

Monash University Education Policy Realignment Project
DRAFT Enrolment and Timetable Policy and Procedures – MPA Comment

ENROLMENT AND TIMETABLE POLICY

Section	Sub-section	MPA Comment
1. Enrolment	1.7 The University may amend a student’s enrolment in certain circumstances and may suspend or discontinue enrolment if the student has breached or failed to meet <i>certain specified requirements</i> . [emphasis added’].	What and where are the specified requirements? If this is intended to include all the situations for which students may face suspension, termination or exclusion then same should be included or referred to here.

ENROLMENT PROCEDURE

2. External study, single-unit enrolment, intercampus exchange, study away, concurrent enrolment and maximum period of studies	<p>(Writing-up away – graduate research students) 2.20 A student may only apply for writing-up away in the final stages of their enrolment to facilitate relocation:</p> <ul style="list-style-type: none"> • interstate for domestic students. • overseas for international students. 	<p>MPA recommends this provision recognise that domestic research postgraduate students often need to relocate for work/family reasons. MPA recommends this be reflected here.</p> <p>For the purposes of this provision it needs to be made clear that ‘external’ candidature is different to ‘off-campus’ candidature.</p>
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	<p>(Writing-up away – graduate research students) 2.21 Applications for writing-up away will only be considered where the student has:</p> <ul style="list-style-type: none"> • sufficient enrolment remaining; • successfully completed their Pre-Submission Seminar or Final Review and all mandatory coursework and training; • completed all research and experimental work, and has a satisfactory first full draft of the thesis; and • their main supervisor and head of the academic unit (or delegate) certifies in writing that the student has completed all requirements stated above. 	<p>International research students have to comply with their COE. to access this instrument? MPA recommends clause 2.21 be broadened to include the period specified or remaining on the COE. The current COE is less than 4 years (3 years 3 months(?)) although the MPA understands that is about to change.</p>
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	<p>(Writing-up away – graduate research students) 2.22 Writing-up away will only be approved for an initial period of three months equivalent full time period (EFT). Students can apply for an extension of this period of up to three months EFT in exceptional circumstances only. 2.23 Students who have been approved for writing-up away must maintain their Monash enrolment.</p>	<p>International research students find it difficult to find the funds for visa extensions. Maintaining Monash enrolment can therefore be difficult. – the MPA recommends international students have the same opportunities under this provision as domestic students with some leeway around their enrolment.</p>
<p>3. Collection of Information</p>	<p>(Initial enrolment information) 3.3 Some students may be required to complete additional enrolment tasks, for example:</p> <ul style="list-style-type: none"> • Commonwealth Supported Place (CSP) students complete a 'Request for Commonwealth support and HECS-HELP' form for payment of the Student Contribution Amount. • Compliance with other statutory requirements, e.g. proof of citizenship and identity. • Intellectual property and ethics form (graduate research students only). 	<p>The deed of assignment which is presently attached to the IP enrolment form ought not to be a part of the enrolment form. It confusing and is often left incomplete.</p>
	<p>(Personal details) 3.6 The University may use a student's postal addresses for correspondence, for example in relation to supplementary or deferred examinations, unsatisfactory academic progress and exclusion, discipline, or cancellation of enrolment due to the non-payment of fees. The University uses the postal address recorded in the online enrolment system and</p>	<p>MPA recommends more clarity here and suggests the following wording: WHILE the University may use a student's postal address for correspondence.....the University will in addition, and always use the <i>students' university email account</i>.</p> <p>Students need to understand the post will not be a substitute for email.</p>

	does not accept responsibility if any communication fails to reach the student due to incorrect postal details.	
	<p>(Use of student ID cards)</p> <p>3.24 Students must present their student ID card at examinations. The Associate Director, Examinations (or delegate) can approve other forms of photo identification to be used for this purpose.</p>	<p>This seems to imply that students need to approve this prior to the examination. Students will not know who the Associate Director, Examinations is. MPA recommends on the pot approval of alternative id is permitted in emergency situations such as loss theft or damage of the identity card.</p> <p>Clause 3.25 ought to specify 'in examinations' as a dot point.</p>
4. Changes to enrolment	<p>(Adding and discontinuing units – coursework students)</p> <p>4.2 Students can add units to their enrolment until the end of the second week of semesters 1 and 2, or equivalent for non-standard teaching periods, provided it is within their approved study load.</p>	MPA recommends this clause includes or in exceptional circumstances with the approval of the student's Chief Examiner of Course coordinator.
	<p>(Adding and discontinuing units – coursework students)</p> <p>4.4 A unit cannot normally be added or discontinued without penalty after the census date unless it is due to a University error. Units may be added after the census date with approval of the managing faculty but will be on a full fee paying, non-award basis only.</p> <p>4.5 A unit cannot be added or discontinued after the end of the relevant teaching period unless it is due to a University error that could not be brought to the attention of the University earlier due to exceptional circumstances.</p>	<p>These clauses are unclear.</p> <p>IF units can only be added after census dates due to a university error that couldn't not be brought to the attention OR discovered to be an error in a timely fashion – in all circumstances does that mean the student will have to pay the full fees?</p> <p>If the error is a University error then the only rectification ought not to be the payment by the student of full fees.</p>
	<p>(Attendance variation – graduate research students)</p> <p>4.16 Students who wish to transfer from full-time enrolment to part-time enrolment must consider the impact on meeting the requirements of their course, including coursework units, professional development</p>	MPA recommends there is a clear sentence included here which alerts research students that transferring from full-time to part-time will impact scholarship payments and have tax implications – and as such student should seek advice on this prior to finalising their candidature variation. Refer to MGRO.

	activities and progress milestones. Students apply on the relevant form.	
5. Restrictions on unit enrolment	<p>Clause 5.5 (Credit points in excess of course requirements – coursework students)</p> <p>5.6 Students are normally not allowed to enrol in units exceeding the number of credit points required to complete the course, as specified in the University Handbook. The degree faculty may approve exemptions in certain situations. Approval will not be given for the purpose of personal interest or professional recognition and any student visa and course completion time limit implications must be taken into consideration.</p> <p>Clause 5.8 Clause 5.10</p>	<p>MPA recommends students are made aware that the University has the power to backdate enrolments.</p> <p>In the past the MPA has had some students who believe that they can choose which units they want included on their transcripts at the end.</p> <p>MPA recommends adding a further subsection stipulating which units will be included in GPA / WAM of the degree, and which will be counted as stand-alone in the instance a student is allowed to pursue a unit in excess of course requirements.</p> <p>APC decisions can result in backdating. It would be helpful to add a dot point referring students to their representative association</p>
6. Intermission and leave – coursework students	<p>(Extension of intermission for coursework students)</p> <p>6.12 Students who have met the maximum period of intermission set by the faculty, but who cannot return to their course due to personal circumstances, may apply for admission to the course when they are ready to return to study.</p>	<p>This clause implies automatic acceptance. MPA recommends a section which makes it clear that students will not always be accepted.</p> <p>The admission process is competitive.</p>
	<p>(Parental or primary carer’s leave for coursework students)</p> <p>6.18 ESOS students who take on parental or primary carer responsibilities may apply to suspend their enrolment on the grounds of compassionate or compelling circumstances.</p>	<p>Clause 6.14-6.17 sets out rights for domestic students, MPA recommends</p> <p>Setting out what international students studying on student visas can expect or ask for if they have parenting responsibilities. In other words explain entitlements such as intermission and other leave provisions will not cease on suspension due to parental responsibility or refer to clause 7.11</p>
7. Leave provisions – graduate research students	<p>(Leave of absence)</p> <p>7.3 Graduate research students may apply for leave of absence of up to 12 months (or equivalent full-time) during their course for:</p> <ul style="list-style-type: none"> personal, professional or sick leave, carer’s responsibilities or defence reserve service leave, for a period of 10 working days or more at any one time; or 	<p>MPA recommends an additional dot point for domestic violence leave and similar wording to clause 7.11.</p>

	<ul style="list-style-type: none"> • jury service for a period longer than 5 working days. 	
	<p>(Parental, maternity and adoption leave for graduate research students)</p>	Does this clause apply to ESOS students? If not the clause needs to say so
8. Discontinuation, suspension and cancellation of enrolment	<p>(Suspension of enrolment)</p> <p>8.5 The University may suspend a student from study, for example in relation to a discipline offence or for failing to complete the Respect at Monash online module (see section 3.2 above). Suspended students are not permitted to enrol in any Monash course or unit. Suspended students remain students of the University but are normally not entitled to use the services provided to enrolled students.</p>	Clause 3.2 stipulates a failure to complete the Respect Monash module will result in an encumbrance. This clause makes it a discipline matter. It should not be a discipline matter and needs to be deleted. From 8.5
	<p>(Cancellation of enrolment)</p> <p>8.8 The University may cancel a student's enrolment in certain circumstances:</p> <ul style="list-style-type: none"> • For having falsified or failed to disclose information that would have led to the student's application for admission being rejected. See section 13 of the Monash University (Vice-Chancellor) Regulations. • For failing to complete all requirements of initial enrolment. See sections 3.1-3.4 above. • For failing to enrol or maintaining enrolment. See section 7.3 of the Monash University (Vice-Chancellor) Regulations. • For failing to comply with a condition or conditions of enrolment in a graduate research course. See section 43 of the Monash University (Academic Board) Regulations. • For not paying fees by the due date. See sections 11 and 12 of the Monash University (Vice-Chancellor) Regulations. • For general, academic or research misconduct. See part 7 of the Monash University (Council) Regulations. 	<p>This clause is confusing in terms of terminology used. Exclusion and cancellation are different. Exclusion carries with it a notion of misbehaviour.</p> <p>Monash regulations do not specifically define exclusion albeit regulation 44 (Council Regs) talks about ceasing to be a student, but makes no mention of the word that 'cancellation.'</p> <p>For example: Discipline finding may lead to <i>exclusion</i> / APC may lead to <i>exclusion</i> /</p> <p>Graduate milestone failure leads to <i>termination</i> because there is no element of fraud or misbehaviour.</p> <p>MPA recommends dividing this clause and using exclusion for discipline, APC, fraud etc</p> <p>For all non-serious conduct use cancellation.</p>

	<ul style="list-style-type: none"> • For unsatisfactory progress or inability to progress in a coursework course. See part 4 of the Monash University (Academic Board) Regulations. • For failure to meet the requirements of a milestone, unsatisfactory progress or inability to progress in a graduate research course. See part 6 of the Monash University (Academic Board) Regulations. • For failing to have satisfactorily completed the requirements of a graduate research degree. See section 45 of the Monash University (Academic Board) Regulations. • For reasons of unsatisfactory progress, health and safety, or discipline, at Monash or another educational institution. See section 14 of the Monash University (Vice-Chancellor) Regulations. • For failing to meet any obligations related to intellectual property. See section 24 of the Monash University (Vice-Chancellor) Regulations. • For failing to comply with a condition of an international student visa, student pass or study permit. • If the University withdraws permission for the student to be on University property to protect persons or property, abate a nuisance or prevent misconduct or criminal conduct. See part 6 of the Monash University (Vice-Chancellor) Regulations. • If the student's enrolment places the University in breach of law, including a law that implements United Nations sanctions. 	
	<p>(Cancellation of enrolment) 8.10 A student who has had their enrolment cancelled and wishes to apply for re-admission does so in competition with other applicants.</p>	<p>In many discipline outcomes or APC situations this is not the case (See students that have permission to be on campus withdrawn, or exclusion for serious misconduct). It also means that students can't move on from outcomes of such processes. MPA recommends a more specific explanation of who can and can't reapply through the competitive process.</p>

TIMETABLE PROCEDURE		
2. Teaching hours	2.2 Faculties determine when teaching activities should be scheduled, considering the student cohort and the requirements of the unit of study.	It is very important to take into consideration transportation students rely on in order to get to their lectures and seminars. For example, over summer a cohort of students were required to take classes at the Peninsula campus, however the shuttle not operating over this period. Some students travelled 3 hours by public transport (not being familiar with the system) from Clayton to Peninsula and there was no bus from Frankston station to the campus. The students were distressed.
TEACHING PERIODS PROCEDURE		
1. Use of teaching periods	1.3.3 SWOT-Vac: the week before the main examination periods in which students revise unit content in preparation for their examinations and no classes, class tests, assessment deadlines or other compulsory student activities are scheduled except in circumstances outlined in section 12.4 of the Assessment in Coursework Units: Development and Implementation of an Assessment Regime Procedures; and	in this procedure and in the section highlighted there is no mention of it being permission for students being granted extensions through Special Consideration to have the new due date for assessments being in SWOTVAC – however it happens often. There are many instances that students already behind due to personal circumstances having to hand in assessments in this key week. This clause it would appear prohibits this. MPA recommends the matter be clarified here.
INTERNATIONAL STUDENT TRANSFER BETWEEN PROVIDERS PROCEDURE		
Scope		It needs to be made clear at the start that this procedure ONLY refers to students wishing to transfer in the first 6 months.
1. Students seeking to transfer from Monash University	1.2 Monash University will approve a release request when the transfer is in the student's best interests if: <ul style="list-style-type: none"> A course is academically unsuitable for a student, e.g. where a student is better suited to a 	The highlighted section is very difficult to prove by a student in the first 6 months. If the student felt the course was wrong, too difficult, they needed to underload etc. etc. – this is nigh on impossible to prove without failures on their transcript to verify this fact. In this situation – it would be <i>after 6 months</i> , thus voiding this procedure.

	<p>different learning environment, the course does not meet their educational or developmental needs, or the student is unable to achieve satisfactory course progress at the level they are studying;</p> <ul style="list-style-type: none"> • The course outlined in the written agreement has not been delivered; • The student provides evidence that their reasonable expectations about the course are not being met; • The student provides evidence of being misled by Monash University, Monash College or an education or migration agent and the course is therefore unsuitable; • An appeal on another matter results in a recommendation or decision to release the student; <p>or</p> <ul style="list-style-type: none"> • There are compassionate or compelling reasons for the transfer. 	<p>In Section 2 (Students seeking to transfer to Monash University) Monash accepts written support from a government sponsor of the students to prove a change of providers TO Monash to be in the best interest of the student.</p> <p>Can this point or condition be added to allow transfers FROM Monash?</p>
	<p>(Issue of approval or Appeal)</p> <p>1.15 Monash Connect or the Admissions Unit must:</p> <ul style="list-style-type: none"> • advise the overseas student to contact Immigration to seek advice on whether a new student visa is required. • issue approval or refusal through PRISMS within 24 hours of a student being notified of a decision by the faculty or Admissions; and • place on the relevant student management or customer relationship management system, or on the student file: <ul style="list-style-type: none"> – a copy of the application and supporting documents; – a copy of the communication from the faculty regarding the decision; and – a copy of the letter or email issued to the student. 	<p>MPA is uncertain what the highlighted section means, can the student appeal only after the appeal timeframe is exhausted?</p>