

ADMISSION TO COURSEWORK COURSES AND UNITS PROCEDURE

SCOPE

This procedure applies to:

- all applicants for coursework courses, units and approved enabling programs;
- current students seeking to transfer course;
- incoming study abroad and exchange students; and
- all locations, with the exception of the former Monash South Africa campus.

Admission into professional development education programs is not within scope of this procedure.

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PROCEDURE STATEMENT

1. Overview of admission at Monash University

- 1.1 To be eligible for admission to a course or to enrol in a unit at Monash University (the University), an applicant must meet the University's minimum entry requirements, consisting of:
- a minimum age requirement (section 2);
 - a minimum English language requirement (section 3); and
 - a minimum academic entry requirement (section 4), which varies depending on the award type.
- 1.2 To be eligible for admission to a course, the applicant must also meet course-specific admission requirements (section 5).

- 1.3 An applicant will be considered for selection into a course if they meet the University's minimum entry requirements and the course-specific admission requirements (section 12). Selection is competitive and admission is not guaranteed.
- 1.4 Academic Board approves special admission schemes to assist categories of applicants to meet the University's minimum entry requirements and the course-specific admission requirements (section 8).
- 1.5 To be eligible to enrol in a unit on a non-award basis, the applicant must meet the minimum age and English language requirements set out in sections 2 and 3, unit prerequisites and any other requirements (section 15).

Transparent admission requirements and selection outcomes

- 1.6 Admission information is published on the [University's website for prospective students](#). As a minimum, this includes:
 - admission requirements for each course, and specialisation if relevant;
 - any additional selection criteria for courses and specialisations that use a range of criteria; and
 - ATAR scores of students admitted through the Monash Guarantee.
- 1.7 Admission requirements for undergraduate courses, where applications are received through VTAC, are published in the VTAC Guide.
- 1.8 Information about equivalent international qualifications and the required levels of achievement applicable to international applicants for a course are published in the [study credit and admissions eligibility search tool](#).
- 1.9 The University will publish the previous year's selection outcomes for all undergraduate courses on the [University's website for prospective students](#), including lowest selection rank at which an offer was made and lowest ATAR at which an offer was made without adjustments.

2. Minimum age requirement

- 2.1 The University sets minimum age requirements to ensure students can participate safely in teaching and learning activities and have a reasonable likelihood of success in their study ([Monash University \(Academic Board\) Regulations](#) Part 2, regulation 6).
- 2.2 To be eligible for admission, an applicant must be at least 17 years of age at the time of their intended commencement in the course or unit. Academic Board can grant an exemption to the age requirement in the following circumstances:
 - If the applicant will be 16 but not yet 17 and has either an Australian Tertiary Admission Rank (ATAR) of at least 95.00 (or equivalent) or the approval of the dean of the degree faculty (or nominee), or the campus Pro Vice-Chancellor (or nominee) (in the case of courses or units offered in Indonesia, Malaysia or Suzhou), or the dean of the unit teaching faculty (or nominee) (in the case of single-unit enrolments).
 - If the applicant will not have turned 16 by the start of the teaching period and has both an ATAR of at least 95.00 (or equivalent) and the approval of the dean of the degree faculty (or nominee), or the campus Pro Vice-Chancellor (or nominee) (in the case of courses or units offered in Indonesia, Malaysia or Suzhou), or the dean of the unit teaching faculty (or nominee) (in the case of single-unit enrolment).
- 2.3 An applicant who does not meet the minimum age requirement can be offered a place in the course or unit commencing when they will have met the minimum age requirement.

3. Minimum English language requirements

- 3.1 When assessing an applicant's English language, the University considers:
 - the measure of proficiency and level achieved; and
 - any time limitations that apply.
- 3.2 The University does not accept competency-based qualifications as meeting English language requirements.
- 3.3 The University reserves the right to require any applicant to undertake an English test to meet the English language requirements.

Minimum English language requirements for entry to Monash courses and units

- 3.4 The minimum English language requirements for entry to Monash courses and units are set out in the following table. Higher English language requirements can be set at course level (as part of course accreditation, see the [Course Accreditation Procedure](#)). The requirements for each course are published in the [Monash Find a Course](#).

The minimum English language requirement is met if the applicant has met the conditions for <u>one</u> of the following measures	
Secondary schooling or	1) Applicants who completed the Victorian Certificate of Education (VCE):

equivalent	<p>a. a study score of 25 in units 3 and 4 of VCE English, VCE Literature or VCE English Language; or</p> <p>b. a study score of 30 in units 3 and 4 of VCE English as an Additional Language (EAL). For admission to the University in 2021, 2022 and semester 1 2023, due to the impacts of COVID-19, applicants who undertook EAL and have a minimum EAL score of 27 can receive an adjustment of 3 points to their achieved EAL score. Additional language support is provided to students admitted with an adjustment to their EAL score.</p> <p>Non-VCE English subject equivalencies and scores are approved by the University Education Committee and published in the study credit and admissions eligibility search tool.</p>
Tertiary study (including VET and higher education)	<p>2) Applicants who meet the criteria in section 3.6 (i.e. English-speaking background) but do not meet the English requirement through their secondary schooling, as set out above in this table, can meet the minimum English language requirement by the satisfactory completion of either:</p> <p>a. the equivalent of a completed AQF level 4 course that was taught and assessed in English and meets the criteria determined by the Coursework Admissions Standards Sub-Committee (CASSC); or</p> <p>b. at least two units (equivalent to 12 credit points) of higher education study in an English medium institution, one of which must be an English-rich unit; or</p> <p>c. for the purpose of entry to specific Graduate Certificate courses, a Monash University micro-credential may be accepted.</p> <p>3) Alternatively, the satisfactory completion of either:</p> <p>a. at least half a year of full-time study in an English medium institution (equivalent to 24 Monash credit points) at AQF level 5 or higher, or equivalent; or</p> <p>b. A completed Australian masters by research or doctoral degree, or equivalent, from an English medium institution.</p>
English test	<p>4) For applicants who have completed an Australian Year 12 at Australian locations who have met all admission requirements except the English language requirement, the dean of the degree faculty (or nominee) can approve that applicants sit an internal test or one of the approved English tests published on the University Admissions website.</p> <p>5) For all other applicants who have not satisfied the English language requirement, achieve the minimum overall score and band/component scores in an approved English test, as determined by the University Education Committee.</p>
Monash University English Language Centre course	<p>6) For applicants to locations other than Australia and international applicants to Australian locations, who have not satisfied the English language requirement, satisfactory completion of a preparatory course in English language skills at the appropriate level at the Monash University English Language Centre or another approved equivalent program. If applicable to the course, the applicant must also have achieved the English test result required to demonstrate satisfactory completion of the course.</p> <p>7) For all other applicants who have met all admission requirements except the English language requirement, the dean of the degree faculty (or nominee) can approve acceptance to complete a preparatory course in English language skills at the appropriate level at the Monash University English Language Centre or another equivalent program.</p>

Minimum English language requirements for non-award enabling programs

- 3.5 Different minimum English language requirements apply to approved non-award enabling programs and are set out in the following table.

The minimum English language requirement is met if the applicant has met the conditions for <u>one</u> of the following measures	
Secondary schooling or equivalent	The applicant's last two years of secondary schooling, or equivalent, were completed in an English medium institution.
Tertiary study (including VET and higher education)	Satisfactory completion of study equivalent to at least 24 credit points (one standard full-time semester) in an English medium educational institution at AQF level 4 or higher, or equivalent.
English test	Achieve the minimum overall score and band/component scores in an approved English test , as determined by the University Education Committee.
Monash University English Language Centre course	<p>For applicants to locations other than Australia and international applicants to Australian locations, who have not satisfied the English language requirement, satisfactory completion of a preparatory course in English language skills at the appropriate level at the Monash University English Language Centre or another approved equivalent program. If applicable to the program, the applicant must also have achieved the English test result required to demonstrate satisfactory completion of the course.</p> <p>For all other applicants, who have met all admission requirements except the English language requirement, the dean of the degree faculty (or nominee) responsible for the enabling program can approve acceptance to complete a preparatory course in English language skills at the appropriate level at the Monash University English Language Centre or another equivalent program.</p>

Circumstances where no time limits apply for English language measures

- 3.6 Time limits do not apply to the evidence used to demonstrate English language proficiency for applicants who have completed at least six years of schooling in an English medium institution in an English-speaking country prior to the age of 19.
- 3.7 A list of countries where English is an official language and secondary schooling is generally undertaken in English medium institutions is maintained by University Admissions. Applicants from these countries are assumed to meet the requirements of section 3.6, unless there is evidence to the contrary.
- 3.8 Applicants from countries that have a substantial proportion of English-speakers and schooling in English medium institutions, can be accepted as having an English-speaking background for the purposes of section 3.6, provided that they are from an English-speaking community in that country, undertook schooling in an English medium institution and were residents in the country. Applicants from these countries who meet these criteria are assumed to meet the requirements of section 3.6, unless there is evidence to the contrary. The University Education Committee approves the countries that are accepted as partially English-speaking for this purpose.
- 3.9 An applicant's signed declaration is accepted as evidence that sections 3.6 to 3.8 applies, unless there is evidence to the contrary.

Time limits on English language measures

- 3.10 Time limits apply when an applicant cannot establish that they have completed at least six years of schooling in an English medium institution prior to the age of 19, as set out in section 3.6. A time limit means that the qualification or test that demonstrates English proficiency must have been completed within a specified period prior to the course commencement date.
- 3.11 The time limit is 3 years from the date the English language measure was completed until the course commencement date.
- 3.12 When an applicant has completed several English language measures within the applicable time limit, the highest result will be accepted.

Extensions to the time limit on English language measures

- 3.13 The time limit on an English language measure can be extended for applicants that demonstrate that they have maintained their proficiency at the required level.
- 3.14 Decisions to extend the time limit are based on precedents. Precedents for English language measures cannot be course specific and must apply across all coursework courses. University Admissions is responsible for establishing and documenting precedents.
- 3.14.1 Existing precedents can be applied by selection officers when assessing applicants.
- 3.14.2 For applicants where no applicable precedents exist, a decision to extend the time limit can only be made by a staff member designated by the dean, or for applicants to Indonesia, Malaysia or Suzhou, the campus Pro Vice-Chancellor (or nominee), and must be reported to University Admissions.
- 3.15 Selection officers have the discretion to extend the time limit on an English language measure by up to one month in cases where the time limit expires before the course commencement date. Time limits will not be extended if there are indications that doing so would have a negative impact on the applicant's academic success.

Language requirements for admission to a course or unit taught in a language other than English

- 3.16 Where a course or a unit is approved to be taught and assessed in a language other than English (not including courses and units that are taught to develop proficiency in that language), applicants must have a minimum study score of 25 in units 3 and 4 of that language at VCE level, or an approved equivalent.

4. Minimum academic requirements for entry to the University

- 4.1 The University sets minimum academic requirements for entry to the University and for admission to particular types of courses.
- 4.2 The minimum academic requirements for entry to the University are set out in the following table.

For entry to these types of courses	Minimum academic requirement
Three- or four-year bachelor's degree or bachelor honours degree	Equivalent to an ATAR of 70.00 Monash Indigenous Entry Scheme - for Indigenous Australian applicants to designated bachelor's or bachelor honours degrees: Equivalent to an ATAR of 50.00 (or higher for some courses) before any SEAS adjustment
Pathway diplomas	Diploma of Tertiary Studies: Equivalent to an ATAR of 50.00 before any SEAS adjustment Diploma of Higher Education, Diploma of Higher Education Studies: Equivalent to an ATAR of 60.00 before any SEAS adjustment
One-year bachelor honours degree	A bachelor's degree with an average mark of 70 per cent in 24 credit points of study in a relevant discipline at third year level, or equivalent. For applicants who do not meet the minimum average mark requirement due to having completed ungraded units during the COVID health crisis, the degree faculty, or the campus Pro Vice-Chancellor (or nominee) in the case of applicants to Indonesia, Malaysia or Suzhou, can exempt an applicant from this requirement if they deem that the applicant is likely to successfully complete the honours-year course.
Graduate certificate	A completed bachelor's degree or equivalent; or A minimum of three years relevant work experience; or For entry to specific graduate certificate courses, a Monash University micro-credential and two years of relevant work experience may be accepted.
Graduate diploma	A completed bachelor's degree or equivalent, or a graduate certificate or equivalent

Postgraduate certificate	A completed bachelor's degree or equivalent in the same or a related field
Postgraduate diploma	A completed bachelor's degree or equivalent in the same or a related field, or a postgraduate certificate or equivalent
Master's degree	A completed bachelor's degree or equivalent, or a graduate diploma or equivalent, or a graduate certificate or equivalent

4.3 The University does not accept competency-based qualifications as meeting the academic requirement for entry.

5. Course-specific admission requirements

5.1 Applicants must meet any course-specific requirements in addition to meeting the minimum requirements for entry to the University. Course-specific requirements ensure applicants have the appropriate academic preparation and other relevant attributes to succeed in the course.

5.2 Course-specific admission requirements can include:

- a. English language proficiency higher than the minimum required for entry to the University;
- b. academic achievement higher than or in addition to the minimum required for entry to the University;
- c. prerequisite subjects that must have been completed with results at a specified level;
- d. evidence of aptitude for, or performance capability in, a particular field of study (e.g. the creative or performing arts);
- e. evidence of personal attributes relevant to the course; or
- f. evidence of experience relevant to success in a particular area of study such as relevant professional or work experience, community leadership, working with children.

5.3 Competency-based qualifications cannot be used to meet course-specific admission requirements in section 5.2 a, b or c.

5.4 Some courses of study require students to demonstrate inherent requirements to successfully complete the course. Inherent requirements are not admission requirements, but are fundamental attributes students may be required to demonstrate in a professional setting, such as ethical behaviour, interpersonal skills, behavioural stability or certain physical tasks.

Prerequisite subjects

5.5 Where a course has prerequisite subjects, applicants must have completed these subjects and achieved the required result levels before they can be admitted.

5.6 Applicants who have narrowly failed to achieve the required result in a prerequisite subject, other than the minimum English required for entry to the University, may be admitted on the condition that they participate in additional academic support provided by the University. Such arrangements are at the discretion of the dean of the degree faculty (or nominee) and must be approved by the dean, documented and reported to the Director, University Admissions.

5.7 Faculties must review prerequisite subjects for courses annually as part of the [Handbook publication cycle](#).

Measures for selecting applicants

5.8 Applicants will be selected based on their academic results in previous study (e.g. study score, ATAR, GPA). For some courses other measures may also be used for selection. This includes:

- a SEAS application;
- an approved aptitude test;
- an audition;
- an interview;
- a curriculum vitae (résumé);
- a portfolio of work;
- a personal statement; and
- a supplementary application form.

Aptitude, matriculation and other academic tests

5.9 Aptitude tests, university matriculation tests and other tests may be used:

- as a requirement for admission to a course;
- as a supplementary measure of aptitude for university study or study in a specific course; or
- for ranking applicants for selection (section 12).

5.10 Academic Board has delegated the approval of aptitude tests, university matriculation tests and other tests to the University Education Committee. The dean of the degree faculty (or nominee) determines if a test is used for a specific course.

5.11 The following approved tests can be used in conjunction with other evidence:

- Computer-based Assessment for Sampling Personal Characteristics (Casper)
- General Achievement Test (GAT)
- Graduate Australian Medical School Admission Test (GAMSAT)
- International Students Admission Test (ISAT)
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Situational Judgement Test (SJT)
- Special Tertiary Admission Test (STAT)
- University Clinical Aptitude Test (UCAT)

5.12 Scores from the following approved tests can be used for selection independently of, or in conjunction with, other evidence.

- Advanced Placement (AP) examination
- American College Test (ACT) examination
- SAT examination

Subject adjustments

5.13 Subject adjustments can be awarded in recognition of achievement in specified secondary school subjects that are indicative of likely success in a particular course. Subject adjustments are a selection rank adjustment to an applicant's ATAR score and are available for select bachelor's courses at Australian locations. A study score of 25 or higher in the relevant Year 12 studies is required.

5.14 The following limits apply to subject adjustments:

- applicants must have a secondary school qualification with an ATAR and meet the minimum academic entry requirement to the course before subject adjustments are applied;
- a maximum of eight aggregate points can be given as subject adjustments for a course, including a double degree;
- an applicant who receives both subject adjustments and other adjustments cannot receive more than 20 aggregate points in total;
- subject adjustments cannot be applied for the purpose of determining eligibility for entry to the University or to satisfy the minimum eligibility score for a course.

5.15 Partner faculties for double degree courses must agree how subject adjustments will be applied. The application of subject adjustments must not result in any student being admitted to a double degree course who would not have been admitted to either of the single degree courses.

5.16 Subject adjustments are published in the VTAC guide. Faculties review subject adjustments annually as part of the publication cycle.

Approval of course-specific admission requirements

5.17 Academic Board has delegated approval of course-specific admission requirements to the dean of the degree faculty (or nominee). Admission requirements are documented in the course accreditation management system.

5.18 The Deputy Vice-Chancellor (Education) can establish additional admission requirements or higher achievement levels than those approved by Academic Board, on the recommendation of the dean (or nominee) of the managing faculty. Any such changes will be noted by the University Education Committee in the annual update of academic course information.

6. Standard admission pathways

Standard admission pathways to bachelor courses

6.1 Standard admission pathways to undergraduate courses, except one-year honours courses, include completion of a senior secondary qualification with graded results and other qualifications considered to be equivalent, such as foundation programs or VET awards. An applicant can include any prior higher education study to complement their senior secondary school results.

Senior secondary qualifications

6.2 Applicants can be offered a place in an undergraduate course, except in a one-year honours 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.

Foundation programs

- 6.3 Applicants can be offered a place in an undergraduate course, except in a one-year honours course, on the basis of a completed foundation program deemed by Monash University to be equivalent to an Australian senior secondary qualification.
- 6.4 Applicants can be given a packaged offer for a place in the Monash University Foundation Year program and a place in an undergraduate destination course on completion of the foundation program. Packaged offers will specify the achievement level required in the foundation program for entry to the undergraduate destination course.

VET awards other than secondary education

- 6.5 Applicants can be offered a place in an undergraduate course, except in a one-year honours course, on the basis of a VET Certificate IV, diploma or advanced diploma if the program had graded assessment. Programs that involve competency-based assessment without grades or marks do not meet the University's admission requirements.
- 6.6 The dean of the degree faculty (or nominee) can approve admission to a particular course for applicants who have completed ungraded VET study. The admission decision will be based on a combination of the ungraded VET study and other measures as an alternative entry pathway.

Higher education study

- 6.7 Prior study at an Australian higher education institution, or at an overseas educational institution assessed as being equivalent and approved by Academic Board, can be taken into consideration in admission decisions.
- 6.8 For the purpose of selection, selection officers will consider an applicant's complete academic record and can place greater importance on the aspects of the record that are considered most relevant.
- 6.9 An applicant to an undergraduate course who has completed higher education study will be considered for admission based on their higher education study if:
- they have successfully completed the equivalent of at least one year of full-time higher education study (equivalent to 48 Monash credit points) with a minimum average mark of 50 per cent across all units; or
 - they have successfully completed the equivalent of at least six months of full-time higher education study (equivalent to 24 Monash credit points), with a minimum average mark of 50 per cent across all units, in conjunction with a successfully completed senior secondary school qualification (equivalent to an Australian Year 12).
- 6.10 Sections 6.8 and 6.9 do not apply to internal course transfers, one-year honours courses or graduate courses, where admission is usually based on performance in the applicant's higher education study.
- 6.11 Where an applicant is offered a place in a course based on previous higher education study, admission does not imply that credit will be awarded for the previous study. The [Credit Procedure](#) outlines the requirements for awarding credit.
- 6.12 Applicants can be given a packaged offer for a place in a Monash College diploma program and a place in an undergraduate destination course on completion of the diploma program. Packaged offers will specify the achievement level required in the diploma program for entry to the undergraduate destination course.

Standard admission pathways to one-year honours courses

- 6.13 Applicants can be offered a place in a one-year honours course based on completion of a qualification recognised as being equivalent to an Australian bachelor's degree, with a minimum achievement level as specified in section 4.2.

Standard admission pathways to graduate courses

- 6.14 Applicants can be offered a place in a graduate course based on their previous higher education studies and/or work experience as specified in section 4.2.

7. Alternative admission pathways

- 7.1 Applicants who have not undertaken formal study at the level required can be considered for admission to undergraduate courses, except one-year honours courses, on the basis of:
- at least two successfully completed higher education units;
 - successful completion of an approved enabling program;
 - recognition of prior learning; and/or
 - an approved aptitude test, university matriculation test or other relevant test.
- 7.2 Applicants seeking entry through an alternative admission pathway must fulfil the minimum English language requirements for entry to the University, as set out in section 3.4.

Two units of higher education study

- 7.3 Applicants without the required formal qualifications can be considered for admission if they have completed units at an Australian higher education institution or an overseas educational institution assessed as being equivalent and approved by Academic Board. In this case:
- a minimum of two distinct units equivalent to a minimum of 12 credit points is required;
 - the faculty may require the applicant to have completed a specific unit;
 - the applicant's complete academic record will be considered, including both passed and failed units, but greater importance can be placed on the aspects of the record that are considered most relevant; and
 - all course prerequisite subject requirements, including levels of achievement, must be met.
- 7.4 Single-unit study will not be used as a basis for admission to courses at Monash University Malaysia, in line with Malaysian Government regulations.

Enabling program

- 7.5 Applicants can be offered a place in a course on the basis of successful completion of a non-award higher education enabling program.
- 7.6 For an enabling program to be considered for admission purposes, the program must be designed to ensure that students are able to demonstrate that they meet both the English language and academic entry requirements of the University at the completion of the program.
- 7.7 Monash can set achievement levels in the enabling program required for admission to specific courses. This can apply to enabling programs offered by the University or other higher education institutions. The achievement levels for guaranteed entry are documented in the curriculum management system and approved by Academic Board.

Recognition of prior learning (RPL)

- 7.8 Applicants may be offered a place in a course on the basis of recognition of prior learning. Applicants must be able to demonstrate their ability and achievements comparable to the University admission requirements and any course-specific requirements. This can be shown by:
- prior employment or unpaid work in a relevant field;
 - completion of relevant higher education study or other types of structured learning such as professional development, executive and continuing education; micro-credentials or Massive Open Online Courses (MOOC);
 - tangible contribution to a relevant field;
 - supporting statements that document the applicant's responsibility for relevant activity such as project work or community development;
 - [Accreditation of Prior Experiential Learning \(APEL\)](#) for courses in Malaysia; and/or
 - other forms of verifiable evidence that demonstrate preparedness for the preferred course.
- 7.9 Admissions on the basis of recognition of prior learning are approved by Academic Board after endorsement by the dean of the degree faculty (or nominee), or the campus Pro Vice-Chancellor (or nominee) for admission to courses offered in Indonesia, Malaysia or Suzhou. Academic Board can approve recognition of prior learning for applicants falling within a particular category, e.g. applicants who have worked as teachers, or for individual applicants in exceptional circumstances.

8. Special admission schemes

- 8.1 Academic Board approves all special admission schemes and determines:
- the eligibility requirements and selection criteria; and
 - the manner in which consideration is given to applicants.
- 8.2 A common set of eligibility criteria applies to all special admission schemes. To be eligible for a special admission scheme, applicants must:
- meet the minimum age and English language proficiency requirements of the University (section 3.4);
 - achieve the required score in any prerequisite subjects for the course (sections 5.4 to 5.7);
 - fulfil any additional requirements for the course; and
 - meet the eligibility criteria for the special admission scheme.
- 8.3 Faculties can establish faculty-based special admission schemes for applicants who will be domestic students at their course location. Academic Board approves faculty-based special admission schemes. For special admission schemes for courses offered in Indonesia, Malaysia or Suzhou, endorsement by the campus Pro Vice-Chancellor is required.

8.4 Academic Board has approved the following special admission schemes:

- Special Entry Access Scheme (SEAS)
- Monash Guarantee
- Elite Student Performer Entry Scheme
- Dean's Rural List (Faculty of Medicine, Nursing and Health Sciences)

8.5 CASSC will review approved special admission schemes every four years with regard to academic performance and retention of student cohorts admitted under each scheme and report on its findings to Academic Board, via the University Education Committee.

9. Indigenous Student Access Scheme

9.1 The Indigenous Student Access Scheme recognises the systemic under-representation of Indigenous Australians in higher education.

9.2 Indigenous Australian applicants to courses offered in Australia or online will be considered by an Indigenous Student Admissions Committee (ISAC), constituted by the Deputy Vice-Chancellor (Education).

9.3 ISAC will have oversight of admission processes for all Indigenous Australian applicants.

9.4 ISAC will consider the applicant's likelihood of success in the proposed course. For applicants who would not have otherwise been selected for admission, if ISAC considers that the applicant is likely to succeed, they will be taken to have satisfied both the entrance and admission requirements for the course, including any pre-requisite subjects and the English Language proficiency requirements, and offered a place in the course. The minimum age requirement (section 2) applies to all Indigenous Australian applicants.

9.5 ISAC may:

- set conditions for the admission of an Indigenous Australian applicant (except those selected through the standard admission process or Monash special admission schemes such as SEAS or the Monash Guarantee). Conditions may include the completion of preparatory training modules or enabling programs; and
- recommend intensive academic and other scaffolded support services that will assist an applicant during their studies, both through the faculties and the William Cooper Institute.

9.6 Notwithstanding the provisions in sections 12.5 to 12.7, ISAC will recommend the setting of targets for Indigenous Australian students for admission to courses (including specialisations or programs within courses), to the Deputy Vice-Chancellor (Education).

9.7 The Deputy Vice-Chancellor (Education) will report to the University Education Committee and Academic Board annually on the retention, course completions and other measures of success of Indigenous Australian students.

10. Internal transfer between award courses

10.1 Current Monash students can apply to transfer between courses in a competitive selection process.

10.2 To be eligible for an internal course transfer, students must:

- have successfully completed a minimum of 12 credit points in a Monash course;
- meet the admission requirements of the course they apply to; and
- be performing at an appropriate level in the current course.

10.3 In cases where a student is applying for transfer to a course that has a higher English language proficiency requirement than the course the student is transferring from, the English language measure used when the student originally applied to Monash can be used without any time limitations.

10.4 The managing faculty of a course:

- determines the minimum WAM required to transfer into the course. Different minimum WAMs can be required for students from different courses; and
- can set a requirement that students must have completed more than 12 credit points to be eligible.

10.5 The managing faculty publishes the eligibility requirements for internal course transfer, including the required level of performance, on the [webpage for course or campus transfers](#).

11. Non-award enabling programs

11.1 Monash offers non-award enabling programs that provide a pathway to award study. Non-award enabling pathway programs, including entry requirements and requirements for progression to the destination course, must be documented in the curriculum management system and approved by Academic Board.

- 11.2 The entry requirements for University non-award enabling programs must include:
- the University's minimum age requirement;
 - the minimum English language requirements for enabling programs as set out in section 3.5; and
 - any additional requirements determined by Academic Board.
- 11.3 Faculties may offer non-award enabling programs in addition to the University enabling programs. The admission rules that apply to the component units must also apply to the non-award program.

12. Selection

General principles

- 12.1 Eligible applicants will be ranked prior to selection when there are not enough places available to admit all eligible applicants to a course, specialisation or within a category. Applicants who meet the eligibility requirements for entry to the University and admission to a course will be considered and ranked for selection. The ranking will objectively assess applicants' relative academic merit and consider prior achievement and equity in a transparent, consistent and fair way.
- 12.2 The eligibility requirements, selection criteria and indicative selection process outcomes are published on the [University's website](#).
- 12.3 For the purpose of selection, selection officers will consider an applicant's complete academic record and can place greater importance on the aspects of the record that are most relevant.
- 12.4 Where an undergraduate single degree course and specialisation is offered at multiple locations, the lowest selection rank must not differ by more than 5 ATAR points in the same admission period. The Deputy Vice-Chancellor (Education) can grant exemptions in exceptional circumstances.

Quotas

- 12.5 The [Monash University \(Vice-Chancellor\) Regulations](#) Part 3, Regulation 10 enables the Vice-Chancellor to set quotas for courses. This has been [delegated](#) to the Deputy Vice-Chancellor (Education).
- 12.6 After consulting with the Provost, the Deputy Vice-Chancellor (Education) may:
- approve a limit on the number of persons, or persons falling within a particular category, that may be admitted to courses (including specialisations within courses); or
 - reserve a quota of places for persons falling within a particular category.
- 12.7 Quotas can also be imposed on the University by regulatory bodies.
- 12.8 Quota places for a course, specialisation or program are filled through a competitive selection process determined by the managing faculty.

Allocation of Commonwealth Supported Places (CSP) and fee-paying places

- 12.9 Domestic students in Australia can be admitted to either a Commonwealth Supported Place (CSP) or a full-fee paying place, within the constraints set out in the *Higher Education Support Act (HESA)*. Undergraduate domestic students can only be enrolled in full-fee paying places in specific circumstances specified in HESA.
- 12.10 Within the constraints of the number of CSP places available, faculties will determine the allocation of CSP and/or full-fee places.
- 12.11 Where both CSP and full-fee places are available for a course, faculties will establish a ranking process to allocate CSP. The ranking process and selection are competitive and consider:
- the relative academic merit, academic potential and equity of eligible applicants;
 - alternative entry and special admission schemes; and
 - any quotas in place for the course.
- 12.12 Late applicants can be offered full-fee places if CSP places have already been allocated in circumstances permitted by HESA.

Double degree selection

- 12.13 The lowest selection rank for a double degree course must not be below the lowest selection rank of either of the component single degree courses for the same admission period. That is, an applicant who is admitted to a double degree course would also have been admitted to either of the single degree courses in that admission period. The Deputy Vice-Chancellor (Education) can grant exemptions to this rule in exceptional circumstances.

Undergraduate international admission bands

- 12.14 Faculties are required to set entry scores for all undergraduate international applicant cohorts for a three-year period to avoid fluctuations in entry scores and provide certainty to applicants according to the following process:

- Every three years faculties will be provided with a choice of any Undergraduate Entry Requirements Table (UERT) admission band that is at the same level as, or above, the eligibility score for the course;
- Outside of the three-year period, faculties can amend the admission band prior to the yearly publication only in exceptional circumstances and with approval by the University Education Committee;
- Where there is more than one intake in a year, the admission band will not increase between intakes in the same year; and
- For direct-entry applications, the minimum academic entry requirements in place at the time a completed application is received will apply. If the requirements are lower at the time of offer, the lower requirements will apply.

Articulation within vertical double degree courses

- 12.15 Vertical double degree courses are offered as articulated two-part courses leading to a bachelor's degree and a master's degree. Students are admitted to the bachelor's course and guaranteed access to the master's course under specified conditions.
- 12.16 Where a vertically articulated course prepares students for a regulated profession with an accredited master's degree, the degree faculty of the master's degree manages the articulation process and selection of students to the master's course.

Annual updating of entry levels from packaged offers with foundation programs

- 12.17 For students admitted through packaged offers consisting of the Monash College Foundation Year program and a proposed undergraduate destination course, the requirements for progression, including prerequisite subjects and achievement levels, are set when the student commences the foundation program. If the requirements for an undergraduate destination course are lower at the time of entry, the lower requirement will apply.
- 12.18 The achievement levels required for progression to the undergraduate destination courses are confirmed by faculties and Monash College prior to publication of each year for the following year and published on the [Monash College website](#).

Predicted results

- 12.19 The dean of the managing faculty (or nominee) determines if predicted results can be accepted for entry to an undergraduate course.
- 12.20 The use of predicted results for applications to undergraduate courses offered in Indonesia, Malaysia or Suzhou must be approved by the campus Pro Vice-Chancellor (or nominee) and may be subject to local government requirements.
- 12.21 For entry to undergraduate courses 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. Monash can make offers on predicted results up to two years prior to the course commencement date regardless of the date of release of the final results for those applicants.
- 12.22 Predicted results can be accepted:
- for applicants with GCE A Levels, International Baccalaureate Diploma Programme or Singapore Cambridge GCE A Levels qualifications. For these qualifications, a higher academic entry score applies to applicants with predicted results; and
 - for applicants who have satisfied the academic entry score with an American Admission Test (ACT, AP or SAT examinations). In this case, predicted results from the applicant's secondary schooling qualification (or equivalent) are used for the purpose of meeting English and subject prerequisites only.
- 12.23 University Admissions maintains a list of programs and institutions for which predicted results can be accepted. The following applies:
- for programs and institutions for which final results can be obtained through the awarding body's official online verification system, predicted results are generally accepted;
 - for programs and institutions that do not provide access to an online verification system, predicted results are only accepted if the University Education Committee has approved the use of predicted results from the program and institution;
 - University Admissions monitors the accuracy of predicted results and reports annually to CASSC. The University Education Committee may determine that predicted results not be accepted from institutions that have a history of providing inaccurate predictions.
- 12.24 Predicted results must be issued in the form of a statement on the institution's or awarding body's letterhead, signed by the principal, teacher, school counsellor or registrar (or equivalent), or their authorised nominee, and issued no more than two years prior to the Monash course commencement date.

13. Consistent application of entry requirements

- 13.1 Selection officers maintain the academic standards of the University by only offering places to applicants whose evidence suggests that they will be able to succeed in their course in the standard duration.

Assessing equivalence

- 13.2 CASSC assesses equivalence of senior secondary qualifications, other qualifications, aptitude tests, English language units and English tests, and can recommend approval of equivalence to the University Education Committee.
- 13.3 The University Education Committee delegates to CASSC the approval and maintenance of the following equivalence tables for international qualifications:
- Undergraduate Entry Requirements Table (UERT): Listing the Year 12, foundation and tertiary qualifications below bachelor level assessed as equivalent to the VCE and approved as entry pathways to undergraduate courses, except one-year honours courses. It benchmarks scores into 13 bands, where each band corresponds to a range of ATARs.
 - Postgraduate Entry Requirements Table (PERT): Listing tertiary-level qualifications (including award levels and duration) approved as pathways to any Monash coursework course. It benchmarks the grading scales used in all countries into eight bands to indicate how they compare with the Monash grading scale.
- 13.4 For applicants with Year 12, foundation or tertiary qualifications below bachelor level, the mark used to establish if an applicant meets the course's academic entry score is calculated using the methodology approved by the University Education Committee. The calculation methodology is recorded in the UERT and published in the [study credit and admissions eligibility search tool](#).
- 13.5 For applicants with prior tertiary study at bachelor level or above, the final mark issued on the transcript by the awarding institution is used to establish if an applicant meets the course's academic entry score. If a final mark is not provided by the awarding institution, Monash will calculate a final mark according to the calculation methodology approved by the University Education Committee.

Exemptions

- 13.6 On the recommendation of the dean of the degree faculty (or nominee), the campus Pro Vice-Chancellor (or nominee) for admission to courses offered in Indonesia, Malaysia or Suzhou, or the Deputy Vice-Chancellor (Education) (or nominee), Academic Board can exempt an applicant or class of applicants from the minimum English language requirements of the University set out in sections 3.4 and 3.5 or the minimum academic entry requirements of the University set out in section 4.2.
- 13.7 The dean of the degree faculty (or nominee) or the campus Pro Vice-Chancellor (or nominee) for admission to courses offered in Indonesia, Malaysia or Suzhou can, in circumstances they consider exceptional, exempt an applicant from a course-specific admission requirement and set conditions with the exemption.
- 13.8 Faculty and campus admissions offices must inform the Director, University Admissions of exemptions at the time of the decision. The Director, University Admissions will report the exemptions to CASSC.

14. Admission to single-units

- 14.1 Single-unit enrolment allows students to study one or more units without undertaking an award course at Monash University. Single-unit enrolment may be used:
- to allow people to pursue areas of interest without having to enrol in a course;
 - to enable people without formal qualifications to demonstrate that they meet the academic entry requirements of the University or a course;
 - as part of a structured enabling program; or
 - to facilitate cross-institutional study, study abroad or exchange.
- 14.2 A person may be accepted for single-unit enrolment in a specified unit or units if they:
- have met the minimum age and English language requirements;
 - have met any prerequisites for the unit as specified in the Handbook, or equivalent; and
 - satisfy any additional requirements determined by the dean of the teaching faculty (or nominee).
- 14.3 Applicants are not normally permitted to enrol in more than 12 credit points of single-unit study in a teaching period unless as part of an approved study abroad, exchange or cross-institutional study arrangement. Exceptions to this rule may be permitted by the dean(s) of the teaching faculties (or nominees).
- 14.4 For students from other institutions applying to study at Monash as part of an exchange or study abroad program, the following alternative measures are accepted as meeting the minimum English language requirement. Time limits set out in section 3 apply.
- A certificate of English language proficiency from their home institution with a minimum overall grade of C1 according to the Common European Framework of Reference for Languages System (CEFR); or
 - the satisfactory completion of study equivalent to at least 48 Monash credit points (one year of full-time study) in a course taught and assessed entirely in English at undergraduate award level, or higher.

15. Deferring commencement in a course

- 15.1 Students who have been offered and accepted a place in a course can [defer commencement](#) of their studies for a maximum of twelve months. The University may allow deferment longer than twelve months in exceptional circumstances.
- 15.2 International students subject to ESOS requirements can only be granted deferment in compassionate and compelling circumstances.
- 15.2.1 Deferment will not be granted for:
- internal course transfer;
 - single-unit enrolments;
 - cross-institutional enrolment at Monash;
 - courses with quota limitations; or
 - incoming exchange or study abroad.
- 15.2.2 The University can grant or refuse deferment if:
- the student intends to study elsewhere during the deferment period; or
 - the place offered is for a one-year honours course.
- 15.2.3 Students wishing to defer commencement of their studies must submit a deferment application form. Deferment requests can be accepted from a student's nominated proxy, e.g. a Monash approved recruitment agent.
- 15.3 Students must defer the commencement of their studies before the census date of their first teaching period.
- 15.4 A student who has deferred a course and is then offered a place in another Monash course must relinquish their deferred place if they accept the offer for the other course.

16. Cancellation of application, offer or enrolment

- 16.1 The dean of the managing faculty (or nominee), or the campus Pro Vice-Chancellor (or nominee) in the case of courses offered in Indonesia, Malaysia or Suzhou, can decide to reject an application, or cancel an offer of a place or a student's enrolment if:
- the applicant has previously been suspended or excluded from Monash or another educational institution;
 - admitting or enrolling the applicant may place the University 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; or
 - the applicant has breached any of the terms and conditions of application or offer.
- 16.2 The dean of the managing faculty (or nominee), or the campus Pro Vice-Chancellor (or nominee) in the case of courses offered in Indonesia, Malaysia or Suzhou, can impose conditions on an applicant's admission or enrolment if necessary to ensure compliance with a law or legal requirement.
- 16.3 In accordance with the [Monash University \(Vice-Chancellor\) Regulations](#), regulation 11, the University can cancel or suspend an application, offer of a place, or enrolment if the applicant has any outstanding money or fees which are past due.

DEFINITIONS

Admission period	The period during which applicants are selected to begin study at the University in a standard intake in any given year.
Aggregate study score	The sum of a VCE student's highest scaled study scores for one of the English subjects and three other subjects, and 10 per cent of the scaled study score in a fifth and sixth subject.
ATAR	The Australian Tertiary Admission Rank of a person as calculated by a tertiary admission centre or other authorised body.
Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Census date	The date when the University finalises student enrolments for a teaching period.
Commonwealth Supported Place (CSP)	A higher education place for a domestic student for which the Australian Government subsidises the cost of tuition fees.

Competency-based qualifications	For the purpose of this procedure, 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.
Cross-institutional enrolment, cross-institutional study	Enrolment in single-units at Monash by a student enrolled at another higher education institution
Degree faculty	The faculty specified in the Handbook as being responsible for the degree or other award for the year for which the Handbook is published. Double degree courses may have two degree faculties, listed in the Handbook as managing faculty and partner faculty for the course.
Domestic student	A student: <ul style="list-style-type: none"> 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; enrolled at Monash University Malaysia who is a Malaysian citizen or holder of Malaysian permanent residency status; enrolled at Monash South Africa who is a South African citizen; or enrolled at another Monash University location outside Australia, who is considered a domestic student according to criteria set by the government of that country.
English medium	The use of English as the language of instruction, communication and assessment for all aspects of study for the whole of the educational institution
English-rich unit	A unit or subject for which at least half of the assessment consists of exposition in English (for example, essays, reports, seminars, presentations).
Foundation program	A program that prepares students for undergraduate university study.
Handbook	A handbook published annually by the University specifying courses of study and units of study to or in which students may be admitted or enrolled during the year for which it is published.
Inherent requirements	Fundamental attributes that students may be required to demonstrate in a professional setting, such as ethical behaviour, interpersonal skills, behavioural stability or certain physical tasks, to successfully complete a course.
Internal course transfer	A transfer by a student currently enrolled in a Monash course into another Monash course.
International student	A student who is not a domestic student.
Lowest selection rank	The ATAR at which all applicants for the course in that admission period will be offered a place, provided they meet the University's minimum entry requirements and any course-specific requirements. The lowest selection rank applies only to undergraduate courses that use ATAR as the primary ranking tool for selection.
Managing faculty	The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.
Measure of English language proficiency	A way of demonstrating English language proficiency, whether through background, prior education or tests of proficiency.
Monash University micro-credential	A certification of assessed learning that is additional, alternative, complementary to or a component part of an award course, designed and delivered in accordance with the Professional Development Education Policy and Procedure .
Non-award program	A structured program of learning that does not lead to an award of the University.
Non-award study	Study that is not undertaken as part of an award course.
Notional ATAR	A rank calculated by VTAC and used to compare the results of applicants who have studied under different Victorian educational systems (e.g. International Baccalaureate (IB)).

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.
Postgraduate Entry Requirements Table (PERT)	Listing tertiary-level qualifications (including award levels and duration) approved as pathways to any Monash coursework course. It benchmarks the grading scales used in all countries into eight bands to indicate how they compare with the Monash grading scale
Prerequisite	A requirement which must be satisfied before a student is permitted to commence undertaking a unit or course.
Quota	A limited number of places in a course, specialisation, area of study or unit. A quota may be a limit on the total number of places or places that can be allocated to students in a particular category. A quota may be expressed as a number or percentage.
Selection	The process of assessing applications to determine whether applicants meet the requirements for admission and whether to offer them a place in a course.
Selection officer	The staff member with authority to make selection decisions, formally delegated to them by the dean of the degree faculty or the campus Pro Vice-Chancellor in the case of admission to courses offered in Indonesia, Malaysia or Suzhou.
Selection rank	A score used to compare applicants with different qualifications on the same scale for the purpose of admission to a course.
Single-unit study	Where a student is enrolled in a unit without being admitted to a course at Monash University, or undertaking the unit outside the course they are enrolled in.
Study abroad	Non-award study taken either at Monash (incoming) or at a host overseas higher education institution (outgoing) that normally counts as credit towards the undergraduate or postgraduate coursework degree in which the student is enrolled at the home higher education institution. These students typically pay fees to Monash or the host.
Study score	A score between 0 and 50 indicating how a VCE student performed in a subject compared to other students in Victoria who took that subject in the same year. Study scores are calculated by the Victorian Curriculum Assessment Authority and used by the Victorian Tertiary Admissions Centre (VTAC) to calculate the ATAR.
Teaching faculty	The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility.
Undergraduate Entry Requirements Table (UERT)	Listing the Year 12, foundation and tertiary qualifications below bachelor level assessed as equivalent to the VCE and approved as entry pathways to undergraduate courses, except one-year honours courses. It benchmarks scores into 13 bands, where each band corresponds to a range of ATARs.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.
University Admissions	The relevant organisational unit within University Marketing, Admissions and Communications.
Victorian Certificate of Education (VCE)	The certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education.
Victorian Tertiary Admissions Centre (VTAC)	An administrative body which processes applications for universities and other tertiary institutions in Victoria.

GOVERNANCE

Parent policy	Admission and Credit Policy
Supporting procedures	Credit Procedure

Supporting schedules	Nil
Associated procedures	Conflict of Interest Procedure
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 Malaysian Qualifications Agency Education Services for Overseas Students Act 2000 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) Monash University (Academic Board) Regulations Monash University (Vice Chancellor) Regulations Privacy and Data Protection Act 2014 (Vic) Education Support Act (2003) (Cth)
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