EXCHANGE AT MONASH 2017

YOUR AUSTRALIAN ADVENTURE

monash.edu/study-abroad
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Few opportunities to expand your intellectual horizons can rival a period of overseas study. And as one of the world’s most highly ranked universities, Monash has developed an international reputation for excellence in education and research.

Monash is a truly global university, with a presence in China, India, Malaysia and Italy. With one third of our students coming from offshore, diversity and inclusion are celebrated on every campus, creating a network of friends and colleagues that extends worldwide.

There has never been a better time to join Monash. We look forward to welcoming you into our community.”

Professor Margaret Gardner AO
President and Vice-Chancellor, Monash University
A VIBRANT LEARNING COMMUNITY

Monash is Australia’s largest university, located on the doorstep of Asia. We also have locations in Italy, India, Malaysia and China, providing you with a global 21st century experience.

Every year we have over 1,000 study abroad and exchange students coming from countries as diverse as England, USA, Canada, Japan and Brazil. As an exchange student, you will gain skills that have become essential for a graduate today, such as cultural adaptability, working with people from different backgrounds or learning a new language.

At Monash, we promote a culture of excellence, attracting the best and brightest minds across all endeavours. Here, you will find students and academics from around the globe, who are as passionate as you are about making a positive impact on the world.

SHOW EMPLOYERS THAT YOU KNOW THE WORLD

Studying abroad doesn’t just open your eyes to new ways of doing things, it show employers you have the skills they are looking for such as cultural adaptability, ambition and the ability to work with people from all backgrounds.
SIX REASONS TO STUDY AT MONASH

1. World class university
We are Australia’s largest university and ranked in the world’s top 1%.

2. Genuine international university
With locations in Italy, India, Malaysia and China, Monash offers you a truly international experience and unique collaborations.

3. Wide range of courses
You can choose to do just about any subject across our 10 faculties, from arts and business to science and medicine.

4. Exciting Melbourne lifestyle
Art festivals, concerts, sporting events and beautiful beaches, you’ll never be short of things to do in Melbourne.

5. Full campus experience
Our Clayton campus is practically a town of its own with a wide range of events and activities throughout the year.

6. Dedicated support staff
Monash Abroad is here to help with your exchange experience from start to finish.

WORLD-LEADING FACILITIES

We are a university of the future and are constantly embracing new innovations. Here are some of the facilities you can enjoy:

WIND TUNNEL
Our engineering faculty’s wind tunnel is the largest in the Southern Hemisphere, and used to test the aerodynamics of aeroplanes, UAVs, trucks, trains and more.

ELECTRON MICROSCOPE
The Monash Centre for Electron Microscopy (MCEM) is dedicated to studying materials at an atomic level using advanced microscopy tools, including the highest resolution microscope in Australia.

NEW HORIZONS
New Horizons is a state-of-the-art research centre within the Faculty of Engineering that enables Monash staff, industry and the research community to collaborate on next-generation projects.
OUR CAMPUSES

Monash has four Melbourne-based campuses, as well as a campus in Malaysia, a joint-graduate school in China, a learning centre in Italy, and a research centre in India.

CLAYTON

Clayton is our largest campus with more than 26,000 students. This is where eight of our 10 faculties are located. Even if you study at Caulfield, you can still live on Clayton and commute using the free shuttle buses. Immerse yourself in a true university town – bustling with markets, sporting events, arts festivals and modern facilities.

CAULFIELD

Caulfield is a hive of creativity for fine arts, design and architecture, business and journalism. Cafés, sporting facilities and a new library surround the newly developed Campus Green. There is also a train station nearby, enabling you to get to the city in less than 20 minutes.

PARKVILLE

Parkville is our pharmacy and pharmaceutical sciences campus, situated in the heart of Australia’s top biomedical precinct. You will be surrounded by major hospitals including the Walter and Eliza Hall Institute. Parkville is a short tram ride to central Melbourne and within walking distance to the artistic inner-city suburbs of Carlton and Brunswick.

PENINSULA

Small and community focussed, Peninsula offers courses in business, education and health sciences. Located at the start of the Mornington Peninsula, you’ll have easy access to beautiful beaches, national parks, great food and wineries.

MALAYSIA

The Monash Malaysia campus is located just outside central Kuala Lumpur. With modern facilities and research hubs, you’ll enjoy world class teaching alongside the opportunity to immerse yourself in a range of Asian cultures.
“I live in Richardson Hall on the Clayton campus. It’s really fun. We have games, and outings, and laser tag. We can meet in the common room and play ping pong or just chill out on the massive couches.”

Cassie Emmanuel
University of Warwick, UK
The Economist named Melbourne the world’s most liveable city for the fifth year running!*

*Based on The Economist World’s Most Liveable Cities Rankings 2016
DISCOVER MELBOURNE: AUSTRALIA’S CULTURAL CAPITAL

There’s something about Melbourne that captures the hearts of everyone. Whether you like fashion, art, sports or nature, Melbourne offers experiences that will fill your Instagram feed with unforgettable memories. Explore the city for hidden street art, its architecture, bustling cafes and vibrant arts scene, or even catch a world class event such as the Australian Open.

TOP 10 THINGS TO DO IN MELBOURNE

1. Discover Melbourne’s secret laneways
2. Take a tram to explore the city
3. Check out the cultural hub of Federation Square
4. Explore designer boutiques, craft markets and local labels
5. Watch a footy game at the iconic Melbourne Cricket Ground
6. Bike ride along the Yarra River
7. Chill out at the Botanical Gardens
8. Take in the beach scene at St. Kilda Esplanade
9. Catch an arts or music festival
10. Take a daytrip to explore Melbourne’s wineries, forests and surf beaches
OUR EXCHANGE PROGRAM

If your home university has an exchange agreement with Monash, you can come in as an exchange student. That means you don’t have to pay Monash tuition fees. You can continue paying fees to your home university and study at any Monash campus of your choice – as long as you meet the pre-requisites.

How it works

Being an exchange student means you’ll enjoy a faster and smoother application process. As an exchange student, you can apply to study for one or two semesters at Monash. You’ll have access to the same academics and services as a local Monash student, as well as additional programs to help you settle in.

- You must enrol in full-time study (18-24 credit points)
- You can apply for on-campus accommodation at Monash Clayton, Peninsula or Monash Malaysia
- You can attend our Monash Abroad orientation specially for exchange and study abroad students
- You’ll have access to a 24-hour emergency telephone service
- Enjoy a free pick-up service from the airport
- Upon completion, you will get an official graded Monash academic transcript
“If you stay in one place, you can’t develop. To be in a completely different country, and to see how people do things so far away from where I’m from, it’s really a life-changing experience.”

Taj Simmons
De Paul University, USA
WHAT CAN YOU STUDY?

Monash offers bachelor degrees, double degrees, master and PhD degrees. As an exchange student, there are over 6000 coursework units for you to choose from.

You can choose a unit that is related to your course or something completely different, as long as you meet the academic requirements and pre-requisites for that unit.

Many of our specialist units such as accounting, engineering and law are globally recognised but it is best to check with the faculty for details. If you are interested in learning about local culture, you can choose units such as Exploring Contemporary Australia.

EXPLORING CONTEMPORARY AUSTRALIA – ATS1259

Are you interested in learning about Australian culture? Get an overview of the major issues confronting Australia today. You’ll learn through books, films, sports and historical sources, not to mention field trips to exciting locations such as the Australian outback.
OUR COURSES AND STUDY AREAS

Art, Design and Architecture
- Architectural design
- Communication design
- Industrial design
- Fine art
- Art history and curating
- Visual arts
- Interior architecture (Honours)

Arts, Humanities and Social Sciences
- Arts (30 majors, 38 minors)
- Global studies
- Global cultural literacies
- International relations
- International studies
- Creative music technology
- Ethnomusicology and musicology
- Music composition
- Music performance

Business
- Business (10 majors, 10 minors)
- Commerce (9 majors, 8 minors)
- Business Administration
- Accountancy
- Finance and economics
- Marketing practice
- Banking and finance
- International business
- Actuarial science

Education
- Early years education
- Primary education
- Secondary education
- Primary and secondary health and physical education
- Primary and secondary inclusive education

Engineering
- Aerospace engineering
- Chemical engineering
- Civil engineering
- Electrical and computer systems engineering
- Environmental engineering
- Materials engineering
- Mechanical engineering
- Mechatronics engineering
- Mining engineering
- Software engineering

Information Technology
- Computer science
- Advanced computer science
- Data science
- Information Technology

Law
- Criminal law
- Contract law
- Media law
- International human rights
- Environmental law
- Corporation law

Medicine, Nursing and Health Sciences
- Biomedical science
- Health sciences
- Emergency health and paramedic practice
- Human services
- Public health science
- Medical Science
- Nursing and midwifery
- Nutrition science
- Occupational therapy
- Physiotherapy
- Psychological science
- Radiography and medical imaging

Pharmacy and Pharmaceutical Sciences
- Pharmaceutical science
- Drug discovery biology
- Formulation science
- Medicinal chemistry
- Pharmacy

Science
- Science (26 majors, 22 minors)
- Science Advanced – Global Challenges

For more details on our units and courses, please refer to the Monash University Handbook at monash.edu/pubs/handbooks
THINGS YOU NEED TO KNOW

Courses and units
At Monash, degrees are referred to as courses and subjects are referred to as units. Students take a series of units as part of their course.
As an exchange student, you can select from over 6000 coursework units at Monash. Exceptions apply in some areas, so please refer to the Monash Abroad website for details: monash.edu/study-abroad/inbound/study-options/academic-considerations

Language of instruction
Academic instruction is conducted in English at all Monash campuses.

Academic year
The academic year runs from the end of February to the beginning of November and is divided into two semesters, each with a mid-semester break:
Semester 1: late February to June
Semester 2: late July to November
Each semester has 12 weeks of classes and the majority of classes have three to four contact hours per week per unit. These are followed by a three week exam period. You must study a full-time load of on-campus units while at Monash. This is normally 24 credit points made up of four units or 18 credit points to satisfy visa regulations.

Assessment
Assessment may be made up of written or oral assignments (or tests) throughout the semester and/or an exam at the end of each semester.

Eligibility requirements
Before you apply to come to Monash, you should ensure you meet the following entry requirements.
You must have:
- completed at least one full year at your home university
- achieved a minimum GPA of 3.0 or 60 per cent or equivalent
- met Monash English language requirements.

English requirements
If you do not meet the English language requirements for the course you are interested in, you can do a 10 or 15-week Monash English Bridging program (MEB) at an additional cost, which may enable you to get a conditional offer.

IMPORTANT DATES FOR 2017

<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
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</thead>
<tbody>
<tr>
<td>Students to arrive on/before</td>
<td>Monday 13 February</td>
<td>Monday 10 July</td>
</tr>
<tr>
<td>Monash Abroad Orientation</td>
<td>Tuesday 14 February – Friday 17 February</td>
<td>Tuesday 11 July – Friday 14 July</td>
</tr>
<tr>
<td>Classes</td>
<td>Monday 27 February – Friday 26 May</td>
<td>Monday 24 July – Friday 20 October</td>
</tr>
<tr>
<td>Mid-semester break</td>
<td>Friday 14 April – Friday 21 April (Easter)</td>
<td>Monday 25 September – Friday 29 September</td>
</tr>
<tr>
<td>Exam period</td>
<td>Monday 5 June – Friday 23 June</td>
<td>Monday 30 October – Friday 17 November</td>
</tr>
<tr>
<td>Accommodation contracts</td>
<td></td>
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<tr>
<td>- For standard room in dorm/shared</td>
<td>Saturday 11 February – Thursday 6 July</td>
<td>Saturday 8 July – Saturday 2 December</td>
</tr>
<tr>
<td>apartment (Clayton, Berwick and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peninsula)</td>
<td>Monday 23 January – Thursday 6 July</td>
<td>Friday 7 July – Monday 18 December</td>
</tr>
<tr>
<td>- For studio apartment (Clayton only)</td>
<td></td>
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HOW TO APPLY

1 Download an application form

Download the application form at monash.edu/study-abroad

2 Create your study plan

You will need to research Monash units that you are eligible to study and that fulfill the requirements of your home institution. Handbooks for undergraduate and postgraduate courses are available online at monash.edu/pubs/handbooks

3 Submit your application

Please send your completed application form via your home university exchange office to the Monash Abroad office at monash.abroad@monash.edu

4 Wait for approval

Monash Abroad will assess your application and send your study plan to the relevant Monash faculties for approval. Once approved, you will receive an offer letter with instructions on how to accept your offer.

We will advise you on how to purchase Overseas Student Health Cover, which is required for your visa.
# Submission Deadlines

<table>
<thead>
<tr>
<th>Study at Monash</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>February to June</td>
<td>1 October</td>
</tr>
<tr>
<td>July to November</td>
<td>1 March</td>
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</tbody>
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If you need to submit a later application, please email us at monash.abroad@monash.edu
FAQS

Can I work in Australia?
Yes, in Australia, your student visa allows you to work on a part-time basis for up to 40 hours per fortnight during the semester and full-time once the exam period has finished. For more information, please consult with the Department of Immigration and Border Protection (DIPB).

What kind of support can I get?
At Monash, we offer you a host of support services. Orientation makes sure you know your way around. We help make enrolment easy, ensuring you have everything you need to walk right in and begin your experience.

We connect you with study and English language support. You’ll be set up with peer study groups and have access to all the academic resources you need. We can also arrange disability support if you need it.

There are lots of things to do outside of class too. Our clubs and societies cover everything from debating to adventure sports. You’ll also have access to a huge number of networking opportunities to develop friendships and career possibilities.

Can I live on campus?
As an exchange student, you can apply to stay at our Clayton, Peninsula or Malaysia campuses. Even if you study at Caulfield, you can still stay at Clayton and use our free shuttle bus service to commute between the two campuses.

If you prefer to stay off-campus, Monash Residential Services can help you find a place to live. To find out more, please visit mrs.monash.edu
CONTACT

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APPLICATION CLOSING DATES

Monash Semester one
1 October (previous year)

Monash Semester two
1 March (same year)
1. Exchange balances

Australian universities are required to maintain close control of exchange student balances because these affect the funding arrangements we have with the Australian Government.

To help us manage balances, please check with us before selecting any students for exchanges to Monash.

We are happy to agree on numbers well in advance to suit your recruitment timetables.

Eligibility

Students must have:

- Completed at least one full year at home university
- A GPA of 3.0 or a minimum of 60% credit average or credit pass equivalent. A lower GPA may be accepted under special circumstances (please contact Monash Abroad)
- Met Monash English language entry requirements (see English Requirements section)

2. Application form

Application forms can be found at: monash.edu/study-abroad

Application forms and supporting documents should be sent via email to monash.abroad@monash.edu. Please make sure you have sighted the originals of all supporting documents, especially the academic transcripts and English test scores.

Please date stamp and sign them to confirm that you have seen the originals.

3. Completing the application

Students must please provide:

- one official transcript for each university attended (translated into English and certified)
- a copy of the passport personal information page (page with photo and citizenship)
- English test results (if applicable)

Please note, if applicants do not meet the English language requirements, they may be eligible for a ‘conditional offer’ based on completion of a 10 or 15-week Monash English Bridging Program (MEB), (see page 3).

4. Approval process

Partners should not advise students they have been accepted to Monash until Monash Abroad has sent an official offer letter.

Initial assessment

Monash Abroad staff will acknowledge receipt of applications via email to the student and their home university exchange coordinator.

Monash Abroad carries out the initial assessment, checking the applications are complete and the students have met the eligibility criteria, including English proficiency.

Study plan approval

Once the initial assessment has been completed, applications are sent to each faculty where students have requested units. Faculties are responsible for assessing whether students have the necessary prerequisites and academic background to undertake the selected units.

Enrolments staff in each faculty assess the exchange applications alongside academic staff responsible for the specific units. This means that a study plan may require multiple approvals across more than one faculty, a process that may take between two to eight weeks from when a student receives their acknowledgment email from Monash Abroad.

5. Offer

Once the study plan is approved, Monash Abroad will issue a formal letter of offer of admission (offer letter) to Monash. This will be emailed directly to the student and copied to the home university. Accompanying the letter will be a list of the student’s preapproved units and a Monash Abroad pre-arrival guide.

6. Acceptance

To accept the offer for admission, the student must sign and return an acceptance form to Monash Abroad within seven business days by scanning and emailing.

Most students must also send payment for the compulsory health insurance (see Overseas Student Health Cover below). Instructions on how to pay the OSHC are provided in the offer letter and acceptance form.

Confirmation of Enrolment (CoE) certificate

Monash Abroad will issue a Confirmation of Enrolment (CoE) once the acceptance form and payment have been received.

The CoE is required before an application can be lodged for an Australian student visa. The certificate is recorded electronically in the Australian Government visa system, so it is not possible to apply for a visa before this certificate is issued.

Monash Abroad will email the CoE directly to the student.
ENGLISH LANGUAGE REQUIREMENTS

English requirements
All Monash applicants must satisfy the minimum English language requirements of the University. All students applying to Monash must provide documentary evidence proving they meet one of the following requirements:

- If applying for undergraduate units – satisfactorily completed at least two full-time semesters at a university where English was the university-wide language of instruction and assessment; or

- If applying for graduate units – satisfactorily completed at least three full-time semesters of undergraduate study, or two semesters of full-time graduate study at a university where English was the university-wide language of instruction and assessment; or

- An IELTS (International English Language Testing System – Academic), TOEFL (American Test of English as a Foreign Language), PTE Academic (Pearson Test of English) or Cambridge English test taken less than two years before commencement at Monash; or

- If students from Denmark, Finland, Netherlands, Norway or Sweden – achieved specified grades in specified subjects at secondary school (see your Study Abroad office for details).

For further information on all English language requirements visit monash.edu.au/admissions/english-language-requirements.html

In some countries an IELTS test is required to obtain an Australian student visa – see www.border.gov.au for details.

Improving English at Monash
Monash provides several alternative pathways into the University and programs to assist students in improving their English.

If applicants are just below the entry score
If applicants are just below the minimum entry score, they may be able to do a Monash English Bridging Program at Monash College. They will pay extra tuition fees, but Monash Abroad has arranged discounted rates for Exchange students. Ten and 15-week courses are offered, depending on the student’s level of English, and are timed to allow commencement of an exchange program at the beginning of the following semester. For instance, English Bridging programs start in October and November each year and finish in time for students to start first semester in March the following year.

If students are interested in doing a Bridging program, please contact Monash Abroad. If they are eligible they will be given a conditional offer to Monash as an exchange student. They should not apply directly to Monash College.

The programs are taught in dedicated language training facilities on-campus at Monash University.

Details of the bridging programs can be found at monashcollege.edu.au/english-language-services/english-language-courses/monash-english-bridging

Studying English for credit
Several units are offered within the ‘English as an international language’ course, which enables students to gain a deeper understanding of the English language. They do not focus solely on the teaching of English language skills; rather, they encourage personal language development.

For more information on these units, visit: artsonline.monash.edu.au/eil

Language and Learning Services
The Centre for the Advancement of Learning and Teaching (CALT) has five interactive websites, offering language and learning support resources for students at Monash University. All sites can be accessed via the home site at monash.edu/lls/llonline.

The Campus Community Division also runs various programs to assist students in developing their English language skills, interact with local students in themed conversations, and receive peer support.

For more information visit monash.edu/students/conversational-english

Law courses have higher TOEFL and IELTS English score requirements. Please refer to the Monash University course finder for further information – study.monash/courses
### Unit selection
Apart from the prohibitions listed by faculty (right), exchange students can apply for any units for which they meet prerequisites. Students should note the following when preparing their study plans:

- Select at least eight units per semester in case some are rejected or unavailable. Students who are exchanging for two semesters should list study plans for their first semester only; they will apply for units in their second semester directly with the relevant faculty late in their first semester.
- Units should be at first, second or third-year level, unless students are graduates.
- Graduate students are considered on a case by case basis.
- Check that units are offered in the relevant semester.
- Check that they meet any required prerequisites as listed in the unit outline in the handbook.

All units must be offered on one campus, except Clayton and Caulfield where a mixture of units can be selected, subject to final class timetable.

### Handbooks – finding units
Handbooks for undergraduate and graduate courses are available online at monash.edu/pubs/handbooks

To search unit offerings select ‘Course and unit information’ and browse the areas of study or unit offerings by year.

### Unit prohibitions and other academic requirements
The following prohibitions apply to exchange students:

- Fourth year and honours are not available.
- Units offered at Monash Malaysia campus are only available when the whole exchange program is taken at that location. Units offered at other external Monash teaching locations (Singapore, Hong Kong, etc) are not available.
- Off-campus learning (OCL) or distance education (DE) units are permitted but students may only study 25% of credit points as OCL or DE.

### Faculty of Art Design & Architecture
Students enrolled in any units other than those coded TAS (Theory of Art and Design), must also enrol in the non-credit Occupational Health and Safety unit OHS1000, which is a compulsory online occupational health and safety unit with no cost, class time or credit points attached.

Students applying to do studio-based units should include an electronic portfolio of relevant work.

### Faculty of Arts
Language units are strictly sequential and students must fulfil exact prerequisites.

If students wish to study music, they can apply for ensemble units (as part of a group) and music theory units, but one-on-one performance units are not available to exchange students.

### Faculty of Business and Economics
Students applying to do accounting, finance, economics, econometrics or statistics units at Clayton or Caulfield campuses are required to produce evidence of completion of high-level mathematics (final-year secondary school or tertiary level). If they do not have results from similar units, they should attach curricula and results from their high school mathematics studies for assessment.

Due to a high demand for business and economics units, quotas are imposed particularly at the Clayton and Caulfield campuses.

Graduate units at Clayton campus cannot be taken by exchange students or as single units.

Graduate coursework units are available at the Caulfield campus and will be approved on a case by case basis.

Students applying to study second and third-year units must show they have completed the prerequisite as detailed in the Monash handbook.

Students cannot request to study a unit of the same year level and content as an already completed unit listed on their academic transcript – this will not be approved by the faculty.

### Faculty of Education
Units with practical teaching components will be considered if the student is enrolled in a teaching program in their home university.

- The units offered for exchange students will be limited to first, second and third-year units only.
- Units will be subject to the availability of placements.
- Applications for education units with practical teaching components will be assessed on a case by case basis for eligibility.

If applicants are eligible (and placements are available), students will be required to undertake a Working with Children check once they arrive in Australia. A check usually takes three to 12 weeks in processing time. The student’s history of criminal activity will be investigated as part of the Check. It is recommended they obtain these records to include with their application before leaving their home country. This will be arranged by the Faculty of Education during orientation.

### Faculty of Engineering
Generally there are no prohibitions but prerequisites must be met.

Students are not allowed to take third-year design units as well as research project units. Most fourth-year units are also restricted. Exceptions will be made for high-achieving students who have shown keen interest in a specific unit.
Faculty of Information Technology

Students must attach a full synopsis for each course/unit they have studied or are currently studying in information technology at their home university. This synopsis must be in English.

Faculty of Law

The Faculty of Law will only allow students who are studying law at their home university to enrol in law units. Compulsory and quasi-compulsory units are not available unless there are special circumstances (e.g., if they have a special need to complete a particular unit. If this is the case, you will need to provide a written request from your home university). Only certain Law elective units are available to exchange undergraduate Law students.

If students are applying for graduate Law units you should note that:

- As a full-time four student they will need to nominate 4 units (24 credit points) per semester.
- You will be able to find the list of elective units through the Law timetable web page.
- Students need to check the timetable for unit clashes and different offerings.
- Students need to check all the units for prerequisites and co requisites by searching each individual unit on the Monash Handbook or through the timetable web page.

Faculty of Pharmacy and Pharmaceutical Sciences

Students can only apply for first-year pharmacy units unless they come from another Bachelor of Pharmacy or Bachelor of Pharmaceutical Science degree. No cross-campus enrolment is permitted. An academic transcript and full details of course/unit outlines should be attached to the student’s Monash Abroad application for assessment by the faculty.

Faculty of Science

Students applying for units taught by the Faculty of Science will need to provide a unit synopsis of all related/equivalent units they have studied at the home university. A synopsis outlines the unit or course content, assessment, contact hours and year level. This information will be used to determine if they meet the necessary prerequisites for these areas. This should be provided with the application form.

BIO3021 Marine Biology has a compulsory field trip component prior to the start of semester at an additional cost to students. This is a hurdle requirement to enrol in this unit and students must attend. For Semester 1, 2017 the dates are February 13-17 and registered students will be excused from Monash Abroad orientation. BIO3820 – Tropical terrestrial biology is not available to incoming exchange and Study Abroad students.

Grading scale

Faculties at Monash use a common grading scale for undergraduate coursework units, although a few units are awarded simplified grades such as “Completed”.

The standard scale is:

- High Distinction HD 80 – 100%
- Distinction D 70 – 79%
- Credit C 60 – 69%
- Pass P 50 – 59%
- Fail N <50%

Academic transcripts

At the end of your semester and once academic results have been published, Monash Abroad will order and post your transcript to your home institution.

Transcripts will only be posted to the student and not the home institution if they have applied directly to Monash Abroad as a study abroad student.

For students who are studying for one year, an academic transcript will only be issued at the end of the year unless otherwise requested.

Semester 1 – Results published in mid-July
Semester 2 – Results published in early December

Transcripts will be sent approximately two weeks after results are published.
## Pre-approved units

Students may wish to select the following units while studying at Monash – these can be approved by Monash Abroad and will assist to speed the application process. Further details on each unit can be found on the Monash University website under the Handbook.

### First-year level – Semester one
- **ATS1254** – Culture, power, difference: Indigeneity and Australian identity
- **ATS1259** – Australian Idol: Exploring contemporary Australia
- **ATS1297** – Academic writing

### First-year level – Semester two
- **ATS1250** – Cross Cultural Interactions on the Colonial Frontier
- **ATS1254** – Culture, Power, Difference: Indigeneity and Australian identity
- **ATS1259** – Australian Idol: Exploring contemporary Australia
- **ATS1260** – Sport and society in Australia
- **ATS1259** – Professional writing

### Second/third-year level – Semester one
- **ATS2019 / ATS3019** – Perspectives on Indigenous Art: Production, meaning and symbolism
- **ATS2357 / ATS3357** – Australian Aboriginal Women
- **ATS2392 / ATS3392** – The Trip: Travelling Australia and the world
- **ATS2355** – Power, Knowledge, Aborigines: Between representation and reality

### Second/third-year level – Semester two
- **ATS2020 / ATS3020** – Colonialism in Comparison: Australia, New Zealand, and the Pacific
- **ATS2358 / ATS3358** – Contesting Laws: Heritage, culture, and land
- **ATS2359 / ATS3359** – Hearing the Country: Studies in Indigenous Australian ethnoecology
- **ATS2354** – Interrogating Racism: Indigenous Australians and the State
- **ATS2359** – Hearing the Country: Studies in Indigenous Australian ethnoecology
- **ATS3361** – Museums and Galleries: Popular expressions of Indigenous cultures
- **ATS3543** – Archaeology of Indigenous Australia
INSURANCE, VISAS AND ARRIVAL

Insurance
Health cover (OSHC)
Under Australian Government visa rules, all exchange students (except those from New Zealand, Belgium, Sweden and Norway) must have Overseas Student Health Cover (OSHC) before they can apply for a student visa. This health insurance policy provides a safety net for international students, similar to that provided to Australian residents through the Medicare system. It is provided by a private insurance company and arranged by Monash. It covers basic medical, hospital, and pharmaceutical costs while students are in Australia and enrolled at Monash.

The OSHC policy does not cover:
- Pre-existing medical conditions
- Private hospital charges
- Services by dentists, opticians, physiotherapists, osteopaths, chiropractors, naturopaths, or any other ancillary services
- Any costs incurred outside Australia, even during a holiday trip taken during the course of a student's stay in Australia

The policy does not cover the full cost of most medical and pharmaceutical services but generally covers the full cost of hospital treatment in a public hospital. It does not cover dental or ophthalmology costs.

Students are required to pay the insurance premium before we can issue their Confirmation of Enrolment (CoE).

Full details can be found in the Monash Abroad pre-arrival guide sent to all students with their offer letter and on the Monash Abroad website: monash.edu/study-abroad/inbound/financial-information/insurance

Students entering Australia on an Australian passport are not eligible for OSHC and must organise their own health care cover.

Visas
Student visa
Exchange students must enter Australia with a sub-class 500 Student visa and not any other. Before applying for a visa, students will need an offer letter from Monash University and a Confirmation of Enrolment (CoE).

This is issued to students after Monash Abroad has received the student’s acceptance form and, where relevant, payment for OSHC and any other fees.

Students should apply for visas as early as possible. Students from some countries can apply for visas online but from other countries it may take up to 90 days, particularly if they have to obtain a health clearance. Please refer to the Department of Immigration and Border Protection (DIBP) website at www.immi.gov.au/students for detailed information about student visas. The charge for a student visa is currently $A550 (correct at May 2016). Student visas are normally valid for one month beyond the end of the semester for which the student is enrolled.

Extending stay in Australia
Students wishing to extend their stay in Australia once they have completed studies will need to apply for a visitor visa. Visitor visas are granted as long as students do not have an 8534 or 8535 condition on their student visa (details about these conditions can be found on the DIBP website).

Students will need to provide a letter confirming completion of studies with their application for extension of stay in Australia. Further information about tourist visas can be found on the following website: www.immi.gov.au/visitors

Airport Reception Service
The complimentary Airport Reception Service is available to all exchange students.

The airport pickup service is available from the Melbourne Tullamarine airport only to the student’s accommodation. Additional people travelling with the student will have to pay a fee for this service. Information on how to book will be provided in the student's offer letter.

If students do not use the complimentary airport pickup service, other transport options are:
- Taxi – Approximately A$100 to Clayton

More transport options can be viewed at www.melbourneairport.com.au/to-from-the-airport/overview.html

Travel insurance
Monash Abroad strongly recommends all incoming exchange students obtain comprehensive travel insurance to cover travel outside Australia and to provide cover for baggage, emergency travel and medical costs not covered by OSHC.
ACCOMMODATION

On-campus

Applying
University accommodation is available on all Monash campuses except Parkville and Caulfield.
Students will receive instructions on how to apply for on-campus accommodation when they receive an ‘acknowledgement of receipt of application email’ and again in their offer letter.

Acceptance
Students will be contacted directly by Monash Residential Services (MRS) about whether they have been offered a room at MRS and how to accept their offer and pay the accommodation deposit. They must accept this by the due date, generally about six weeks before the start of each semester.

Before students accept their accommodation offer, they should carefully read the terms and conditions. If they accept the offer and change their minds about living in the halls of residence, they will be responsible to pay rent until MRS is able to fill the room. This could potentially equate to paying for a whole semester of accommodation, even if they withdraw from their exchange after accepting the accommodation offer.

Accommodation types
The Clayton accommodation is in single rooms in one of six halls of residence located together on a corner of the campus, with 24-hour security. Bathroom and kitchen facilities are shared and each room is carpeted, heated and furnished with a bed, desk, desk chair, bookshelves, wardrobe, rubbish bin, telephone and internet connection. The room charges include all utilities and university-wide phone calls. A cafeteria offers meals seven days per week that are paid for separately.

The new studio development at Clayton Campus is also available to all exchange and Study Abroad students. The contract term for these new studios is longer, the details of which can be found on the MRS website.

The accommodation at the Peninsula campus is slightly different with two to eight single bedrooms grouped into apartment-style units with shared bathrooms, kitchens and living rooms.

The costs at the other campuses are also different from the Clayton campus and depends on the exact type of accommodation chosen.

Linen, such as doonas (douvets/comforters), sheets, towels, pillows etc are not provided at the halls of residence. Students can pre-purchase linen through MRS:
ecommerce.mrs.monash.edu.au
All accommodation at Monash is co-ed but all students have single rooms. Exchange students may apply for a single-sex apartment but this cannot be guaranteed.

Students who want to be accommodated together may request this but it is Monash policy to have a mix of students in each hall of residence or unit to achieve a balance of Australian and international students and first, second and third-year students, therefore requests are not guaranteed. Students will not know their room allocation until they arrive.

Please visit the following website to view current accommodation fees:
ecommerce.mrs.monash.edu.au

All costs are bundled and include a deposit, internet and phone connection fees and an orientation week levy.

More information about on-campus accommodation can be found at mrs.monash.edu.au

Off-campus

Students who prefer to live off-campus must find their own accommodation but can obtain advice and assistance from MRS. There is a very wide range of shared student accommodation available all over Melbourne, especially near the major universities, and most exchange students are able to find off-campus accommodation.

Some areas students may like to consider are Caulfield, South Yarra, Toorak, Richmond, Clayton, Oakleigh, Murrumbeena, East Malvern and Carnegie. These are all close to public transport and are about 30 minutes from Monash University’s Clayton and Caulfield campus.

Students who want to live off-campus should be advised to arrive in Melbourne one to two weeks before orientation starts to look for a permanent place to live.

More information, including accommodation listings, can be found at mrs.monash.edu.au/offcampus/providers.html

Orientation
There is a special enrolment and orientation program conducted by Monash Abroad for exchange students each semester. It is compulsory for all students and takes place approximately 10 days before the start of semester (usually in the third week of February and the second week of July). The orientation program will be emailed to students about four weeks before it commences and will be put up on the Monash Abroad website.

It is essential students arrange travel so that they can attend.

The Monash Abroad orientation is separate from the international orientation (for full-course international students) and the general university orientation (for all commencing students).

Standard accommodation contract dates for 2017

Semester one: 11 February to 7 July
Semester two: 8 July to 2 December

Rooms are usually available before the contract start date in Semester One. Rooms are usually available for an extended stay at the end of Semester two and over the summer holiday period. Students need to apply to MRS and pay for additional nights.

Monash Abroad orientation dates for 2017

Semester one: 14 February to 17 February
Semester two: 11 July to 14 July
Living costs

Information about living costs in Melbourne for international students can be found at study.monash/why-choose-monash/our-locations/life-in-melbourne/cost-of-living. This information is primarily for international students doing full three-year courses at Monash so there may be some variations for short term Exchange students.

You can also get an idea of living costs in Melbourne at: www.liveinvictoria.vic.gov.au

International student services

The Monash University International Student Services (MUISS) is a division of the Monash University Students Association and provides a wide range of services and activities for international students, including a very comfortable lounge at the Clayton campus. Exchange and Study Abroad students are welcome to use these services and you can find more detail at monashstudentassociation.com/about

Employment

Holders of Australian student visas can work part-time for up to 40 hours per fortnight during the semester and full-time during semester breaks. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students find part-time work in the service and hospitality industries.

Internet access

All Monash students receive a free internet quota that they can use from any part of the high-speed Monash network, including the halls of residence, computer labs throughout the university and the wireless network available on most parts of all campuses.

This quota is provided by each student’s faculty and varies depending on the course they are doing, but it should be enough for their academic and reasonable personal needs. Accessing any part of the Monash website, including the Monash student email account, is free and does not count towards the quota. If they exceed their quota students may be able to purchase additional quota from their faculty.

Further information can be found at monash.edu/esolutions

Please note that students may not have access to their faculty internet quota as soon as they arrive at Monash. This is because each faculty decides when your quota is activated and, in some cases, this may only be a few days before classes commence.

In the meantime, students will have access to all parts of the Monash website, including their Monash student email account, but not to any external websites, including external email accounts.

There are no public internet cafes on Monash campuses. To ensure that students can access their emails during their first few days at Monash, before their internet quota is activated, they should divert their personal and home university emails to their Monash student email account. They can then log on to the student My Monash portal to receive and send their emails.

All Monash campuses also have free wifi that is open-access to the general public. Further information can be found at monash.edu/wireless#free
Application process
Please complete the Monash Abroad application form for Monash Malaysia. Applications should be forwarded to the Monash Abroad office in Melbourne. Refer to the application form for any further documentation that may be required.

Monash Malaysia campus
Accommodation
On-campus accommodation is guaranteed for all exchange students.

Rental per month
RM 1150

Deposit (refundable)
RM 1500

Further information: monash.edu.my/study/study-abroad-exchange/inbound/accommodation

Unit selection
■ School of Arts and Social Sciences
■ School of Business and Economics
■ School of Engineering
■ School of Information Technology
■ School of Medicine and Health Sciences
■ School of Science

Please see web links for individual course offerings: monash.edu.my/study

Key dates
All dates are the same as Monash Australia with the exception of orientation, which is run one week before the first week of classes.

monash.edu/study-abroad/intercampus-exchange/apply

Contact
Monash Abroad (Malaysia campus)
Email: monashabroad.malaysia@monash.edu
Phone: +60 3 551 5 9644 / 45895
Web: monash.edu.my/study/study-abroad-exchange
MONASH TERMINOLOGY

Course
Degree or program  
(e.g. Bachelor of Arts)

Unit
Subject or course  
(e.g. Introductory Accounting)

Unit code
Each unit has a seven character code  
(e.g. AFW1001)
AFW letters indicates discipline,  
e.g. Accounting 1 first number indicates  
year level as shown below:  
1 – first year  
2 – second year  
3 – third year  
4 – honours (fourth year)
Units starting with a number higher  
than four are usually graduate units.  
The handbook lists units individually  
and will state if the unit is a graduate  
or undergraduate.

Credit points
The majority of units are worth six credit  
points, with a small number being worth  
12. Some Engineering units are worth four  
credit points.

Full-time load and min/max  
requirements
18 – 24 credit points per semester (usually  
three to four units). Under Australian visa  
regulations, students must be enrolled in  
a full-time load throughout their stay. Study  
Abroad students are permitted to do 18  
credit points if they want to but must not  
overload (i.e. five units.)

Faculty
All units belong to a particular faculty, e.g.  
Faculty of Arts. Study Abroad students are  
allocated to the faculty in which they are  
doing the majority of their Monash units.

Prerequisites
Similar units that must have been  
completed at the home institution before  
this unit can be studied. These apply to  
exchange students.

School
Major discipline within a faculty.

Department
Specific discipline within a school.

Lecture
Class of 50 – 250 students where an  
avademic delivers a one to two-hour  
lecture, usually not interactive.

Tutorial
Each lecture will have a tutorial where  
the class splits into smaller groups, e.g.  
5 – 25 students, an academic leads group  
discussion and students make individual  
or group presentations.

Laboratory session/workshop
Class of 10 – 30 students conducted  
in a laboratory.

Unit study hours
These vary and are specified for each unit  
in the Handbook but the following  
is a general guide.

Non-lab units
Two one-hour lectures per week  
One one-hour tutorial per week  
Three to five hours private study  
and reading required per week

Lab units
Two one-hour lectures per week  
One three-hour laboratory session  
per week  
One to three hours private study  
and reading required per week