

## Policy Title

Enrolment Policy

## Purpose

To outline the framework that governs all course and unit enrolments at Monash College to ensure compliance with relevant Government requirements and Monash College course award regulations, and alignment with Monash University.

## Scope

All students enrolled at Monash College.

## Policy Statement

### Conditions of Enrolment

1. To be enrolled at Monash College, students agree to be bound by the regulations, policies and procedures of the College as amended from time to time and agree to pay all fees, levies and charges directly arising from their enrolment. Enrolment conditions and processes are detailed in the Monash College Enrolment Procedure and additional conditions and processes may apply to specific programs.
2. Students must be enrolled in order to participate in classes, undertake assessment, participate in other educational and support activities of Monash College, receive a final grade for the work done and, on completion of the requirements of a course of study, be eligible to receive the relevant award or official recognition from the College.
3. All lessons and any materials supplied by Monash College are copyright. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
4. Each enrolled student will be issued with a unique student identifier. This implies shared responsibility for Monash College and Monash University to collect and record information as it relates to the student's enrolment, and for the student to provide all information necessary for their enrolment and to fulfill the requirements of ongoing enrolment. Such information will be treated in accordance with the College's and University's privacy policies and procedures and relevant privacy legislation. Students who provide false or misleading information may be found guilty of misconduct.

### Enrolment in Subjects/Units

5. Enrolment in subjects/units will be determined by program rules and by any relevant external requirements (eg, Australian government requirements for international students to maintain full-time enrolment). These will be communicated to students via divisional procedures, on the College website and through other channels as appropriate.

6. It is the responsibility of the student to review this information and ensure that their enrolment is in accordance with requirements. Students with questions regarding their enrolment should contact Student Admin.

### **Enrolment Load and Variations**

7. Enrolled students may amend their enrolment for the current academic year in certain circumstances and in accordance with Monash College's course and award regulations and legal compliance requirements.
8. Monash College may amend a student's enrolment or course of study in certain circumstances, to meet College and/or legal compliance requirements.
9. Enrolled students may apply for leave from study (intermission) in accordance with criteria established by the College.
10. The enrolment of a student may be discontinued, invalidated, suspended or cancelled under certain conditions established by Monash College, at the instigation of either the College or the student.
11. A discontinued student is entitled to a record of their academic attainments at Monash College, provided they have satisfied all discontinuation requirements including payment of outstanding fees.
12. A discontinued student wishing to be readmitted to Monash College must reapply through the relevant admission process.
13. An international student with a principal course with Monash University seeking to transfer to another registered provider must seek approval to transfer from Monash University and obtain release approval through PRISMS.
14. An international student with a principal course with Monash College seeking to transfer to another register provider must seek approval to transfer from Monash College and obtain release approval through PRISMS. Monash College will approve a Release request when the transfer is in the student's best interests if student provides evidence that:
  - A course is academically unsuitable for a student, e.g. where a student is better suited to a different learning environment or the course does not meet his or her educational or developmental needs or the student is unable to achieve satisfactory course progress at the level they are studying;
  - The course as outlined in the written agreement has not been delivered;
  - The student's reasonable expectations about the course are not being met;
  - The student being misled by Monash College or by an education or migration agent regarding the provider or the course and the course is therefore unsuitable;
  - An appeal on another matter results in a recommendation or decision to release the student; or

- Compassionate or compelling reasons for the transfer exist.

### **Satisfactory and Unsatisfactory Progress**

15. Requirements for satisfactory academic progress within a program, along with processes for students making unsatisfactory progress, will be made available to students by the owning divisions.

### **Program Completion**

16. Subject to statements 9 and 10 above, a student remains enrolled until such time as the student:
  1. has qualified for the award (student enrolled in a course of study)
  2. has completed all requirements of the unit/s (student enrolled in single unit/s)
  3. has not re-enrolled by the due date (student enrolled in but yet to complete a course of study).
17. On satisfactory completion of a program, and subject to any other requirements specified, a student will be entitled to a record of their completion.

### **Appeals**

18. Any student dissatisfied with a decision as a result of the Enrolment policy may lodge an appeal as per the Monash College Academic and Non-Academic Grievances Appeals Policy and Procedure, provided other allowable avenues of appeal have not been exhausted.

### **Records Management**

The latest version is available on the Monash College intranet and Policy Bank.

### **Legislation and Standards**

*Copyright Act 1968*

*Education Services to Overseas Students (ESOS) Act 2000*

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

*Higher Education Support Act (2003)*

*Higher Education Standards Framework (Threshold Standards) 2021*

*Privacy Act 1988*

<b>Reference Policies and Supporting Documentation</b>	<p>Academic and Non-academic Complaints and Appeals Policy and Procedure</p> <p>Academic Progress, Attendance and Student Load policies and procedures applicable to each Division</p> <p>Monash College Student Privacy Collection Statement</p> <p>Non-academic Suspension and Exclusion Policy and Procedure</p> <p>Student Code of Conduct</p> <p>Deferment and Intermission Procedure</p> <p>Monash University International Student Transfer Between Providers Procedure</p>
<b>Responsibility for Implementation</b>	<p>Director, for each division</p> <p>Manager Student Administration</p>
<b>Status</b>	<p>Revised</p>
<b>Key Stakeholders</b>	<p>All Monash College Melbourne students</p> <p>Academic Committee</p> <p>Monash College Student Administration</p>
<b>Approval Body</b>	<p>Academic Board</p>
<b>Date Effective</b>	<p>4/10/2018</p>
<b>Next Review Date</b>	<p>27/10/2024</p>
<b>Policy Owner Job Title</b>	<p>Director Governance</p> <p>Governance</p>
<b>Policy Author</b>	<p>Academic Governance and Quality Manager</p>

<b>Contact</b>	Director Governance
<b>Policy Level</b>	Level 2

## Definitions

<b>Course (of study)</b>	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.
<b>Enrolment</b>	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.
<b>Intermission</b>	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-enrols during the designated periods.
<b>Invalidation</b>	The cancellation of a student's enrolment due to the non-payment of fees.
<b>Suspension (of enrolment)</b>	Temporary discontinuation of a student from courses with an administrative encumbrance which cuts access to Monash College services for a period determined by the College.
<b>Withdrawal/Discontinuation</b>	The formal discontinuation of a unit/subject or course prior to its completion.

## Implementation plan

<b>Step #1</b>	Final version to be approved by Academic Committee then circulated to students and staff
<b>Step #2</b>	Policy uploaded to the intranet and policy bank
<b>Step #3</b>	Enrolment Procedure document to accompany the policy
<b>Step #4</b>	Policy (and associated procedure) to be referenced in Student Orientation materials

## Change history

<b>Version number</b>	<b>Approval date</b>	<b>Approved by</b>	<b>Brief outline of changes</b>
1.0	04/10/2018	Academic Committee	New policy
1.1	11/12/2019	Director, Governance	Legislation Update

1.2	20/02/2020	Director, Governance	<p>Insertion of <i>Invalidation</i> into Policy Point 10.</p> <p><i>Invalidation</i> definition added.</p> <p>Approval body updated.</p>
1.3	30/11/2020	Director, Governance	<p>Minor amendment clarifying criteria and process for transfers and updating supporting documentation.</p>
1.4	27/10/2021	Director, Governance	<p>Minor amendment to align with the Higher Education Standards Framework (Threshold Standards) 2021</p>
1.5	08/03/2022	Academic Board	<p>Approval Body changed from Senior Leadership Team to Academic Board.</p> <p>Up to point 17 – delete Enrolment Procedure.</p>