monashcollege.edu.au](mailto:Brett.Jones@monashcollege.edu.au)

Team Leaders:

Diploma of Business (Academic Management Business and Commerce): [yolanta.kwiecien@monashcollege.edu.au](mailto:yolanta.kwiecien@monashcollege.edu.au)

Diploma of Arts: [Sarah.Huaraka@monashcollege.edu.au](mailto:Sarah.Huaraka@monashcollege.edu.au)

Diploma of Engineering (Engineering): [selvarajah.sathiyakumar@monashcollege.edu.au](mailto:selvarajah.sathiyakumar@monashcollege.edu.au)

Diploma of Engineering (IT) and IT: [shannon.rios@monashcollege.edu.au](mailto:shannon.rios@monashcollege.edu.au)

Diploma of Science: [reshmi.sharma@monashcollege.edu.au](mailto:reshmi.sharma@monashcollege.edu.au)

Education Specialisation streams: [Sarah.Huaraka@monashcollege.edu.au](mailto:Sarah.Huaraka@monashcollege.edu.au)

**SINGLE UNIT ENROLMENTS**

Business/ Commerce students with 7 passes are eligible for a single unit enrolment which will be offered at Monash College under course code 3615. Information on how to apply for single unit enrolments will be emailed to students once results are released.

**UNSATISFACTORY ACADEMIC PERFORMANCE**

Students who have met one of the following conditions may be required to respond in writing to a 'Notice of Referral' to the Monash College Academic Progress Committee (APC):

- Failed 50% or more of their enrolment in the previous trimester
- Have failed the same unit twice, or
- Have failed to comply with any terms or conditions imposed by the APC.

The APC may also impose conditions on a student's enrolment or recommend exclusion. All students who are 'at risk' of unsatisfactory academic performance and who wish to remain enrolled at Monash College are expected to re-enrol. This procedure also applies to students who are 'at risk' of unsatisfactory academic performance and plan to transfer to another Monash College course.

The due date for written applications to the APC is 5pm on Wednesday, 24 June 2020. Students must enrol, pay fees and attend classes in the June 2020 trimester while waiting for the outcome of the APC.

For more information about Academic Progress, please contact a Learning Consultant at [learning.consultant@monashcollege.edu.au](mailto:learning.consultant@monashcollege.edu.au).

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### DISCONTINUING AND CHANGING YOUR EDUCATION PROVIDER

Student visa holders are not permitted to change to other educational institutions within the first 6 months of their principal course of study in Australia. For more information about changing your provider, please contact a Learning Consultant at [learning.consultant@monashcollege.edu.au](mailto:learning.consultant@monashcollege.edu.au).

### VIEWING OF EXAM PAPERS

Students who wish to view their exam paper may apply via the following link <https://pay.monashcollege.edu.au/payments/menu> and selecting Exam Viewing Application by 5pm on 25 June 2020. The viewing of exam papers with an academic staff member will be from 29 June – 10 July 2020.

**A fee of \$50.00 per paper will be charged which is non-refundable except when a marking error on a paper has been confirmed by Monash College.**

### CLASS TIMETABLES AND ATTENDANCE

Student class timetables will be available from 9pm on Saturday, 20 June 2020. The timetable can be accessed through Allocate+ at this link: <http://monash.edu/timetables/login.html>. Click on the 2020 tab and select 'Monash College student' under the Students heading.

**Monday 22 June – classes begin.** Class attendance will be marked in all classes commencing in Week 1.