

# ADMISSION POLICY

## Policy Title

Admission Policy

## Purpose

This policy outlines the requirements for admission into Monash College academic programs.

## Scope

All applicants for admission to Monash College pathway programs

## Definitions

Course	A coherent sequence of units leading to a degree or other award
Credit	Recognition of a student's previous learning is equivalent in content, learning outcomes and assessment in a form that reduces the requirements a student must satisfy to achieve a qualification.
Credit precedent	Information about prior approved credit that can be used to inform future credit decisions and as an indication to prospective and current students of potential credit application outcomes.
Admissions Officer	Monash University Marketing, Admissions and Communications staff member with authority to make selection decisions

## Policy Principles

Monash College is committed to:

- Selecting of students based on academic merit, academic potential and equity;
- Transparent admission and credit processes; and
- Consistent and objective methods of assessing applications.

## Policy Standards

1. Selection based on academic merit, academic potential and equity
  2. Transparent admission
  3. Consistent and objective methods for assessing applications
1. Selection based on academic merit, academic potential and equity
    - 1.1 The College aims to attract and select applicants from diverse backgrounds who have the academic potential to successfully transition to Monash University.
    - 1.2 Minimum entrance requirements that ensure students have the age, English language proficiency, academic preparation and ability to succeed at Monash.

- 1.3 The capacity to set course-specific admission requirements that ensure students have the knowledge and skills to undertake a particular course.
- 1.4 College will review admission pathways and reserves the right to update requirements from time to time and will ensure that such updates will not disadvantage current applicants.
- 1.5 The College may use alternative entry programs or processes to support access for underrepresented groups at Monash.

## 2. Transparent admission

- 2.1 The College will publish information about its courses and units to assist prospective applicants to make informed choices. This includes details of admission requirements and other course-specific requirements.
- 2.2 The College will ensure that admission information provided through different channels, including Monash websites and recruitment material is accurate, clear, consistent and timely.
- 2.3 The College will publish information for applicants and current students that explains credit, the credit application process, and provides a reasonable indication of whether a student or application may be eligible for credit.

## 3. Consistent and objective methods for assessing applications

- 3.1 The methods used to assess applicants must be reliable and applied consistently across locations and admission periods.
- 3.2 The methods and measures used for admission must be valid indicators of an applicant's ability to successfully complete the course.
- 3.3 Methods and measures used for admission are informed by evidence and sector good practice, and are reviewed regularly. The College collects data about applicants and student performance to ensure the admission methods and measures are valid.
- 3.4 Monash College delegates authority for making offers and administering the application process relating to study in Australia, to Monash University Admissions.
- 3.5 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.
- 3.6 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.
- 3.7 A student's whole of previous academic study is taken into account when applications are assessed.
- 3.8 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.
- 3.9 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.
- 3.10 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.

- 3.11 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.

#### 4. Credit assessment for Diploma program

- 4.1 Assessment of credit applications provide a valid comparison between Monash College Diploma and a student's prior learning, in terms of:
- 4.1.1 learning content and level; and/or,
  - 4.1.2 the academic purpose of a unit or other course component in the context of achieving
- 4.2 Applicants for Monash College award programs may be granted credit for previous learning. Monash College does not offer credit towards non-award courses.
- 4.3 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.
- 4.4 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. Students from other institutions who are granted credits towards Part 2 must complete a specified minimum number of credit points at Monash College, as set up in the following table:

Total course credit points for Diploma Part 2	Minimum Diploma Part 2 credit points that must be completed at Monash College
48	24

#### Roles and Responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
<i>Overall responsibility for setting minimum standards for admission and pre-requisite requirements</i>	<i>Academic Board</i>	
<i>Overarching responsibility for determining equivalencies between admission standards and qualifications</i>	<i>Academic Board</i>	
<i>Delegated power to determine outcomes of admission applications and issue offers</i>	<i>Monash University Admissions</i>	

Overall responsibility for determining applications for credit toward Part 1 of Diploma courses when applicants meet entry requirements into Part 2 of Diploma courses.	Academic Governance	
Overall responsibility for determining applications for credit toward Part 2 of Diploma courses	Dean of relevant Faculty (or nominee)	
Overall responsibility for monitoring the granting of credit, credit precedents and credit transfer arrangements	Academic Board	

## Related Documents

Include the following key information as per examples detailed in the table.

Legislation and Standards	<u>Education Services for Overseas Students Act 2000 (Cth)</u> <u>Higher Education Standards Framework (Threshold Standards) 2021</u> <u>National Code of Practice for Providers of Education and Training to Overseas Students 2018</u> <u>Foundation Year Standards</u> <u>ELICOS Standards</u>
Reference Policies, Procedures and Supporting Documentation	<u>Admission Procedure</u> <u>Predictive Results Procedure</u> <u>Borderline Procedure</u>

## Version control and accountability table

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

Include the following key information as per examples detailed in the table. Previous editions must also be included with the latest changes noted at the top of the table.

<b>Accountable Area</b>	Academic Governance and Quality
<b>Responsible Officer</b>	Associate Director, Academic Governance and Quality
<b>Review Date</b>	1 July 2026
<b>Approved by</b>	

Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
2.1	Associate Director, Academic Governance and Quality	Amendment to age requirement for Diploma Part 2	07/06/2023	01/07/2023
2.0	Associate Director, Academic Governance and Quality	Revised Policy updated to align with new organisational structure	19/05/2022	20/05/2022
1.0	Executive Director, Education	New Policy	19/05/ 2019	20/05/2019