

Records and Archives Services

TRIM (HPE Content Manager) Naming Convention

Undergraduate and graduate coursework

Version 6.4 (October 2019)

The aim of the following document, “TRIM Naming Convention - Undergraduate and graduate coursework students”, is to identify the types of documents that should be registered in a student file, as well as providing information on how these documents should be titled. Staff should be aware that current students can request to view their student file, and past students can request access to their file under Freedom of Information (FOI) legislation.

These naming conventions were developed by student records and student services staff in the faculties and administration areas of the university.

There is a separate naming convention document for Research Degree (HDR) student documents available at:

https://www.monash.edu/_data/assets/pdf_file/0007/1385296/HDR-Conventions.pdf

All student document titles start with the subject matter (subject matter as determined in the tables below) and be followed by the student name, course code (if applicable) and the year - i.e. **Enrolment - SMITH John Wayne - C002 - 2019**.

Additional modification of naming conventions

If you require any additions and/or alterations to the naming conventions, please contact the eSolutions Service Desk x51777

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

General Rules:

- The naming conventions in this document should be used when registering undergraduate and graduate coursework student documents to TRIM (HPE Content Manager).
- Titling documents using these conventions assists in the retrieval of records from TRIM when searches are run, and is crucial in determining the retention of individual student files.
- Student names should be entered as LAST NAME Given Names, ie. SMITH John Wayne (no commas).
 - Course codes should be prefixed with a 'C', ie. C002 as this distinguishes them from other numbers and dates
 - Use spaces and dashes to separate words and names. Always leave a space between dashes and words.
- There is no requirement to enter student ID numbers in titles as this is already located at the file level.
- Abbreviations should be avoided unless they are documented at the end of these guidelines. They must be documented, so that people know what abbreviations mean over time.
- The document date should be entered in the date created field on the registration screen, not in the title of the document
- Remove all underscores from your titles and do not use symbols other than dashes (-) as other symbols can interfere when searching

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Document Control

Date	Version	Description	Author
January 2018	5.0	Major revisions, including ensuring all spaces and dashes for titles are correct. Update to general contents page for correct page numbering.	Susannah Tindall
January 2018	5.1	A new section for Malaysia-specific documents has been added under 'Personal details'	Susannah Tindall
May 2018	5.2	Updated 'Personal details' section to include 'Change of Gender' and the appropriate title for 'Change of Name and Gender'.	Susannah Tindall
June 2018	5.3	Update to 'Enrolments' section to clarify the correct titling when a student re-enrols.	Susannah Tindall
January 2019	5.4	Change to HDR naming conventions link. Update to structure of table of contents for ease of update in future. Update to 'Personal details', 'Admissions' and 'Student ID Cards' sections to include Malaysia-specific conventions.	Susannah Tindall
March 2019	5.5	Update to naming convention for Malaysian students	Susannah Tindall
April 2019	6.0	Major updates to reflect new version of TRIM. All references to 'HP Records Manager' removed and HPE Content Manager has been added. Conventions relating to 'Near Pass' and 'Historical files' have been removed as they are no longer required to be used. General formatting and colours have also been changed.	Susannah Tindall
April 2019	6.1	Addition of Monash Malaysia-specific conventions. These are requirements from the Malaysian Ministry of Education.	Susannah Tindall
April 2019	6.2	Addition of Monash Malaysia-specific convention. These are requirements from the Malaysian Ministry of Education.	Susannah Tindall
August 2019	6.3	Addition of Monash Malaysia-specific convention. These are requirements from the Malaysian Ministry of Education.	Susannah Tindall
October 2019	6.4	Addition of short-term Monash Abroad exchange conventions	Susannah Tindall

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i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Academic Progress			
Appeal to the Dean			
Appeal Submission by Student to the Dean	✓	Academic Progress - Student submission to Dean - <i>Name of student - Year</i>	Restrict access to documents if required
Notification of Outcome of Appeal to the Dean	✓	Academic Progress - Appeal to Dean - Outcome notification - <i>Name of student - Year</i>	
Exclusion Appeals Committee			
Appeal Submission by student to Exclusion Appeals Committee	✓	Academic Progress - Student submission to Exclusion Appeals Committee - <i>Name of student - Year</i>	Restrict access to documents if required
Notification of Outcome on Appeal to Exclusion Appeals Committee	✓	Academic Progress - Appeal to Exclusion - Appeals Committee outcome notification - <i>Name of student - Year</i>	
Faculty Academic Progress Committee			
Early Warning Letter	✓	Academic Progress - Early Warning - <i>Name of student - Year</i>	
Mid -year intervention letter	✓	Academic Progress - Mid-year intervention - <i>Name of student - Year</i>	
Notification of referral	✓	Academic Progress - Notice of referral - <i>Name of student - Year</i>	
Notification of hearing details	✓	Academic Progress hearing - Notification - <i>Name of student - Year</i>	
Submission from Student to Academic Progress Committee	✓	Academic Progress - Student submission - <i>Name of student - Year</i>	Restrict access to documents if required
Notification of Outcome/Decision	✓	Academic Progress hearing - Outcome notification - <i>Name of student - Year</i>	
ESOS			
ESOS exclusion - Section 20 exclusion	✓	ESOS Exclusion - <i>Name of student - Course code - Year</i>	
Admission	<i>Only successful applications for admission are placed on Student File. See also International Students</i>		
Application			
Application for admission (domestic)	✓	Admission Application - <i>Name of student - Course code - Year</i>	
Application for admission - International student	✓	Admission Application - IRS international student - <i>Name of student - Course code - Year</i>	IRS applications from 2009 to 2011 (inclusive) are currently stored in hardcopy only.

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Unsuccessful application for admission	X	Not placed on Student File	
Complementary study application	✓	Admission Application - Complementary study - <i>Name of student - Course code - Year</i>	
Cross institutional study application	✓	Admission Application - Cross institutional study - <i>Name of student - Course code - Year</i>	
Irregular application	✓	Admission Application - Irregular offer - <i>Name of student - Course code - Year</i>	
Single subject enrolment application	✓	Admission Application - Single subject study - <i>Name of student - Year</i>	
Special admissions (enrolled students only)	✓	Admission Application - <i>Name of student - Course code - Year</i>	
Offer and Acceptance			
Commonwealth Supported Place CSP Acceptance	✓	Admission - Acceptance of CSP - <i>Name of student - Course code - Year</i>	
Commonwealth Supported Place CSP Offer	✓	Admission - Offer of CSP - <i>Name of student - Course code - Year</i>	
Acceptance of Offer	✓	Admission - Acceptance of Offer - <i>Name of student - Course code - Year</i>	
Letter of Offer	✓	Admission - Letter of Offer - <i>Name of student - Course code - Year</i>	Can include Conditional Offers
CV and References (enrolled students only)	✓	Admission Application - CV and References - <i>Name of student - Course code - Year</i>	
Irregular Offer	✓	Admission Application - Irregular offer - <i>Name of student - Course code - Year</i>	
Requirements for Malaysian Ministry of Education			
Study Statement	✓	Study Statement - <i>Name of student - Year</i>	Can capture a specific event, for example 'Exam session, Semester 1'
Academic entry qualification	✓	Admission - Academic entry qualification - <i>Name of Student - Course Code - Year</i>	
Student File Checklist	✓	Student File Checklist - <i>Name of student - Year</i>	
Student Profile Page	✓	Student Profile Page - <i>Name of student - Year</i>	
Sponsorship Letter	✓	Sponsorship Letter - <i>Name of student - Course Code - Year</i>	
Fees	✓	Fees - Payment of fees receipt - <i>Name of student - Course Code - Year</i>	
Unsatisfactory Academic Attendance	✓	Unsatisfactory Attendance - <i>Name of Student - Course Code - Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Alternative Exit			
Acceptance of alternative exit option		Alternative exit acceptance - <i>Name of student - Course code - Year</i>	
Application for alternative exit	✓	Alternative exit application - <i>Name of student - Course code - Year</i>	
Approval for alternative exit to be taken		Alternative exit approval - <i>Name of student - Course code - Year</i>	
Decision on alternative exit	✓	Alternative exit decision - <i>Name of student - Course code - Year</i>	
Enquiry on alternative exit	✓	Alternative exit enquiry - <i>Name of student - Course code - Year</i>	
Assessment	<i>See also Special Consideration</i>		
Application for deferred final assessment	✓	Special Consideration - Deferred final assessment - Application - <i>Name of student - Course code - Year</i>	
Assignment extensions	✓	Assessment - Assignment extension - <i>Name of student - Course code - Year</i>	
Assignment re-marks	✓	Assessment - Re-marks - <i>Name of student - Course code - Year</i>	
Post BOE result amendment form	✓	Post BOE result amendment - <i>Name of student - Course code - Year</i>	
Complementary study results	✓	Assessment - Complementary study results - <i>Name of student - Course code - Year</i>	
Result amendment	✓	Assessment - Result amendment - <i>Name of student - Course code - Year</i>	
Supplementary assessment	✓	Assessment - Supplementary assessment - <i>Name of student - Course code - Year</i>	
Campus Transfer			
Application for campus transfer	✓	Campus transfer application - <i>Name of student - Course code - Year</i>	
Decision regarding campus transfer application	✓	Campus transfer decision - <i>Name of student - Course code - Year</i>	
Complementary Study			
Complementary study application	✓	Complementary study - Application - <i>Name of student - Course code - Year</i>	
Complementary study results or assessment	✓	Complementary study - Assessment - <i>Name of student - Course code - Year</i>	
Complementary study enrolment	✓	Complementary study - Enrolment - <i>Name of student - Course code - Year</i>	
Offer and approval - Complementary Study	✓	Complementary study offer OR	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
		Complementary study approval - <i>Name of student - Course code - Year</i>	
Results - Complementary Study	✓	Complementary study - Assessment - <i>Name of student - Course code - Year</i>	
Congratulatory Letters			
Congratulatory Letters	✓	Congratulations - <i>Reason for congratulations - Name of student - Course code - Year</i>	
Correspondence			
Correspondence - use only for dealings with students on matters not covered elsewhere in this guide	✓	<i>Subject of correspondence - Name of student - Year</i>	No need to type the word 'correspondence' only the subject that the correspondence relates to.
Course Advice			
Course Advice consultation	✓	Course advice - <i>Name of student - Course code - Year</i>	
Course Map Advice	✓	Course map - <i>Name of student - Course code - Year</i>	
Course Completion			
Alternative exit	✓	Alternative exit - <i>Name of student - Course code - Year</i>	
Award of Degree recommendation	✓	Course completion - Award of Degree recommendation - <i>Name of student - Course code - Year</i>	
Course completion with excess fees that requires refund processing	✓	Course Completion - Excess Fees - <i>Name - Course Code - Year</i>	Also see Fees
Course completion letter	✓	Course completion - <i>Name of student - Course code - Year</i>	
WES course completion requests	✓	Course completion - WES request - <i>Name of student - Course code - Year</i>	To be used only when form is not received electronically
Course Progression			
Change of course version	✓	Change of course version - <i>Name of student - Course code - Year</i>	
Non assessed NAS grade	✓	NAS Non Assessed grade - <i>Name of student - Course code - Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Supplementary assessment NS application	✓	Supplementary assessment application - <i>Name of student - Course code - Year</i>	
Supplementary assessment decision	✓	Supplementary assessment decision - <i>Name of student - Course code - Year</i>	
Credit / Recognition of Prior Learning / Advanced Standing			
Application for credit	✓	Credit application - <i>Name of student - Year</i>	
Application to have credit revoked	✓	Credit cancellation - <i>Name of student - Year</i>	
Decision/Outcome of credit application	✓	Credit decision - <i>Name of student - Year</i>	
Student credit acceptance	✓	Credit acceptance - <i>Name of student - Year</i>	
Cross Institutional Study			
Cross Institutional Study Application	✓	Cross institutional study application - <i>Name of student - Course code - Year</i>	
Enrolment	✓	Cross institutional study - Enrolment - <i>Name of student - Course code - Year</i>	
Decision	✓	Cross institutional study decision - <i>Name of student - Course code - Year</i>	
Acceptance of offer	✓	Cross institutional study - Acceptance of Offer - <i>Name of student - Course code - Year</i>	
Deferment			
Application to defer	✓	Deferment application - <i>Name of student - Course code - Year</i>	
Cancellation of deferral	✓	Deferment cancellation - <i>Name of student - Course code - Year</i>	
Deferment decision	✓	Deferment decision - <i>Name of student - Course code - Year</i>	
Early return from deferment	✓	Deferment early return - <i>Name of student - Course code - Year</i>	
Extension of deferment application	✓	Deferment extension - <i>Name of student - Course code - Year</i>	
Discontinue Course or Unit			
Application to discontinue from course	✓	Discontinuation from <i>course code - Name of student - Year</i>	
Application to discontinue from unit	✓	Discontinuation from <i>unit code - Name of student - Year</i>	
Disputes - Fees and enrolments			
ATO disputes	✓	Fees - ATO disputes - <i>Name of student - Course code - Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Commonwealth Assistance Notice disputes	✓	Fees - Commonwealth Assistance Notices - <i>Name of student - Course code - Year</i>	
Enrolment or fee dispute	✓	Fees - Enrolment dispute - <i>Name of student - Course code - Year</i> OR Fee Dispute - <i>Name of student - Course code - Year</i>	
Double ID			
Double Student ID	✓	Double ID - <i>Name of student - Year</i>	
Elite Athlete Program			
Elite Athlete Program	✓	Elite Athlete Program - <i>Name of student - Semester (if applicable) - Year</i>	
Enrolment and Re-Enrolment			
<p><i>See also ESOS - for Education Services for Overseas Students enrolment</i> <i>See also Honours - for enrolment for Honours program</i> <i>See also Minor Thesis - for enrolment to Minor thesis</i> <i>See also Complementary Study</i> <i>See also Cross Institutional Study</i></p>			
Confirmation of enrolment	✓	Enrolment - Confirmation - <i>Name of student - Course code - Year</i>	
Dispute regarding enrolment	✓	Enrolment - Dispute re-enrolment - <i>Name of student - Course code - Year</i>	
eCoE - Electronic confirmation of enrolment application	✓	Enrolment - eCoE confirmation - <i>Name of student - Year</i>	
Enrolment	✓	Enrolment - <i>Name of student - Course code - Year</i>	
Enrolment amendment forms	✓	Enrolment amendment - <i>Name of student - Course code - Year</i>	
Enrolment questionnaire	✓	Enrolment questionnaire - <i>Name of student - Course code - Year</i>	Access for these documents restricted to staff in Enrolment Services. Security must be changed on registration of this document.
Late re-enrolment application	✓	Enrolment - Late enrolment application - <i>Name of student - Course code - Year</i>	
Manual enrolment	✓	Enrolment - Manual enrolment - <i>Name of student - Course code - Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Re-enrolment	✓	Re-enrolment - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Special prescription	✓	Enrolment - Special prescription - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Education Services for Overseas Students		<i>See also - Student Visa Holders (Australia Only)</i>	
ESOS Early Completion enrolments	✓	Enrolment - ESOS - Early completion - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS - Confirmation of enrolment	✓	Enrolment confirmation - ESOS - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS course duration warning	✓	Enrolment - ESOS - Course duration warning - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS course duration breach	✓	Enrolment - ESOS - Course duration breach - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS DE/online study only warning	✓	Enrolment - ESOS - DE Online study only warning - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS DEEWR request	✓	Enrolment - ESOS - DEEWR request - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS discontinuation	✓	Enrolment - ESOS - Discontinuation - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Exclusion - Section 20 exclusion	✓	Enrolment - ESOS - Section 20 exclusion letter - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Fee Invalidation	✓	Enrolment - ESOS - Fee invalidation - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Intermission	✓	Enrolment - ESOS - Intermission - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS MC Non-Attend	✓	ESOS - Non- Attend - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Percentage by DE/Online Study Breach	✓	ESOS - Exceeding permissible DE enrolment - Breach - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Percentage by DE/Online Study Warning	✓	ESOS - Exceeding permissible DE enrolment - warning - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
ESOS Suspension of Studies - Discipline	✓	ESOS - Suspension - Discipline - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Written agreement - ESOS	✓	ESOS - Written agreement - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Examination			
Alternative Assessment Arrangements	✓	Alternative Assessment Arrangements - <i>Name of student - Course code - Year</i>	
Examination cancellation request	✓	Examination - Cancellation request - <i>Name of student - Course code - Year</i>	
Supplementary Assessment	✓	Supplementary Examination - <i>Name of student - Course code - Year</i>	
Supplementary Examination	✓	Supplementary Assessment - <i>Name of student - Course code - Year</i>	
Faculty Requests			
Faculty requests for action	✓	Faculty request for action - <i>Action requested - Name of student - Course code - Year</i>	
Fees	<i>See also - Disputes: Fees and Enrolments; Remission of Debt</i>		
Application to transfer unit from CSP to Full Fee	✓	Fees - Application to transfer unit from CSP to Full fee - <i>Name of student - Course code - Year</i>	
Bridging for Overseas-Trained Professionals Loan Scheme (BOTPLS) assessment statement	✓	Fees - BOTPLS assessment statement - <i>Name of student - Course code - Year</i>	
Bridging for Overseas Trained Professionals Loan Scheme (BOTPLS) non approval	✓	Fees - BOTPLS non approval - <i>Name of student - Course code - Year</i>	
Change of fee status	✓	Fees - Change of fee status - <i>Name of student - Course code - Year</i>	
Financial guarantee for fees	✓	Fees - Financial guarantee - <i>Name of student - Course code - Year</i>	
Payment of fees	✓	Fees - Payment of fees letter - <i>Name of student - Course code - Year</i>	
Request to change from FEE-HELP to full fee	✓	Fees - Request to change from FEE-HELP to full fee - <i>Name of student - Course code - Year</i>	
Special arrangements	✓	Fees - Special arrangements - <i>Name of student - Course code - Year</i>	
Transitional CSP request	✓	Fees - Transitional CSP request - <i>Name of student - Course code - Year</i>	
Transitional CSP non approval	✓	Fees - Transitional CSP non approval - <i>Name of student - Course code - Year</i>	
Variation in fees	✓	Fees - Variation - <i>Name of student - Course code - Year</i>	
Course completion with excess fees that requires refund processing	✓	Course Completion - Excess Fees - <i>Name - Course Code - Year</i>	Also see Course Complete

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Fees - Sponsorship			
Correspondence	✓	Sponsorship - Correspondence - <i>Name of student - Course code - Year</i>	
Reconciliation	✓	Sponsorship - Reconciliation - <i>Name of student - Course code - Year</i>	
File Note			
File note	✓	File note - <i>Name of student - Year</i>	Use only when no other subject heading covers issue being discussed
Health and Safety			
Immunisation - Choice of doctor	✓	Immunisation - Choice of Doctor - <i>Name of student - Course code - Year</i>	
Immunisation - Student declaration	✓	Immunisation - Student Declaration - <i>Name of student - Course code - Year</i>	
Safety declaration	✓	Safety declaration - <i>Name of student - Course code - Year</i>	
Honours			
Application for Honours	✓	Honours - Application - <i>Name of student - Course code - Year</i>	
Enrolment for Honours	✓	Honours - Enrolment - <i>Name of student - Course code - Year</i>	
Honours application decision	✓	Honours - Application decision - <i>Name of student - Course code - Year</i>	
Offer for Honours	✓	Honours - Letter of offer - <i>Name of student - Course code - Year</i>	
Intercampus Exchange			
Application for intercampus exchange	✓	Intercampus exchange application - <i>Name of student - Course code - Year</i>	
Approval for intercampus exchange	✓	Intercampus exchange approval - <i>Name of student - Course code - Year</i>	
Commencement of intercampus exchange	✓	Intercampus exchange commencement - <i>Name of student - Course code - Year</i>	
Enrolment amendment for intercampus exchange	✓	Intercampus exchange - Enrolment amendment - <i>Name of student - Course code - Year</i>	
Inquiry regarding intercampus exchange	✓	Intercampus exchange inquiry - <i>Name of student - Course code - Year</i>	
Pre-approval from faculty for intercampus exchange	✓	Intercampus exchange pre-approval - <i>Name of student - Course code - Year</i>	

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Intermission			
Application for intermission	✓	Intermission Application - <i>Name of student - Course code - Year</i>	
Intermission – Absence			
Notification of poor attendance	✓	Letter of Absence - Unsatisfactory Attendance - <i>Name of Student - Year</i>	
Sick Certificate of Students	✓	Letter of Absence - Medical Certificate - <i>Name of Student - Year</i>	Also see 'Personal Details'
Other documents - Sick Certificate / Death certificate of family members	✓	Letter of Absence - Leave of Absence Documents - <i>Name of Student - Year</i>	Also see 'Personal Details'
Cancellation of intermission	✓	Intermission - Cancellation - <i>Name of student - Course code - Year</i>	
Decision regarding intermission	✓	Intermission decision - <i>Name of student - Course code - Year</i>	
Early return from intermission	✓	Intermission - Early return request - <i>Name of student - Course code - Year</i>	
Intermission outcome notification	✓	Intermission - Outcome notification - <i>Name of student - Course code - Year</i>	
Internal Course transfer			
Application for internal course transfer	✓	Internal course transfer application - <i>Name of student - Course code - Year</i>	
Notification of Decision regarding Internal Course Transfer Application	✓	Internal course transfer decision - <i>Name of student - Course code - Year</i>	
Letter of Offer for Internal Course transfer	✓	Internal course transfer offer - <i>Name of student - Course Code - Year</i>	
Acceptance of Offer for Internal Course Transfer	✓	Internal course transfer - Acceptance of offer - <i>Name of student - Course code - Year</i>	
International Students	<i>See also ESOS Students recruited by International Recruitment Services IRS</i>		
Application for Admission - International Student	✓	International Student - IRS - Admission Application - <i>Name of student - Course code - Year</i>	
Application for Release	✓	International Student - Release Letter - <i>Name of Student - Course code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Invalidations			
No FEE-HELP form	✓	Fees - Invalidation - No FEE-HELP form - <i>Name of student - Course code - Year</i>	
Non Provision of Tax File Number TFN	✓	Fees - Invalidation - Non provision of TFN - <i>Name of student - Course code - Year</i>	
Non Payment of Upfront Student Contribution Scheme SCA	✓	Fees - Invalidation - Non payment of upfront SCA - <i>Name of student - Course code - Year</i>	
Load			
Overload Application	✓	Load - Overload application - <i>Name of student - Course code - Year</i>	
Overload Approval	✓	Load - Overload decision - <i>Name of student - Course code - Year</i>	
Under load Application	✓	Load - Under load application - <i>Name of student - Course code - Year</i>	
Under load Approval	✓	Load - Under load decision - <i>Name of student - Course code - Year</i>	
Major – Change of			
Application to change major	✓	Change of major application - <i>Name of student - Course code - Year</i>	
Decision on change of major	✓	Change of major decision - <i>Name of student - Course code - Year</i>	
Minor Thesis			
Application / Proposal for Minor thesis	✓	Minor Thesis - Application - <i>Name of student - Course code - Year</i> OR Minor Thesis - Proposal - <i>Name of student - Course code - Year</i>	
Enrolment for Minor Thesis	✓	Minor Thesis - Enrolment - <i>Name of student - Course code - Year</i>	
Examination of Minor Thesis	✓	Minor Thesis - Examination - <i>Name of student - Course code - Year</i>	
Extension of Minor Thesis	✓	Minor Thesis - Extension - <i>Name of student - Course code - Year</i>	
Submission of Minor Thesis	✓	Minor Thesis - Submission - <i>Name of student - Course code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Monash Abroad			
Monash Abroad application		Monash Abroad - Application - <i>Name of student - Course code - Year</i>	
Monash Abroad approval		Monash Abroad - Approval - <i>Name of student - Course code - Year</i>	
Monash Abroad commencement		Monash Abroad - Commencement - <i>Name of student - Course code - Year</i>	
Monash Abroad inquiry		Monash Abroad - Inquiry - <i>Name of student - Course code - Year</i>	
Monash Abroad - Incoming Student	✓	Monash Abroad - Application incoming student - <i>Name of student - Course code - Year</i>	
Monash Abroad - Outgoing Student	✓	Monash Abroad - Application outgoing student - <i>Name of student - Course code - Year</i>	
Monash Abroad - Study transcript	✓	Monash Abroad - Study transcript - <i>Name of student - Course code - Year</i>	
Monash Abroad - Short-Term Programs			
Partner Short-Term Program Commencement	✓	Partner Short-Term Program commencement - Name of student - Year	
Partner Short-Term Program study plan	✓	Partner Short-Term Program study plan - Name of student - Year	
Partner Short-Term Program enrolment amendment	✓	Partner Short-Term Program enrolment amendment - Name of student - Year	
Personal Details			
Australian Citizenship	✓	Personal details - Australian Citizenship - <i>Name of student - Course code - Year</i>	
Australian Permanent Resident Visa	✓	Personal details - Australian Permanent Resident Visa - <i>Name of student - Course code - Year</i>	
Change of address	✓	Personal details - Change of address - <i>Name of student - Course code - Year</i>	
Change of name	✓	Personal details - Change of name - <i>Name of student - Course code - Year</i>	
Change of gender	✓	Personal details - Change of gender - <i>Name of student - Course code - Year</i>	If change of name and change of gender are submitted on the one form, please state this in record title, i.e. 'Change of name and gender'
Change of Residency status - domestic to international or international to domestic	✓	Personal details - Change of residency status - <i>Name of student - Course code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Date of Birth correction	✓	Personal details - Date of birth correction - <i>Name of student - Course code - Year</i>	
Deceased notification	✓	Deceased notification - <i>Name of student - Course code - Year</i>	
Enrolment Questionnaire	✓	Enrolment questionnaire - <i>Name of student - Course code - Year</i>	Open only to staff in Enrolment Services. Security must be changed on registration.
Institution Release Letter	✓	Personal Details - Institution Release Letter - <i>Name of Student - Course Code - Year</i>	
Medical Certificates	✓	Personal details - <i>Medical Certificate - Name of student - Course code - Year</i>	
Death Certificate	✓	Personal details - <i>Death Certificate - Name of student - Course code - Year</i>	
Miscellaneous variations to personal details	✓	Personal details - <i>Type of variation</i> - <i>Name of student - Course code - Year</i>	
Power of Attorney	✓	Personal details - Power of attorney - <i>Name of student - Course code - Year</i>	
Proxy authorisation	✓	Proxy authorisation - Student name - Year	Can include the purpose of the proxy authorisation if required; e.g. collect academic transcript
Statutory declaration	✓	Statutory declaration - Student name - Year	Can include the purpose of the statutory declaration if required; e.g. stolen student card
Temporary Visa	✓	Personal details - Temporary visa - <i>Name of student - Course code - Year</i>	
Personal Details for Monash Malaysia		NOTE: These are specific to Monash Malaysia and are only required to be used by Malaysia staff	
Health Examination	✓	Personal Details - Health Examination - <i>Name of Student - Course Code - Year</i>	
Letter of Eligibility	✓	Personal Details - Letter of Eligibility - <i>Name - Year</i>	
Student Pass	✓	Student Pass - <i>Name of Student - Course Code - Year</i>	
Student Visa Holder	✓	Student Visa Holder - Student Pass Application - <i>Name of Student - Course Code - Year</i>	
Passport Details	✓	Personal Details - Passport - <i>Name of Student - Course Code - Year</i>	
Passport Details - Renewed	✓	Personal Details - Renewed Passport - <i>Name of Student - Course Code - Year</i>	
Personal Bond	✓	Personal Details - Personal Bond - <i>Name of Student - Course Code - Year</i>	
Visa Approval Letter	✓	Personal Details - Visa Approval Letter - <i>Name of Student - Course Code - Year</i>	
Letter of Eligibility or No Objection	✓	Personal Details - Letter of Eligibility or No Objection - <i>Name of student - Year</i>	
Health Declaration	✓	Personal Details - Health Declaration - <i>Name of student - Course code - Year</i>	

Example of title entry - Subject - *Student Name - Course Code or Unit Code - Year*

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Privacy			
Consent to collect, hold and disclose my personal information	✓	Privacy - Consent to collect hold and disclose my personal information - <i>Name of student - Course code - Year</i>	
Revoke of consent to collect, hold and disclose my personal information	✓	Privacy - Revoke consent to collect hold and disclose my personal information - <i>Name of student - Course Code - Year</i>	
Permission to release personal information to Asia Pacific Management Institute (APMI)	✓	Permission to release personal information to Asia Pacific Management Institute APMI - <i>Name of student - Course code - Year</i>	
Personal Identification Word	✓	Privacy - Security of personal information - Personal Identification Word - <i>Name of student - Course code - Year</i>	
Remission of Debt			
Application for remission of debt	✓	Fees - Remission of debt application - <i>Name of student - Course code - Year</i>	Restrict access to documents if required
Approval / Non-approval of remission of debt	✓	Fees - Remission of debt decision - <i>Name of student - Course code - Year</i>	
Receipt for remission of debt application	✓	Fees - Remission of debt receipt - <i>Name of student - Course code - Year</i>	
Review Request for remission of debt	✓	Fees - Remission of debt review - <i>Name of student - Course code - Year</i>	Restrict access to documents if required
Notification of Review Decision for Remission of Debt	✓	Fees - Remission of debt review - Notification of outcome - <i>Name of student - Course code - Year</i>	
Scholarship - Includes Coursework Scholarships and Bursaries			
Bursary offer	✓	Bursary Offer letter - <i>Title of Bursary - Name of student - Course code - Year</i>	
Bursary payment of fees	✓	Bursary payment of fees letter - <i>Name of student - Course code - Year</i>	
Bursary termination	✓	Bursary termination letter - <i>Bursary Title - Name of student - Course code - Year</i>	
Centrelink correspondence	✓	Scholarship - Centrelink letter - <i>Name of student - Course code - Year</i>	
Scholarship application	✓	Scholarship - Application - <i>Scholarship Title - Name of student - Course Code - Year</i>	
Scholarship offer letter	✓	Scholarship - Letter of offer - <i>Scholarship Title - Name of student - Course Code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Acceptance of scholarship offer	✓	Scholarship - Acceptance - <i>Scholarship title - Name of student - Year</i>	
Payment of fees	✓	Scholarship - Payment of fees - <i>Name of student - Course code - Year</i>	
Overpayment of scholarship monies letter	✓	Scholarship - Overpayment of scholarship monies - <i>Scholarship title - Name of student - Course code - Year</i>	
Part time	✓	Scholarship - Part-time - <i>Name of student - Course code - Year</i>	
Appeal for Scholarship	✓	Appeal for Scholarship - <i>Name of student - Year</i>	
Scholarship appeal decision	✓	Scholarship Appeal Decision - <i>Name of student - Year</i>	
Scholarship encumbrance	✓	Scholarship encumbrance letter - <i>Scholarship title - Name of student - Course code - Year</i>	
Scholarship miscellaneous	✓	Scholarship - <i>Subject - Scholarship title - Name of student - Course code - Year</i>	
Scholarship offer	✓	Scholarship - Letter of offer - <i>Scholarship title - Name of student - Course code - Year</i>	
Scholarship Overpayment	✓	Scholarship - Overpayment of scholarship monies - <i>Scholarship title - Name of student - Course code - Year</i>	
Scholarship supporting documentation	✓	Scholarship - Supporting documentation - <i>Type of documentation - Name of student - Course code - Year</i>	Documentation includes VISA; Centrelink, Non-Centrelink, Confidential statement of support, academic transcripts, other
Scholarship termination	✓	Scholarship - Termination - <i>Scholarship title - Name of student - Course code - Year</i>	
Single Unit Enrolment			
Application for single unit study	✓	Single Unit Study - Application - <i>Name of student - Year</i>	
Enrolment in single unit	✓	Single Unit Study - Enrolment - <i>Name of student - Year</i>	
Letter of offer for single Unit	✓	Single Unit Study - Letter of offer - <i>Name of student - Year</i>	
Acceptance of offer for Single Unit Enrolment	✓	Single Unit Study - Acceptance - <i>Name of student - Year</i>	
Special Consideration			
Application for special consideration	✓	Special Consideration - Application - <i>Name of student - Course code - Year</i>	
Notification of outcome of application for special consideration	✓	Special Consideration - Notification of outcome - <i>Name of student - Course code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

NB: Spaces and dashes must be used to separate words.

Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Application for deferred final assessment	✓	Special Consideration - Deferred final assessment - Application - <i>Name of student - Course code - Year</i>	
Notification of outcome of application for Deferred Final Assessment	✓	Special Consideration - Deferred final assessment - Notification of outcome - <i>Name of student - Course code - Year</i>	
Special Requirement			
Special requirement	✓	Working With Children notification - <i>Name of student - Course code - Year</i>	
Student ID Cards			
Student identity - ID - card requests	✓	Student identity card request - <i>Name of student - Course code - Year</i>	
Student identity - ID - card collection	✓	Student identity Collection Form - <i>Name of student - Course code - Year</i>	To be used by Monash Malaysia for new M-Pass collections.
Statutory declaration or police report for loss of student card	✓	Student card replacement request - <i>Name of student - Course code - Year</i>	
Student Discipline			
Appeal regarding discipline or plagiarism allegations	✓	Student Discipline - Appeal - <i>Name of student - Course code - Year</i>	
Correspondence	✓	Student Discipline - <i>Type of correspondence - Name of student - Course code - Year</i>	Restrict access to documents if required
Breach of examination discipline	✓	Student Discipline - Breach of exam discipline - <i>Name of student - Course code - Year</i>	
Evidence	✓	Student Discipline - Evidence - <i>Name of student - Course code - Year</i>	Can also include details about the evidence if required, e.g. Examination cheating evidence
Hearing agenda	✓	Student Discipline - Hearing agenda - <i>Name of student - Course code - Year</i>	
Hearing minutes	✓	Student Discipline - Hearing minutes - <i>Name of student - Course code - Year</i>	Restrict access to documents if required
Notification of hearing	✓	Student Discipline - Notification of hearing - <i>Name of student - Course code - Year</i>	
Notification of date of hearing	✓	Student Discipline - Hearing date notification - <i>Name of student - Course code - Year</i>	
Notification of penalty	✓	Student Discipline - Notification of penalty - <i>Name of student - Course code - Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Outcome of appeal	✓	Student Discipline - Appeal outcome - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Plagiarism disallowance Letter	✓	Student Discipline - Plagiarism disallowance - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restrict access to documents if required
Plagiarism Warning Letter	✓	Student Discipline - Plagiarism warning letter - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restrict access to documents if required
Report from examiner	✓	Examiner report - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Supporting Documentation	✓	Student Discipline supporting documentation - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restrict access to documents if required. Includes evidence such as emails, medical reports and discipline reports
Student Grievance			
Acknowledgement of grievance	✓	Student Grievance - Acknowledgement - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Investigation of grievance	✓	Student Grievance - Investigation (<i>Type of documentation</i>) - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restrict access to documents if required. Documents relating to investigation
Grievance notification	✓	Student Grievance - Notification - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Grievance outcome advice	✓	Student Grievance - Outcome - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Supporting documentation	✓	Student Grievance - Supporting documentation - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restrict access to documents if required. Includes general correspondence relating to the grievance as it progresses through the process.
Student Visa Holders	See also ESOS See also Enrolments		
Confirmation of Enrolment	✓	ESOS - Confirmation of Enrolment - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Expiry of visa	✓	ESOS - Student visa expiry - <i>Name of student</i> - <i>Year</i>	

Example of title entry - Subject - *Student Name* - *Course Code or Unit Code* - *Year*

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Release letter request from student	✓	ESOS - Student visa holders - Release letter request - <i>Name of student - Course code - Year</i>	
Release letter decision notification	✓	ESOS - Student visa holders - Release letter request decision notification - <i>Name of student - Course code - Year</i>	
Written agreement	✓	ESOS - Written agreement - Name of student - Course code – Year	
Study Statement			
Study Statement	✓	Study Statement - <i>Name of student - Year</i>	
US Financial Aid	<i>Restricted to staff who process US Student Loans</i>		
Average Indebtedness	✓	Year - Average indebtedness email - <i>Name of student - Course code - Year</i>	Restricted to staff who process US student loans
Currency Exchange	✓	Year - Currency Exchange - <i>Name of student - Course code - Year</i>	Restricted to staff who process US student loans
Direct Disbursement Information	✓	Year - Loan Type - Disbursement number - <i>Name of student - Course code - Year</i>	Restricted to staff who process US student loans. Includes all COD printouts
Direct Loan Counselling	✓	Year - Direct Loan Counselling - <i>Type of Counselling - Name of student - Course code - Year</i>	Restricted to staff who process US student loans. Includes: 1.COD record of entrance counselling 2.Exit Counselling notification email 3.NSDLS record of exit counselling
Financial Aid Application	✓	Year - Financial Aid application - <i>Name of student - Course code - Year</i>	Restricted to staff who process US student loans
Financial Award Letter	✓	Year - Financial Award - <i>Name of student - Course code - Year</i>	Restricted to staff who process US student loans. Includes: 1.Approved award letter 2. Return acceptance from student

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

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Student document subject	Put on file?	TRIM (HPE Content Manager) title entry	Notes
Financial Need Calculation	✓	Year - Financial Need Calculation - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restricted to staff who process US student loans
Loan Disbursement	✓	Year - Loan Disbursement - Disbursement information type - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restricted to staff who process US student loans Include: 1.Email to student confirming receipt of loan 2.Email from student requesting refund 3.Bank email regarding loan and conversion rate
Master Promissory Note - Direct Loans	✓	Year - MPN - <i>Name of loan program</i> - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restricted to staff who process US student loans
Student Aid Report	✓	Year - Student Aid Report - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	Restricted to staff who process US student loans
Withdrawal	<i>See also discontinue from course or unit</i>		
Alternative exit application or decision	✓	Alternative exit - Application decision - <i>Name of student</i> - <i>Course code</i> - <i>Year</i> OR Alternative exit - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Application for withdrawn incomplete	✓	Withdrawn Incomplete - Application - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Approval / non-approval for withdrawn incomplete	✓	Withdrawn Incomplete - Approval - <i>Name of student</i> - <i>Course code</i> - <i>Year</i> OR Withdrawn Incomplete - Non-approval - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Decision on withdrawn incomplete application	✓	Withdrawn Incomplete - Decision - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Withdrawal from course	✓	Withdrawal from course - <i>Name of student</i> - <i>Course code</i> - <i>Year</i>	
Withdrawal from unit	✓	Withdrawal from unit - <i>Name of student</i> - <i>Unit code</i> - <i>Year</i>	

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

i.e. Admission Application - SMITH John Wayne - C1234 - 2019

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Abbreviations

ATO	Australian Taxation Office
AusAID	Australian Agency for International Development
BMP	Bonded Medical Place
BOE	Board of Examiners
CAN	Commonwealth Assistance Notice
CSP	Commonwealth Supported Place
CV	Curriculum Vitae - Resume
DE	Distance Education
DEEWR	Department of Employment, Education and Workplace Relations (Commonwealth of Australia)
DEST	Department of Education, Science and Training (Commonwealth of Australia)
eCoE	Electronic Confirmation of Enrolment
ERC	Extended Rural Cohort
ESOS	Education Services for Overseas Students
HECS	Higher Education Contribution Scheme
ID	Identity (as in Student Identity Card)
IRS	International Recruitment Services
NAS	Not Assessed
NS	Supplementary Assessment
PR Visa	Permanent Residency Visa
RPL	Recognition of Prior Learning
SSE	Single subject enrolment
WIL	Work Integrated Learning
WES	Web Enrolment System

Example of title entry - Subject - Student Name - Course Code or Unit Code - Year

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