Procedure Title

Admission Procedure

Purpose

This procedure outlines the process for admission into Monash College academic programs.

Scope

All applicants for admission to Monash College pathway programs.

Definitions

ATAR	The Australian Tertiary Admission Rank of a person as calculated by a tertiary admission centre or other authorised body.
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.
Census date	The date when the College finalises enrolments.
Competency-based qualifications	Refers to vocational or workplace-based competency-based training or assessment where more than half of the assessed components are awarded on a pass/fail basis, or similar grades.
Admissions Officer	Monash University Marketing, Admissions and Communications staff member with authority to make selection decisions
Domestic student	A student enrolled at an Australian location who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or Australian permanent humanitarian visa
International student	A student who is not a domestic student
Measure of English language proficiency	A way of demonstrating English language proficiency, whether through background, prior education or tests of proficiency.
Packaged offer	An offer of admission which includes a combination of programs or courses at Monash University, Monash College and/or Monash University English Language Centre, typically studied in sequence with progress to the second course or program being conditional upon the student achieving a minimum result in the first.

University Admissions	The relevant organisational unit within University Marketing, Admissions and Communications

Procedure

1.   Overview of Admission

Ref	Process Steps	Responsibility
1.1	The minimum College's entry requirements must be met to be eligible for admission to a course: ● a minimum age requirement; ● a minimum English language requirement; and ● a minimum academic entry requirement	Applicant
1.2	Admission information is published on the College's website for prospective students. As a minimum, this includes: ● Admission requirements for each course, and streams if relevant; ● Any additional selection criteria for courses and streams that use a range of criteria. Information about equivalent international qualifications and the required levels of achievement applicable to international applicants for a course are published on the College's website.	Academic Governance and Quality
1.3	Trimester 1 admission requirements for the Diploma programs, where applications are received through VTAC, are published in the VTAC Guide.	University Admissions

2.   Minimum age requirement

Ref	Process Steps	Responsibility
2.1	The minimum age requirements have been set to ensure students can participate safely in teaching and learning activities and have a reasonable likelihood of success in their study.	Academic Board
2.2	To be eligible for admission, an applicant must meet age requirements set in Schedule A and website.	Academic Governance and Quality

3. Minimum English language requirements

Ref	Process Steps	Responsibility
3.1	The minimum English requirements have been set to ensure students can participate safely in teaching and learning activities and have a reasonable likelihood of success in their study. Competency-based qualifications will not be accepted as meeting English language requirements.	Academic Board
3.2	When assessing an applicant's English language, the following is considered: ● The measure of proficiency and level achieved; and ● Any time limitations that apply The time limit is 3 years from the date the English language proficiency test was completed until the course commencement date unless otherwise stated. Time limits do not apply to the evidence used to demonstrate English language proficiency for applicants who have completed at least 6 years of secondary schooling in an English medium institution in an English-speaking country. Recency or validity period does not apply to English units completed as part of the academic qualifications assessed for Foundation Year and Diploma Part 1 applicants. The time limit of 3 years applies to Diploma Part 1A and Part 2 for English units completed as part of the academic qualifications assessed.	University Admission
3.3	The College reserves the right to request to undertake an English test to meet the English language requirements.	Applicant
3.4	To be eligible for admission, an applicant must meet English language requirements set in Schedule A and website.	Academic Governance and Quality

4. Minimum academic requirements for entry to the College

Ref	Process Steps	Responsibility
4.1	The minimum academic requirements have been set to ensure students can participate	Academic Board

	safely in teaching and learning activities and have a reasonable likelihood of success in their study. Competency-based qualifications will not be accepted as meeting academic language requirements.	
4.2	Where a course has prerequisite subjects, applicants must have completed the subjects and achieved the required results levels as published in Schedule A before admission.	University Admission
4.3	**Monash University Foundation Year/ Diploma Part 1** Applicants can be offered a place in the Monash University Foundation Year or Diploma Part 1 program, on the basis of their academic achievement in a secondary qualification recognised as equivalent to an Australian Year 11 qualification. International applicants can be given a packaged offer for a place in the Monash University Foundation Year or Diploma Part 1 program and/or a place in a Diploma course and an undergraduate destination course. Packaged offers will specify the achievement level required in the foundation program or Diploma Part 1 for entry to the undergraduate destination course.	University Admission
4.4	**Diploma Part 2** Standard admission pathways to Diploma Part 2 courses, include completion of a senior secondary qualification with graded results and other qualifications considered to be equivalent, such as foundation programs. An applicant can include any prior higher education study to complement their senior secondary school results. Applicants can be offered a place in a Diploma Part 2 course, on the basis of their academic achievement in a senior secondary qualification recognised as equivalent to an Australian Year 12 qualification. ATAR, or a notional ATAR, or equivalent, is used as the basis for assessing academic achievement.	University Admission

	International applicants can be given a packaged offer for a place in a Diploma Part 2 course and a Monash University undergraduate destination course. Packaged offers will specify the achievement level required in the Diploma course for entry to the undergraduate destination course.	
4.5	**Predictive Results** For entry to courses and programs for which predicted results are accepted, an applicant's predicted results are treated as equivalent to final results only in the absence of the final results. Offers are made based on the Predictive Results Procedure.	University Admission

5.   Deferring commencement in a course

Ref	Process Steps	Responsibility
5.1	Commencement of a course or program after acceptance of offer can be defer for a maximum of twelve months. Application for deferment must be submitted prior to the commencement of studies before the commencement of the first study period.	Student
5.2	Students wishing to defer commencement of their studies must apply for deferment. Deferment requests can be accepted from a student's nominated proxy, e.g. a Monash approved recruitment agent. International students subject to ESOS requirements can only be granted deferment in compassionate and compelling circumstances.	University Admission
5.3	The College reserves the right to request to undertake an English test to meet the English language requirements.	Applicant
5.4	To be eligible for admission, an applicant must age requirements set in Schedule A and website.	Academic Governance and Quality

6. Cancellation of application, offer or enrolment

Ref	Process Steps	Responsibility
6.1	Students currently suspended from Monash programs are not eligible to apply for entry to any other Monash College program.	University Admission
6.2	The College reserves the right to request original documents be provided at any stage of the application process.	University Admission
6.3	Admission may be refused on the grounds that: ● The applicant is not eligible to be considered for admission to a course ● The applicant has previously been suspended or excluded from Monash or another educational institution ● admitting or enrolling the applicant may place the College in breach of a law or a legal requirement ● The applicant is found to have falsified information that would otherwise have led to their application being rejected ● The applicant failed to disclose information that would have led to their application being rejected ● The applicant has breached any of the terms and conditions of application or offer.	University Admission
6.4	Conditions can be imposed on an applicant's admission or enrolment if necessary to ensure compliance with law or legal requirements.	University Admission
6.5	An application, offer or enrolment can be cancelled or suspended if the applicant has outstanding money or fees which are past due.	University Admission Student Administration

7. Internal transfer between award courses

Ref	Process Steps	Responsibility
7.1	Current students can apply to transfer between award courses. Students are recommended to seek advice from Student Administration prior to making a course transfer application. Application and approval must be completed by Day 4 of the new study period.	Student Administration

7.2	To be eligible for an internal course transfer, students must meet the admission requirements of the new course. Meeting the minimum admission requirements of the new course does not guarantee a course transfer will be approved. Students will only be approved for a course transfer where there is evidence the student will be successful in the proposed course. Credit for prior learning will be assessed as per the Admission Policy, and will ensure the student has the opportunity to meet the minimum requirements of the new course.	Team Leader of proposed course
7.3	If the student is considered to be At-Risk or have made unsatisfactory academic progress, the application will be assessed by the Team Leaders of both the current and proposed course.	Team Leader
7.4	Advise Monash University Admission of course transfer application outcome.	Student Administration
7.5	Process course transfer application and advise the student of the outcome.	University Admission

Schedule A

All applicants must meet the entry requirements to be eligible for admission to a course or program.

A1. Minimum age requirements

Course/Program	Minimum age requirements
Monash University Foundation Year	16 years
Diploma Part 1	16 years
Diploma Part 2	16 years 6 months

A2. Minimum English language proficiency requirements

Course/Program	Minimum English requirements
Monash English (Standard Program)	**Module 1** IELTS – 4.5 (no band less than 4.0) or equivalent **Module 2** IELTS – 5.0 (no band less than 4.5) or equivalent **Module 3** IELTS – 5.5 (no band less than 5.0) or equivalent **Module 4** IELTS – 6.0 (no band less than 5.5) or equivalent
Monash University Foundation Year	**Standard** VCE English/EAL – 23 IELTS – 5.5 (no band less than 5.0) or equivalent **Intensive** VCE English/EAL – 25 IELTS – 6.0 (no band less than 5.5) or equivalent **Extended** VCE English/EAL – 21 IELTS – 5.0 (no band less than 4.5) or equivalent
Diploma Part 1	VCE English/EAL - 23 IELTS - 5.5 (no band less than 5.0) or equivalent
Diploma Part 2	VCE English/EAL - 25 IELTS – 6.0 (no band less than 5.5) or equivalent

A3. Minimum academic requirements

Course/Program	Minimum academic requirements
Monash University Foundation Year	**Standard** Australian Year 11 (overall average in academic subjects) – 60% or equivalent

	Intensive Australian Year 11 (overall average in academic subjects) – 65% or [equivalent] Extended Australian Year 11 (overall average in academic subjects) – 55% or [equivalent]
Diploma Part 1	Australian Year 11 (overall average in academic subjects) – 60% Australian Year 12 – successful completion
Diploma Part 2	**Art and Design, Arts – Sociology & Media Communication streams, IT, Science** ATAR – 60 or [equivalent] **Applied Data Science, Arts – Psychology stream, Engineering** ATAR – 65 or [equivalent] **Business** ATAR – 62 or [equivalent]

A4. Prerequisite subjects

Course/Program	Prerequisite subjects
Diploma of Business	**Part 2** Australian Year 11 or 12 Mathematics or [equivalent]
Diploma of Engineering	**Part 1** Australian Year 11 one of Science – Pass or [equivalent] **Part 2** Australian Year 12 Mathematics and either Chemistry or Physics – ATAR 25 or [equivalent]
Diploma of IT	**Part 1** Australian Year 11 one of Science – Pass or [equivalent] **Part 2** IT stream – Australian Year 11 Mathematics or [equivalent] Computer Science stream – Australian Year 12 high level Mathematics – ATAR 25 or [equivalent]
Diploma of Science	**Part 1** Australian Year 11 one of Science – Pass or [equivalent]

	Part 2 Australian Year 12 Higher Level Mathematics or one of Australian Year 12 Science – ATAR 25 or [equivalent](#)
Education stream	**Part 2** Australian Year 11 Mathematics or equivalent

Related Documents

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

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

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.

Accountable Area	*Academic Governance and Quality*			
Responsible Officer	*Associate Director, Academic Governance and Quality*			
Review Date	1 July 2026			
Approved by				
Academic Board				
Version	**Authored by**	**Brief Description of the changes**	**Date Approved**	**Effective Date**
1.1	*Senior Academic Governance Advisor*	*Procedure amended to include Section 7. Internal transfer between award courses*	*21/11/2023*	*01/12/2023*
1.0	*Senior Academic Governance Advisor*	*New Procedure*	*07/06/2023*	*01/07/2023*