

Monash College Indonesia Student Resource Guide 2007

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Introduction

Welcome!

Welcome to Monash College Indonesia. You are taking the first step in the right direction for your future development. All of us at Monash College are here to help you make a smooth transition for your future studies at Monash College.

Here you will be joining many students from different backgrounds and at Monash University you will be joining with students from around the world. In order to help you in making your path a smooth one we offer you full academic support both during and after class from our highly qualified, multicultural staff. We also offer you assistance in English language training and academic skills.

This handbook is required reading as it outlines the rules and regulations that you must follow in order to fulfill all of the academic requirements. You will also be provided an orientation workshop and folder to further acquaint you with all of the facilities of the school. Remember it is our goal to assist you in fulfilling all of the academic requirements and it is your responsibility to seek out any assistance that you may need from us.

We are here to help so let us work together for your success.

Daniel Carducci
Principal, Jakarta International College

Sir John Monash

'Adopt as your fundamental creed that you will equip yourself for life, not solely for your own benefit but for the benefit of the whole community' - Sir John Monash.

Who was John Monash?

Monash University and Monash College are named after a remarkable person. Sir John Monash was a famous Australian who made a contribution to almost every level of Australian life. The University and College are named after him because of the important ways in which he gave to the community, not because he was famous. He was an inspiring man, one who continually tried to learn and find ways to make the world better.

John Monash was born on 27th June 1865 in West Melbourne in Victoria. He attended Scotch College, Melbourne for four years and was equal top of the school. He entered the University of Melbourne at the age of sixteen, but after two years he was forced to stop his studies due to financial problems. Fortunately, his talents in engineering helped him to obtain employment with the company responsible for building the Princes Bridge in Melbourne.

Eventually he returned to study, and by the age of thirty Monash had completed degrees in arts, engineering and law, and had qualified as a municipal surveyor, an engineer of water supply and a patent attorney. He set up in private practice as a civil engineer, and in the following years became

known as one of Australia's foremost experts in reinforced concrete for bridges, railways and other large construction projects.

Although Monash hated war, the outbreak of war in 1914 forced him to take up a leadership role. It was considered very important in Australian society at that time to serve your country and he ultimately became the leader of the entire Australian corps. He was amongst the first under fire at Gallipoli, Turkey and was the only Australian brigade commander not to be killed or evacuated as injured. Many historians consider him to be the foremost allied military commander of the First World War.

Monash also painted and drew, was an accomplished pianist, spoke French and German and enjoyed chess, carpentry and bushwalking. His greatest skill was arguably his command of the English language. Monash died on 8th October 1931, aged sixty six. He is remembered as a scholar, a man of action and an individualist - a man who sought to use his education and abilities for the benefit of the community.

The motto of Monash University, *ancora imparo*, meaning *I am still learning*, captures the essence of the achievements of Monash the man, as well as the spirit of our College.

Monash University

Monash University is known and respected throughout the world for innovation, excellence and an international focus in its teaching and research. More than 45,000 students attend Monash, with an international population of approximately 11,000. These students come from more than 100 countries and speak more than 90 different languages. There are eight campuses, five in Melbourne, one in rural Victoria, one in Malaysia and an eighth in Johannesburg.

Studying at Monash University gives you many options. Monash graduates are sought by employers around the world for their academic abilities and reputations as independent learners, team players, innovators and leaders.

Monash University is a member of the "Group of Eight", Australia's leading universities recognized for their excellence in research, scholarship and training. Monash University offers a comprehensive range of research and study disciplines across its 10 faculties; Art & Design, Business & Economics, Education, Engineering, Information Technology, Law, Medicine, Nursing & Health Services, Pharmacy and Science.

Monash College

Monash College prepares you with the knowledge and study skills necessary for success in your undergraduate degree at Monash University. Monash College currently offers guaranteed pathways

into second year of selected Monash bachelor degrees in arts (communication & human behaviour), business & commerce, and information technology.

Monash University faculties oversee the design of the Monash College curriculum. They regulate the assessment methods and standards to ensure students acquire the skills and knowledge needed for their chosen Monash University degree.

Monash College aims to assist students in Jakarta with the transition to university in the Australian education system by helping them to acquire independent learning, critical thinking and group discussion skills in a close and supportive environment.

Student Administrative Information

Contact Details

JAKARTA INTERNATIONAL COLLEGE

Bumi Daya Plaza, Podium Block, 2nd Floor, Jl. Imam Bonjol 61, Menteng, Jakarta 10310

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Fax : (62-21) 3983 4060

Email : admin@jic.or.id

Outline of programs

While the information provided in this document was correct at the time of publication, Monash College reserves the right to alter procedures, fees and regulations if necessary. Students should carefully read all official correspondence and check notice boards in the college regularly.

Once enrolled, students should also check the appropriate college/university website for any changes and to read the most up-to-date faculty and course information. Specifically, not all Part 2 units will be available in all intakes. A full program of studies will be available for all students each trimester, but actual units may vary depending on Monash University faculty schedules.

Please ensure that you follow the correct unit progression and the prerequisites for your intended course of study.

Unit outlines are handed out to students before the beginning of the trimester.

Diploma of Business

The following units are offered within the Diploma of Business. For a brief synopsis of each unit please refer to the Monash College Course Guide or visit the website at www.monashcollege.monash.edu.au. Click on 'Courses' and follow the link to the 'Monash College Unit Guide'. For information about Business, Commerce or Economics degrees at Monash University, visit www.monash.edu.au/pubs/handbooks/undergrad/

Course Content

The Diploma of Business (Business Stream) provides a guaranteed pathway into the following degrees in the Faculty of Business and Economics at Monash University:

Bachelor of Business (Caulfield)

Bachelor of Economics (Clayton)

Bachelor of Business and Commerce (Berwick, Gippsland, Malaysia, Peninsula)

Diploma of Information Technology

The following units are offered within the Diploma of Information Technology. For a brief synopsis of each unit please refer to the Monash College Course Guide or visit the website at <http://www.monashcollege.monash.edu.au/>. Click on 'Courses' and follow the link to the 'Monash College Unit Descriptions'.

Course Content

The Diploma of Information Technology, depending on the stream studied, provides a guaranteed pathway into the following degrees in the Faculty of Information Technology at Monash University:

Bachelor of Business Information Systems (Clayton)

Bachelor of Computer Science (Clayton)

Bachelor of Information Technology & Systems (Berwick, Caulfield, Peninsula, Gippsland, Malaysia)

Diploma of Arts

The following units are offered within the Diploma of Arts (Communication and Human Behavior). For a brief synopsis of each unit please refer to the Monash College Course Guide or visit the website at www.monash.edu/monashcollege. Click on 'Courses' and follow the link to the 'Monash College Unit Guide'. For information about Arts degrees at Monash University visit www.monash.edu.au/pubs/handbooks/undergrad/

Course Content

The Diploma of Arts, depending on the stream studied, provides a guaranteed pathway into the following degrees in the Faculty of Arts at Monash University. For information about the Bachelor of Arts degree at Monash University visit www.monash.edu.au/pubs/handbooks/undergrad/ug0054.htm

Enrolment

On the Wednesday and Thursday immediately after the announcement of last trimester exam result, students are formally enrolled in the units that they wish to study. Students cannot be enrolled until all kinds of fees (tuition, amenities, etc.) have been paid.

Course Regulations

Correspondence

All correspondence is sent to the address listed by students as their contact mailing address. Any correspondence sent to students by the College is printed on letterhead and identifies students by name and identity number. When students write to the College they must include their identity number with their name and address. They must also have their number ready when telephoning the College. They must inform the administration office immediately of any change in their name or their address. The College does not accept responsibility if any official communication fails to reach students because the College has not been notified of a change of mailing address. When sending the College a facsimile transmission, please ensure that anything printed or written on the original is large enough to be clearly transmitted, and then telephone or write to confirm transmission. Mail often arrives for students after they have left the College. Therefore, it is advisable to leave a forwarding address.

Enrolment

When new students attend for orientation they will be formally enrolled in the units that they wish to study. Student enrolment is completed by the payment of any fees required.

Identity card/student number

When students are first enrolled they are issued with a student identity card that is used in different situations to enable them to be identified as a bona fide student member of the College. Students must bring the card with them to all timetabled examinations. If students lose their student identity card, a replacement card is available on payment of a fee. They must also report the loss to the administration office to prevent anyone else from using it. The card remains the property of the College, and must be surrendered when students discontinue or complete their program. It is not transferable to another person. Students must carry their ID cards at all times while in the College building and produce it upon the request of a member of staff.

Proxy enrolment

A proxy is someone who, with a student's written authority, attends on behalf of the student and completes as much as is possible of the enrolment process. A friend or relation, for instance, can act as proxy for a student. Students should give their proxy a signed list of the units that they want to take and ask their proxy to keep for them any papers or documents given out during the enrolment process. By having a proxy students avoid having to apply for late enrolment and so avoid any additional fee. When using a proxy it is the student's responsibility to ensure that all enrolment details are correct and that all requirements have been met.

Deferment of an offer

The policy of the College is to allow deferment of a formal offer until the commencement of the following intake.

Credit transfer

If students feel that they should not have to complete the full program requirements because of academic work that they have done prior to their present enrolment, they should apply for this to be recognized as an exemption from individual units. Applications for credit transfer must be made with the application for entry form. Applications for credit transfer must be accompanied by the unit outlines and certified copies of the results for each of the units for which they are applying for credit or exemption.

Recognition of prior learning (RPL)

If students feel that they should not have to complete the full program requirements because for some other type of learning (RPL) that they have done prior to their present enrolment, they should apply for this to be recognized as an exemption from individual units. Applications for RPL must be made with the application for entry form. Applications for RPL must be accompanied by evidence of non-formal studies or work completed. Alternatively they may use the College's RPL application form. A fee is payable for assessment of an RPL application.

Intermission

If a current student wishes to postpone studies until a later period, an application for intermission should be made in writing to their academic manager giving reasons for the intermission.

Permission for intermission may be granted on the grounds of illness, injury or compelling personal reasons and for a maximum period of one year. Extension to intermission beyond the limit is only granted in exceptional circumstances and the application must be made in writing to the academic manager.

Students returning to study after an approved intermission should contact student administration to confirm their re-enrolment no later than two weeks before the commencement of the trimester.

Progression through a program

When students are admitted, they undertake a program of units according to the structure specified on the Monash College website. When there is a change in the program structure, it is usually so constructed that students already enrolled may comply either with the old structure or the new, according to whichever is more advantageous. If students are granted deferment of an offer, they will undertake a program of units according to the structure specified in the year in which they take up their place. If students are readmitted after an unauthorized break in study, or after a period of exclusion for misconduct or unsatisfactory academic performance, they will be regarded as a new student, and they will undertake a program of units according to the structure specified in the handbook of the year in which they are readmitted. Credit for work previously completed may be granted.

Changes to unit enrolments

Depending upon the structure of the program that a student is following, it may be possible within the first week to withdraw from one unit and enroll in an alternative unit. After this time, the student needs to check to see if this can be a credit towards future studies. Discontinuation of unit from the first day of the ninth week of study will result in a fail in this unit. If this occurs prior to the end of the fourth week of the trimester in which the student has enrolled in that unit, the relevant unit fee will be credited towards their future enrolment in the College. Where the student withdraws from a unit after this date, no tuition credit can be given. Students should seek the advice of the academic manager of their course, complete a unit enrolment amendment form, and return it to the Student Administration Office. A student may decide to withdraw from a unit without applying to substitute it with an alternative unit. A withdrawal made after the first day of the ninth teaching week of the trimester will be shown as a fail on their academic record.

Cancellation of units

If circumstances require the cancellation of units, students will be notified within two weeks of the start of the unit. Where possible, students will be permitted to add alternative units. If students withdraw from a program because of cancellation of units, a full refund of fees will be made, and they will not be liable for any administrative fees.

Change of program

Students who are currently enrolled, but wish to study a different program, must complete an internal transfer application form and return it to the administration office. Pending the outcome of their application they should remain enrolled in their current program. If they are successful in their application to study a different program, their enrolment in that program will be subject to whatever fees and conditions apply to that program when they enroll in it. No transfer can be arranged for students to move to another program outside Monash College or Monash University. Students may only transfer to a formal award program within the College or Monash University.

Termination of studies

Students who wish to withdraw from all units and end their enrolment in their program must contact the administration office or academic manager and submit this request in writing.

Fees

Tuition Fees

The Full Tuition Fee contained in the offer issued by the College is based on the assumption that the student undertakes and completes the nominated Part 1 or Part 2 within the minimum time of their program.

Students must normally enroll on a full time basis so that to complete their studies in that minimum time. This provision may be varied in the following circumstances:

- The student is completing the last few units in the final trimester of their course.
- The result of the previous trimester is not satisfactory enough so that the student is suggested to have a reduced load in the coming trimester.
- There is a valid reason, which should be notified in written form, for the student to have a reduced load.

Students who fail some units may need to pay additional Unit Tuition Fee. Students will be notified by Finance Department that will give a new invoice for that additional Unit Tuition Fee. The fee is counted pro-rata of the Full Tuition Fee.

Deposit

Students pay a deposit which will be kept and used to pay costs incurred during their study in Monash College Jakarta. The deposit is going to be used to cover the cost of printing, copying, and other cost (for example, if the student does something that caused the damage to property of college). Students can have the balance of the deposit by submitting Discontinuation of Studies form and Student Request for Refund form to Academic and Finance Department, respectively.

Amenities Fee

The Amenities Fee covers miscellaneous amenity costs, internet and computer facility, examination and administration costs, daily lunch and snacks, membership of Monash College and British Council library. The Full Tuition Fee initially paid when students first enrolled in Monash College Jakarta has covered Full Amenities Fee for the nominated Part 1 or Part 2 based on the assumption that students undertake and complete within the minimum time of each part. If a student fails some units, which results in longer time to finish the study, the particular student needs to pay Trimester Amenities Fee. This fee is payable on a trimester basis and must be paid before the beginning of the trimester. The student will be notified by Finance Department that will give a new invoice for that trimester.

Refund Policy

Refund can be made with the following conditions:

- a. 90% if the withdrawal takes place a week before the trimester starts and the student is transferring to Monash College Melbourne.
- b. 50% if the withdrawal takes place if the student studies for two (2) weeks and decides to transfer to Monash College Melbourne.
- c. 25% if the students studies between two (2) to four (4) weeks and decides to study in Monash College Melbourne.

No refund can be given if the student moves to other institution besides Monash in Melbourne or the withdrawal takes place after the students' studies for more than four (4) weeks.

Academic records and program completion

If at any time prior to the completion of their program students require a formal transcript of their academic record, they must apply to the administration office and pay the appropriate fee. The current fee is \$25 per copy for urgent request of \$10 per copy for collective request (minimum 5 requests). Payment must be made in advance. Applications must be made in writing, and

transcripts will not be issued to students who have any outstanding debts to the College. The transcript shows all the students' results and, where applicable, exemptions and credits. The College will not issue an academic record that omits units that have been failed. Every effort is made to supply academic records within five (5) working days of a request being received. A copy of the student's academic record is enclosed with their graduating certificate when they graduate. The academic record indicates numerical marks and grades.

Progression from the Diploma (Part 1) to Monash University

Students enrolled in the Diploma (Part 1) can transfer directly to the first year of the relevant Monash University undergraduate degree program if they have successfully completed all units and have achieved an average mark across all units as determined by Monash College including passes in the relevant prerequisite units.

Progression from the Diploma (Part 2) to Monash University

Candidates will need to achieve a credit average in order to progress automatically to the second year of Business, Commerce or Economics degrees on the Clayton and Caulfield campuses. Candidates can normally progress automatically to the second year of other degrees and campuses, provided they pass all units. Australian students completing a Diploma program will have access to HECS - funded places on the same basis as other students enrolled as fee paying in Monash University programs.

Assessment and examinations

Examination timetable

The final examination timetable will be available approximately three weeks before the examination period begins. It is the student's responsibility to check this timetable - students will not be given special consideration if they misread the examination timetable and miss an examination, nor will they be entitled to another examination. No information about the examination timetable will be given over the telephone.

Special consideration

Students may apply for special consideration if they believe that illness or other serious cause has substantially affected their work during a teaching period or performance in an examination or other assessment. Students must complete an application form for special consideration, which they obtain from and return to the administration office with appropriately documented evidence.

Special class tests

The due dates for class tests are set out prior to the start of the trimester and students are informed of them at the commencement of the trimester. Students absent from class tests normally will not be entitled to sit a substitute test and 'DNS' will be recorded as their result for the test.

Students who believe they have a valid case for a substitute test are required to submit an application setting out their grounds for special consideration. Applications will only be granted where there are exceptional circumstances.

The decision to grant special consideration for internal assessments resides with the Provider Head. Where special consideration has been granted the Provider shall inform the Principal, Monash College, of the grounds for the decision and provide a draft of the substitute test of approval.

The principal will approve the substitute test subject to the test being of a comparable standard to, and sufficiently different from, the original test to ensure valid and reliable assessment.

Special (deferred) examinations

The Board of Examiners may allow students to sit for a special examination (sometimes called a deferred examination) where illness or other serious cause has prevented them from presenting for all or part of a terminal examination, or where their performance in an examination or their work during the year has been gravely affected by illness or other serious cause.

Students must complete an application for special consideration form, which they can obtain from and return to the administration office with appropriate documented evidence. The form must be returned no later than forty-eight hours after their last timetabled examination. If such a return is physically impossible, the administration office should be contacted by telephone. Students will not be given special consideration for misreading the examination timetable.

If a student requests special consideration for a special (deferred) examination, a subsequent examination will normally not be granted. Consideration will only be granted where there are exceptional circumstances. Students making such a request must submit a special consideration application detailing the exceptional circumstances. Where a student has gained 46-49% for a Part 2 Unit and the unit is the final unit required for completion of the diploma, that student will be eligible for a special (deferred) examination for the unit in the current examination period. Eligibility is automatic and an application for special consideration is not required. Where the student has gained 45-49% in that special (deferred) examination, the student will not be eligible for further special consideration for that exam.

Conduct of Examinations

Admission to and exit from examination rooms

Student ID cards must be brought into each examination, produced on demand and displayed prominently on desks during the examination. Students unable to produce ID cards will be refused admission to examination rooms.

Most examination papers specify a reading time of 10 minutes. During that period students may read the question paper, but writing of any description is not permitted unless otherwise stated on the question paper.

Students arriving more than one hour after writing time has commenced will not be admitted to an examination. After entering an examination room a student may not leave until one hour after the commencement of writing, unless accompanied by a supervisor. Students may not leave any examination during the last ten minutes. A student entering an examination room on the wrong day or at the wrong time may be required to remain in that room for one hour after the commencement of writing.

Materials allowed in examination rooms

Only pens, pencils, rulers, erasers and mathematical instruments are permitted into examination rooms. The use of any other items must be specifically authorized on the examination paper. Students should check the announcement released about a week before the exam which items are authorized. Calculators which have a facility to store text may not be used in examinations unless all programs are erased by the teacher (not the invigilator) prior to the exam. Mobile phones must not be brought into an examination room. If during an examination a student is found in possession of a mobile phone, the student will be reported and could receive an on-the-spot-fine of up to \$75 and/or face other disciplinary action. Spot checks may be made at any time during an examination. Students are warned against the possibility of theft. The College does not accept any responsibility for loss of, or damage to, any item left outside of or brought into, an examination room, including any item that may be either voluntarily surrendered or confiscated. Students are strongly advised not to bring unnecessary clothing, books, bags, handbags, folders, notes, paper, valuable, personal or other sundry items to examinations. Wallets, purses, pencil cases, keys and medication may be brought into examination rooms, but must be placed on the floor under the student's desk.

During the examination

There must be no communication of any kind between students in the examination rooms. A warning signal will be given ten minutes before the end of the examination and a signal to cease writing will also be given. At the conclusion of the examination all students must remain seated in the examination room until all papers have been collected and permission to leave is given by the supervisor-in-charge.

Students must not loiter, talk or make noise in the vicinity of examination rooms.

Suspected cheat cases

Cheating is defined as attempting to gain an unfair advantage at an examination. This covers a broad range of things, for example cheating includes any candidate having unauthorized material in their possession, whether or not they actually use it. Students found cheating in an examination will face disciplinary action.

Students should consult notice boards for details of any practical or oral examinations. Examiners in any unit may call any candidate for a further test, or written or oral examination, as part of the examination in that unit, so it is advisable to remain near the college until the publication of results.

Publication of results

On the publication date advised on the trimester calendar, examination results are displayed by student identity number on the notice boards in the administration area. Results can also be accessed from the published date by logging on to My Monash via the Monash University homepage. A personal notification of results in the form of an Academic Record is given or mailed to exiting students some time after the publication date. If students have any queries about their results, they should contact the College as soon as possible. Results will not be made available before the publication date and they will not be given over the telephone by staff. Results for students with an outstanding debt to the College will be withheld pending payment in full of that debt.

Assessment grades and symbols

Units share a common standard of grades. The following are the standard grades and associated ranges of marks in College programs:

- High Distinction (HD) 80% +;
- Distinction (D) 70-79%;
- Credit (C) 60-69%;
- Pass (P) 50-59%;
- Fail (N) below 50%;
- Credit for RPL (ADV).

The notification of students' results and transcript of academic record show grades and marks (where marks exist).

Viewing failed examination papers

Students who have failed an examination may request to view their paper under specified conditions on a date nominated by Monash College administration. A fee may be charged. Results will not be altered as a result of this service.

Academic progress and exclusion

Under normal circumstances a student is expected to pass all the units for which they are enrolled. Failure to do so may result in a request to attend an interview aimed at establishing the reasons for failure and finding ways to overcome problems.

Students will be deemed not to have made satisfactory progress from the second trimester onwards if:

- They have not passed half the units for which they have enrolled since the commencement of their studies.
- They have failed the same unit twice.

Special consideration may be granted to those students who have failed the last unit required for the completion of their studies, provided the unit score is between 45 and 49.

Students who have not made satisfactory progress are liable for exclusion from the course of study for which they enrolled. No decision to exclude a student will be confirmed until the student has been given the opportunity to present a case to the Appeals Committee of the College. Students,

who are asked to show cause why they should not be excluded will, in the first instance, be invited to do so in writing.

Unit Requirements

Units may require students to pass the external examination in order to achieve an overall pass in the Unit. Unit requirements are set out in Unit Outlines.

Student Rights and Responsibilities

Program requirements

Maybe reviewed from time to time and amended to incorporate advances in knowledge and developments in the disciplines and to meet changing industry and employment needs.

Student advisors

Throughout their program, students are expected, on any matters of difficulty in their studies, to seek the advice of the teachers whose classes they attend. Students may also approach the student advisers or the academic manager for counseling on academic or other matters. When consulting with staff, the student should bring with them all relevant program/unit information. Referrals may sometimes be made to other service providers in areas such as health, housing or counseling. Experience suggests that many students get into unnecessary difficulties through failing to make use of advice which is available to them.

Conduct and Appearance

Expectations of students are that they will conduct themselves appropriately for a college campus. Students should show respect for others, care and consideration for the property of the college, lectures and students. It is expected that students make every effort to attend scheduled classes and appointments on time.

Students should dress neatly and appropriately for an academic institution. No shorts, singlet, thongs/sandals are accepted as appropriate dress at Monash College Jakarta. It is expected that students will be responsible of cleaning up after themselves; disposing of food wrappers, bottles and rubbish, etc. in rubbish bins. As lunch is provided for students, they are asked to clear away their used dishes, cutlery and glasses to the appropriate place. Students are asked to finish their food or snacks before entering classrooms. Water bottles are allowed in classrooms. No food or drinks is allowed in the computer lab.

Class attendance

General

Students should note that while they are required to maintain a minimum attendance level of 80%, it is important to attend punctually every scheduled class. Non-attendance and late attendance may adversely affect marks/grades and may have implications regarding eligibility to re-sit failed assessment work.

Monash College will provide strong pastoral support but students are responsible for their attendance, punctuality and conduct. Where necessary staff may contact parents or guardians of students to discuss issues related to attendance, behaviour and work submission.

Discipline and cheating

Cheating

Students should note that cheating is regarded as a very serious offence. The College defines cheating as seeking to obtain an unfair advantage in any examination or in any other written or practical work to be submitted, failure in the unit, fines, and in the most serious cases, exclusion from the College. The taking of any unauthorized material into examinations, such as notes or unauthorized dictionaries, will be regarded as cheating. Students should also note that essays, assignments and other work are generally understood to be the student's own work and where any such work is identical with, or similar to, another student's work in conjunction with other students, they must seek and obtain the approval of the unit teacher. In the academic community, there is a particular form of cheating known as plagiarism. Plagiarism is the use of another person's work or ideas as if they were your own.

Plagiarism and cheating

The submission of essays, assignments and homework is an essential part of the learning process and a vital way of assessing students understanding of a unit. The work submitted must therefore be a student's own work. This does not mean that students may not make use of the work of others. However, in quoting or paraphrasing material from other sources, those sources must be acknowledged in full. It may be useful to seek the help of a tutor in preparing a piece of work and to enlist the help of fellow students in sorting out ideas, but the final product must be written by the student in his or her own words. Plagiarism occurs when students fail to acknowledge ideas that have been borrowed. Specifically, it occurs when:

- phrases and passages are used verbatim without quotation marks and without a reference to the author;
- another student's work is copied or partly copied;
- other people's designs and images are presented as the student's own work;
- another person's results are used without appropriate attribution;
- items for assessment are written in conjunction with other students (without prior permission of the relevant staff member);
- a piece of work has already been submitted for assessment in another unit.

It is accepted that students will assist each other with problems associated with their studies and discuss issues with each other. However, students must undertake all assigned work independently and students must not work in groups unless specifically requested to do so by the teacher.

Deliberate plagiarism is an attempt to obtain undeserved academic advantage and will be treated as cheating. Students suspected of plagiarism will be given the opportunity to explain their plagiarism in the company of their teacher and academic manager. If the academic manager believes that plagiarism has occurred, students will normally receive no marks at all for the piece of work concerned. Cases of deliberate plagiarism will be dealt with seriously. Students who are at all uncertain about what is required should consult their teacher.

The following hints will help students avoid plagiarism:

- Students should take accurate notes, distinguishing in these between their own ideas and the ideas of other writers.
- In notes, as well as essays, quotation marks should be placed around all material that is copied out directly and the source noted.
- Any idea that is not their own should be footnoted by students, even if it is paraphrased or summarized and does not appear in quotation marks.
- Even when advice is received from fellow students, the final product should be formulated by the student himself or herself.
- Work which is to be submitted for assessment should never be shown to another student even in draft form.

Student Grievances

If students have a problem in relation to their studies at the College they should first speak to their class teacher. If the issue is not resolved, students will be referred to the academic manager of their program. If the issue has not been resolved, it will be brought to the attention of the academic manager who will seek to achieve a satisfactory outcome. If the issue still cannot be resolved, students will be referred to the College Head. If the grievance remains unresolved, it will be referred to the appropriate authority for advice and resolution.

Discrimination and harassment

In Australia, Monash University and the College have established discrimination and harassment grievance procedures in recognition of their commitment to equal opportunity in education and employment, and their obligations under Australian government legislation. Both institutions are committed to providing an environment where students and staff are able to work and study effectively, without fear of discrimination and harassment. These procedures, which are governed by the principles of procedural fairness, may be used to resolve complaints of sexual harassment and of direct and indirect discrimination and harassment. The University's equal opportunity policy aims to prevent or redress discrimination based on any of the following:

- race, colour, national or ethnic origin, nationality;
- sex or gender, sexual preference, marital status, pregnancy, status as a parent or a career;
- religious or political belief or activity, industrial activity;

- age, physical features, disability, medical record;
- personal association with a person who is identified by reference to any of the above attributes;
- any other ground which the University Council, on the advice of the Equal Opportunity Committee, shall after due consideration determine to be a basis of discriminatory practice.

University's specially appointed advisers are available to assist staff and students. All inquiries are in confidence and consent will be sought before action is taken. At Monash College students should contact their academic manager.

You should contact your contact any staff member of Jakarta International College immediately if you have any concerns in the matter of discrimination, harassment, and any other misconducts. Jakarta International College would like to provide an equal opportunity to feel safe and comfortable for anybody with no exception.

Confidentiality

College policy prohibits the release of personal information to a third party unless written permission has been granted. This prohibition includes even close relatives. There are exceptions to this policy and the College will:

- provide information when required by a legal warrant or summons;
- release information in situations where harm to a person or substantial property is imminent;
- contact parents or guardians of students where it is deemed to be in the interests of the student.

If students apply for a course at another institution or apply for a job, the College will not release academic results or personal details to the institutions or prospective employers without seeking consent. Teachers and administrators may sometimes wish to post students names on College notice boards.

Students who prefer to have their names excluded from such postings should notify the academic manager in writing.

Emergency services

Students are asked to familiarize themselves with these procedures and the floor plan of Plaza Bumi Daya.

For all emergencies, follow the procedure below:

1. Do not panic.
2. Stop all activities and follow instructions given by staff present.
3. In the case of a fire, smash the BREAK GLASS fire alarm (located to the right and left of the Monash College entrance).
4. Please call Operator Tel. 319-36808 ext. 0/217
5. Please call Security Tel. 319-36808 ext. 235
6. Try to use fire extinguishers while waiting for the fire authorities to arrive.
7. If the situation cannot be overcome, use the emergency stairway exits. In case of fire, DO NOT USE LIFTS>

There are 2 red door emergency stairway exits, located to the right and left of the Monash College entrance.

There are 2 grey door emergency stairway exits, located to the left, through the second set of double doors, off the corridor at the front of the college.

Evacuation

On hearing the warning tone, prepare to evacuate the building. Listen for announcements over the public address system. On hearing the evacuate tone, leave the building by the nearest available exit.

WALK. DO NOT RUN

Follow instructions from Security or College staff or emergency staff. Go to assembly area in the carpark.

KEEP CLEAR OF ROADWAYS

Wait at the assembly area for further instructions. Do not leave the area without informing Security or College emergency staff. Do not re-enter the building until the all-clear is given by an authorized person.

Special precautions

Be careful before opening any door. Use the back of your hand to check the temperature of the door and door handle. IF HOT- DO NOT OPEN. Remain in the room and attract attention at a window. If caught in smoke anywhere in the building get down as close to the floor as possible.

Student Services

College Computer Laboratories

When you enroll at Monash College you will be allocated an email address. You are responsible for:

- Selecting and keeping a secure password for your account (do not share passwords and remember to log off after using a computer).
- Using the IT facilities in an ethical way, and in accordance with the law.
- Cooperating with other users of the IT facilities to ensure fair and equal access to the facilities.
- Regularly checking your email for Monash College updates or notices.

In the computer laboratories you can work to develop your computer skills. You can complete assigned work, prepare for presentations, use email and the internet. Music and software downloads are not permitted.

If you misuse the World Wide Web and try to access inappropriate material your access to the computer facilities will be cancelled. Students must not adjust settings or interfere in any way with the operation of individual machines or the network. Severe penalties will be imposed for such behavior.

When classes are in progress, access to computers is up to the teacher in charge. Students working on assignments or other tasks that have been set by a teacher can normally expect to be granted access to available machines. Students wishing to use a computer for personal interest or entertainment may only do so when classes are not in progress.

To print material relevant to your study program, you can use the student printer. You will be charged per trimester.

Libraries

Monash College students are entitled to borrow books from the campus library. Students will have the opportunity to become a member of the National Library and will receive their own membership card.

Health

Tertiary students lead very busy lives. Between studying and writing assignments, and dealing with everyday life, it is sometimes difficult to find time to exercise or participate in social activities. This busy lifestyle often leads to students skipping meals or eat things on the run like “junk food” - all of which can affect your health. Your body needs certain nutrients to give you the energy to keep up with your busy lifestyle or just to stay healthy. In particular we need energy foods, protein, vitamins and minerals, fibre and lots of water. Remember - you cannot study well if you do not eat correctly.

Having your own doctor is an important step towards being healthier. Your doctor can offer care, treating anything from a sore toe to a headache and can also provide health checks and screen tests. Some health problems develop slowly, so it is good sense to have a regular doctor who can see changes in your health over time. Your doctor can give you information about new treatments and medical procedures and can discuss treatment options with you, taking into account your health beliefs and attitudes.

Safety and Security

Personal safety on Campus

Get to know the Monash College campus emergency phone numbers. If you are a victim of or a witness to a crime, or if you see any suspicious activity on campus, contact campus Security immediately on tel.3366808 ext. 235/323668/3143400.

Warning

Some students have lent money to their friends who have lost money gambling. We would like to warn all students against lending large sums of money to other students who may not be able to repay their debt. We also warn students not to leave their valuables unattended. Keep your wallets, purses, small electronic equipment such as mobile phones or dictionaries with you at all times or locked in your locker. Ensure your name is written on all your possessions and books.

Campus Centre Facilities

The plaza housing Monash College Jakarta offers ATM machines, a café on the first floor, a canteen and a small Padang restaurant in the basement, 2 salons in the basement and many food stalls outside. The Monash College campus offers lunch to students every day, snacks, tea and coffee making facilities, a text book order service, and lockers for each student.

Academic Learning Support

Academic Sessions (Held in Orientation)

During these sessions, you will be introduced to important aspects of academic study at Monash College. You will learn about the roles and responsibilities of students and lecturers, classroom etiquettes, lecturers'/tutors' expectations, plagiarism and why and how to avoid it, and time management techniques.

Classes

General classes may be offered during the trimester to assist you with your academic writing and study skills. Look out for notices around the campus detailing the topics and times of these classes. Subject or discipline specific classes may also be organized for your units.

Academic Life

Be prepared for a new style of teaching and learning. Classes can be carried out in different forms: Lectures, Seminars, Tutorials, Group Work, and Independent Study.

Lectures (usually 1-2 hour per session per week). Lecturers are designed to spark your interest in the subject, share knowledge and to provide guidance for self-directed study. Therefore time spent out of class, in the library or at home studying, is important.

Tutorial sessions give you an opportunity to explore the subject in more depth with your tutor. Many students find that participating in tutorial groups can be a helpful introduction to a study environment. Contact hours total 6 hours per week per unit. Some units include tutorial participation and group or individual work as part of the overall assessment, and good attendance is essential.

Assessment is based on a combination of examinations, mid-term tests, presentations and written assignments. Multiple choice tests are not common; a combination of short answer questions and longer essays are the most common form of assessment. Emphasis is placed upon the development of analytical skills and independent research.

Remember, you have lecture and or tutorial time, library reading time, and study time to manage for yourself. You need to find the most effective ways for you to study. Some students try to do too many things at College; others turn themselves into anxious bookworms and fail to get value from the social life that College offers.

You need to maintain a balance of study and recreation. Recreation will keep you fresh and alert, providing an opportunity for you to be successful with your studies. Make your plans flexible enough to be modified during the week. Try your first plan for three or four weeks; if it is not effective make another.

If you have any problems of a personal, financial or domestic kind that may affect your study, please see the Student Counsellor who may refer you to the relevant Monash College staff member for assistance.

Monash College has one Student Counsellor who provides free and confidential counseling for all students. The Counsellor is available to discuss issues ranging from academic to emotional difficulties, relationship or family problems and cultural issues.

Participation in Class

It is important that students contribute to class as much as possible. This can be done by listening to the lecturer or tutor and fellow students, contributing ideas or comments and by raising questions for discussion by the whole group. Discussion will help you to write essays, clarify your ideas and opinions, solve specific problems and understand the information supplied to you.

Written Assignments

Your written work will be an extension of your critical thinking and analysis. Your teachers will be looking for independent thinking in essays. There are many books available to help you through the process of writing an essay.

These are the basic steps involved in writing an essay:

Analyze the topic; talk to your teacher if you are unsure of the question; read material on the topic and think critically about what you read. Take notes of the material you have read and plan the essay.

Write the first draft, edit it and then write the final draft. Have someone check the spelling, grammar and presentation of your essay before you submit it.

Examinations

Examinations can be a stressful, frustrating and busy time. Use your time well during the trimester to regularly revise new material - don't leave it until the day before the exam. You need to cope with the pressures of revising work for exams as well as completing assignments. Examinations vary from one to three hours, written or practical exams. If you would like help with exam preparation techniques see the College academic staff.

We welcome you and wish you all the best for your academic study at Monash College Jakarta.