

## Monash College Diplomas

### Result Information for continuing students

PLEASE READ THIS INFORMATION CAREFULLY

#### RESULTS

Results will be released on Friday, 09 February 2024 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 by email. The published results include the summation of all internal assessments and examination grades.

#### SPECIAL CONSIDERATION EXAM RESULTS

Special consideration exam results will be released on Monday, 12 February 2024. Students who fail these exams are required to re-enrol in their respective Diploma units by 14 February 2024.

#### 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 Monash email by 23 February 2024\*.

***\*Some offers may take longer to process. The admissions team will endeavour to issue your offer as soon as possible.***

Students who have not successfully passed all 8 units will not be eligible for a full offer letter or enrolment at Monash University.

#### 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 and TRANSCRIPTS FOR FINAL TRIMESTER STUDENTS

Students completing their studies in February 2024 will receive their digital Academic documents via MyeQuals by the end of February 2024. You will receive an email with instructions how to access your documents.

#### FEES

Students are required to pay additional fees for repeating units. Fee invoices will be available via WES <https://my.monash.edu.au/wes> upon re-enrolment. 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 minimum of 4 units per trimester (except for Diploma of Engineering Part 2). A student may study less than 4 units, if they are repeating failed units in the last trimester of their Part 2. Students who fail to re-enrol by 5pm, 14 February 2024, 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://mcapp.ext.mcpl.edu.au/MCVF>

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## COURSE VARIATIONS

Course variations include change of course and change of stream, application forms and further information for course variations are located at <https://mcapp.ext.mcpl.edu.au/MCVF>

Last day for Change of Course/Stream or Adding of Unit/s is 22 February 2024.

## COURSE AND RESULTS ADVICE

For course advice, you can email your Team Leader or a Career Adviser. Their contact details are below.

Career Advisers: [careers@monashcollege.edu.au](mailto:careers@monashcollege.edu.au)

### Team Leaders:

Diploma of Business (Business and Commerce): [Mohan.Nair@monashcollege.edu.au](mailto:Mohan.Nair@monashcollege.edu.au) and

[Yolanta.Kwiecien@monashcollege.edu.au](mailto:Yolanta.Kwiecien@monashcollege.edu.au)

Diploma of Arts: [John.Lepp@monashcollege.edu.au](mailto:John.Lepp@monashcollege.edu.au)

Diploma of Engineering (Engineering) & Diploma of Science: [Reshmi.Sharma@monashcollege.edu.au](mailto:Reshmi.Sharma@monashcollege.edu.au)

Diploma of Information Technology: [Morgan.Ferruccio@monashcollege.edu.au](mailto:Morgan.Ferruccio@monashcollege.edu.au)

Diploma of Art and Design: [Kanvar.Nayer2@monashcollege.edu.au](mailto:Kanvar.Nayer2@monashcollege.edu.au)

Education Specialisation streams: [John.Lepp@monashcollege.edu.au](mailto:John.Lepp@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 'Unsatisfactory Academic Progress - Level 2 Letter' to the Monash College Academic Progress Committee (APC):

- Fail the same unit twice;
- Fail 50% or more of enrolled units in a study period for a second time;
- Fail four or more units over two or more study periods;
- Fail to meet conditions imposed as part of a previous Academic Progress Committee outcome; or
- Fail to complete the program within the maximum allowable duration.

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 to submit the Student Response Form is 5pm on Tuesday, 20 February 2024. Students must remain enrolled, pay fees and attend classes in the February 2024 trimester while waiting for the outcome of the APC.

For more information about Academic Progress, please contact your Team Leader.

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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 your Student Administration; [student.admin@monashcollege.edu.au](mailto:student.admin@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/student-administration/menu> Exam Viewing Application are open from Friday 09 February 2024 until 5pm on 22 February 2024. The viewing of exam papers with an academic staff member will be held between 26 February – 08 March 2024.

**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 9am on Saturday, 17 February 2024. The timetable can be accessed through Allocate+ at this link: <http://monash.edu/timetables/login.html>. Click on the 2024 tab and select 'Monash College student' under the students heading.

**Monday 19 February 2024 – classes begin.** Class attendance will be marked in all classes commencing in Week 1.