



## FAIL TO TRANSITION FROM EXTENDED TO STANDARD STREAM GUIDELINES (FOUNDATION YEAR)

### Purpose

The purpose of these guidelines is to provide a process for identifying, notifying and assisting Foundation students who have failed to transition from Extended to Standard stream within their MUFY Extended program.

### Scope

These guidelines apply to all Monash College (the College) staff and students involved with moderation activities.

Where applicable, these guidelines are intended to provide guidance for International Partners who are expected to comply with the College policies as per the Third-Party Arrangement contracts between the College and Partners.

These guidelines do not apply to Vocational Education and Training, Professional Year or Non-accredited training programs.

### Guidelines

#### 1. Fail to transition from Extended to Standard stream within the MUFY Extended program

Students transitioning from Extended to the Standard stream are subject to the following conditions:

- Students must have passed Extended English (MUF1011).
- Students who have not passed Extended English (MUF1011) must repeat the first semester of the Extended course.
- Students may only repeat the first semester of the Extended stream once.
- Students must complete Chemistry and Life (MUF1051) before enrolling in Chemistry Unit 1 (MUF0041).
- Students must complete Foundations of Calculus (MUF1031) before enrolling in Mathematics Unit 1 (MUF0091).

Repeating the Extended stream will not be counted in the maximum allowable semesters to complete Foundation Year. Note that the results of MUFY Extended units do not contribute to

the overall result of their MUFY program. Refer to section 2 for details on how to capture and assist students from failing to transition from Extended to the Standard stream within their MUFY Extended program.

## 2. Process

Ref	Process Steps	Responsibility
2.1	<p>Generate a report at the end of each study period following the result release date and identify students failing to transition to the Standard stream based on the criteria set out in section 1 and the results of their current enrolled program, except where:</p> <ul style="list-style-type: none"> <li>• withdrawn (WDN and WI) grades are awarded.</li> <li>• their results for deferred assessment and deferred examination are finalised.</li> </ul>	Student Administration
2.1.1	<p>Notify students who have been identified as failing to transition from Extended to the Standard stream within two working days from the date of result release (by sending the “Notice of Ineligibility to Transition (Extended Students)”). This includes the following information:</p> <ul style="list-style-type: none"> <li>• inform the student that they have failed to transition to the Standard stream;</li> <li>• advise the student that they are allowed to repeat the Extended stream once only;</li> <li>• advise the student that they will be contacted about the re enrolment process for the Extended stream; and</li> <li>• a list of support services and contact details.</li> </ul>	Student Administration

## Related Documents

Legislation and Standards	<a href="#"><i>Education Services for Overseas Students Act 2000 (Cth)</i></a> <a href="#"><i>Higher Education Standards Framework (Threshold Standards) 2021</i></a> <a href="#"><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></a> <a href="#"><i>Foundation Program Standards 2021</i></a> <a href="#"><i>University Student Ombudsman</i></a> <a href="#"><i>Commonwealth Ombudsman</i></a>
Reference Policies, Procedures and Supporting Documentation	<a href="#"><i>Student Academic Progress Policy</i></a> <a href="#"><i>Student Academic Progress Procedure</i></a>

## Version control and accountability table

It is the responsibility of the Accountable Area and Responsible Officer to ensure compliance with this policy.

<b>Accountable Area</b>	Education				
<b>Responsible Officer</b>	Executive Director, Education				
<b>Review Date</b>	June 2026				
<b>Approved by</b>					
Executive Director, Education DATE 21/06/2023					
<b>Endorsed by</b>					
Education Leaders Meeting (via circulation) DATE 21/06/2023					
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Approved by</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Senior Coordinator Education - Policy and Procedures	Creation of guidelines to handle cases where Foundation students have failed to transition from Extended to Standard stream (Foundation Year)	Executive Director, Education	21/06/2023	26/06/2023