

ADMISSION AND CREDIT POLICY

SCOPE

- All applicants for admission to Monash University courses, enabling programs and units.
- All applications for credit toward courses or enabling programs.
- All locations, including the former Monash South Africa campus for the duration of teach-out, to end 2022.

Admission into, or credit toward, professional development education programs is not within scope of this policy.

POLICY STATEMENT

1. Commitment to fairness

1.1 Monash University (the University) is committed to conducting its admission and credit processes fairly according to the following principles:

- Minimising barriers to higher education;
- Selection of students based on academic merit, academic potential and equity;
- Transparent admission and credit processes; and
- Consistent and objective methods of assessing applications.

2. Minimising barriers to higher education

2.1 The University's admission processes will minimise barriers to higher education by:

- Streamlining application processes;
- Providing information and support to applicants;
- Setting admission and selection criteria that enable students from diverse backgrounds to gain entry to the University;
- Offering enabling programs that prepare students who are otherwise ineligible for entry to award courses; and
- Recognising prior studies and other forms of learning through credit.

2.2 The University's credit processes will minimise barriers to higher education by:

- Facilitating the mobility of students between countries, institutions and internally between Monash courses;
- Recognising formal, informal and non-formal learning where appropriate;
- Allowing students to complete their course in the shortest possible duration while preserving academic standards and ensuring students are able to succeed; and
- Not requiring students to repeat study they have already completed.

3. Selection based on academic merit, academic potential and equity

3.1 The University aims to attract and select applicants from diverse backgrounds who have the academic potential to successfully complete university study through:

- 3.1.1 Minimum entrance requirements that ensure students have the age, English language proficiency, academic preparation and ability to succeed at Monash.
- 3.1.2 The capacity to set course-specific admission requirements that ensure students have the knowledge and skills to undertake a particular course.
- 3.1.3 Special admission schemes and a range of admission pathways that provide equitable access to the University's coursework courses and take into consideration the diverse backgrounds and circumstances of applicants.

4. Transparent admission and credit processes

Admission transparency

- 4.1 The University will publish information about its courses and units to assist prospective applicants to make informed choices. This includes details of the University's admission requirements and other course-specific requirements.
- 4.2 The University will ensure that admission information provided through different channels, including Monash websites and recruitment material is accurate, clear, consistent and timely.

Credit transparency

- 4.3 The University 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 applicant may be eligible for credit.

5. Consistent and objective methods for assessing applications

Assessment of admission applications

- 5.1 The methods used to assess applicants must be reliable and applied consistently across locations and admission periods.
- 5.2 The methods and measures used for admission must be valid indicators of an applicant's ability to successfully complete the course.
- 5.3 To cater to the diverse backgrounds of applicants, the University uses methods and measures for admission and selection that allow a broad range of factors to be considered.
- 5.4 Methods and measures used for admission are informed by evidence and sector good practice, and are reviewed regularly. The University collects data about applicants and student performance to ensure the admission methods and measures are valid.

Credit assessments

- 5.5 Assessment of credit applications provide a valid comparison between Monash study and a student's learning outside the University, in terms of:
 - learning content and level; and/or,
 - the academic purpose of a unit or other course component in the context of achieving course learning outcomes.
- 5.6 To ensure consistency in credit application outcomes, documented credit precedents are used where available.
- 5.7 The University may grant credit in the form of block credit, specified credit, unspecified credit or an exemption, depending on the structure and requirements of the course.

6. Responsibilities

Setting admission standards

- 6.1 Academic Board has overall responsibility for setting minimum standards for admission.
 - 6.1.1 For coursework courses, the Academic Board has delegated to the dean (or nominee) of the degree faculty the setting of course-specific admission standards in addition to the minimum standards determined by the Board, as per the [Course Accreditation Procedure](#) section 1.1.3.
 - 6.1.2 For graduate research courses, approval of course-specific admission standards in addition to the minimum standards determined by the Board are set by the Graduate Research Committee and Academic Board.
 - 6.1.3 Academic Board has delegated to the dean (or nominee) of the unit-owning faculty to determine pre-requisite requirements for enrolment in coursework units. This is set out in the [Unit Accreditation Procedure](#) sections 1.2.1 to 1.2.2. For graduate research units, the Board retains this responsibility.

Determining equivalencies for admissions

- 6.2 The University Education Committee has the overarching responsibility for determining equivalencies between Monash admission standards and qualifications, tests and subjects, for the purpose of admission to coursework courses or units.
- 6.3 The Graduate Research Committee has the overarching responsibility for determining equivalencies for the purpose of admission to graduate research courses.

Power to admit applicants

- 6.4 For coursework courses, the dean of the degree faculty (or nominee) has overall responsibility for assessing applicants and issuing offers, except for applicants to Indonesia, Malaysia and Suzhou for whom each campus Pro Vice-Chancellor (or nominee) has this responsibility. The Indigenous Student Admissions Committee may also assess and admit applicants to Australian locations.

- 6.5 For graduate research courses, the Graduate Research Committee (or nominee) has the responsibility for admitting applicants.
- 6.6 Deans and Pro Vice-Chancellors with the power to admit applicants must ensure that they formally delegate to selection officers the duties, responsibilities or powers required to determine the outcomes of admission applications and issue offers, as appropriate.

Granting credit

- 6.7 The dean of the degree faculty (or nominee) has overall responsibility for determining applications for credit toward coursework courses.
- 6.8 The University Education Committee, via the Coursework Admissions Standards Sub-Committee, has overall responsibility for monitoring the granting of coursework credit, credit precedents and articulation and credit transfer arrangements.
- 6.9 The Graduate Research Committee (or nominee) has overall responsibility for determining applications for credit toward graduate research courses and for monitoring the granting of credit and credit precedents toward graduate research courses.

DEFINITIONS

Award	A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.
Course	A coherent sequence of units, usually leading to a degree or other award.
Credit	Recognition that 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.
Selection officer	The staff member with authority to make selection decisions, formally nominated 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.

GOVERNANCE

Supporting procedures	Admission to Coursework Courses and Units Procedure Credit Procedure Handbooks for Doctoral and Research Master's Degrees
Supporting schedules	Nil
Associated policies	Courses and Units Policy Enrolment and Timetable Policy Professional Development Education Policy Student Complaints Policy Student Fees Policy Transnational Education Policy
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 Malaysian Qualifications Agency Education Services for Overseas Students Act 2000 (Cth) Monash University (Academic Board) Regulations Monash University (Vice-Chancellor) Regulations Privacy and Data Protection Act 2014 (Vic) Education Support Act (2003) (Cth)
Category	Academic

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