

Monash Abroad application form

Intercampus Exchange

Intercampus Exchange Program

With campuses in Australia, Malaysia and South Africa, Monash University makes it easy for all students to study part of their degree overseas.

The intercampus exchange program is open to students on all Monash campuses* and allows you to spend one or two semesters at any other international Monash campus. You will earn credit towards your degree so that you can study overseas without adding additional time to your studies.

As an intercampus exchange student you will continue paying your normal fees to your home campus and you will not pay any tuition at your host campus.

You can spend a maximum of two semesters on an intercampus exchange (except for Sunway students applying to Monash Australia who are only allowed to apply for one semester). If you want to remain any longer at the international campus you must transfer to that campus. If you transfer during or immediately after a period of intercampus exchange, your fees will be re-calculated and you will be required to back pay any difference between your home campus and host campus tuition fees for the period of your exchange.

Students who want to transfer to a different campus should not complete this application but should apply to the relevant campus through the normal international student process.

* This does not include the Monash Study Centre at Prato, Italy, but there are many International Study Programs designed by Faculties based at this centre.

See www.monash.edu/students/studyabroad/programs/intercampus-exchange/ for more information

Please thoroughly read pages 1-2 before completing this application form.

Closing dates

Completed applications, with your study plan approved by your faculty and all attachments, must be submitted by (for Monash Australia to Monash Sunway and Monash South Africa and for Monash South Africa to Monash Sunway and Monash Australia):

- For semester 1: 1 October (previous year)
- For semester 2: 15 March

For Monash Sunway to Monash Australia and Monash South Africa:

- For semester 1: 15 October (previous year)
- For semester 2: 31 March

Eligibility

To be eligible for the intercampus exchange program you must have:

- completed at least 48 credit points of your course at Monash (except for Law)
 - Engineering students must have completed 48 credit points, please note that this applies to intercampus exchanges to and from Monash Malaysia only and exchanges to all other destinations require 96 credit points
 - Double degree Engineering students should consult with a Faculty Exchange Adviser
 - Double degree Law students must complete 72 credit points in total of which 48 credit points must be Law units
- an active enrolment in a Monash undergraduate or postgraduate coursework degree at any Monash campus
- a minimum credit average (60%) in your results so far in your current course (except Pharmacy and Art & Design which requires a 70% average)
- your overseas study plan approved by your faculty (or faculties if a double degree) so that you receive credit towards your degree
- applied to go to a country other than your country of citizenship
- selected units that will ensure you are doing a full time load of on-campus units (18 or 24 credit points)
- been assessed by Monash Abroad staff (or representative in Malaysia and South Africa) and your faculty staff as a suitable representative of your home campus; this will include an interview for students who apply to go to South Africa.

Other factors taken into account include:

- The Faculty of Engineering, the Faculty of Pharmacy and Pharmaceutical Sciences, and the Faculty of Medicine, Nursing and Health Sciences has a quota on the number of students from Sunway who can go to Australia on intercampus exchange each semester. Sunway engineering students have to lodge an Expression of Interest form at the School of Engineering at Sunway and be selected before completing this Monash Abroad application form.
- Some faculties may not permit you to undertake overseas study in the final semester of your course. Check with your faculty before completing this application.

How to apply

Applying to go on intercampus exchange takes time as there are many steps in the process, but plenty of help is available. Follow the steps below to make sure you do not miss anything. You will find the process much easier if you attend an information session first. These are held regularly on all campuses.

Students at Monash Sunway should talk to the staff member responsible for exchange in the Advancement department and students at South Africa to the staff member in the Student Services department.

Check the closing dates on page 1 and allow yourself enough time to do all the necessary research (via the web) to find the units you will study and get faculty approval for your proposed study plan. The application process from research to handing your completed application in to Monash Abroad or Student Services can take as long as 2-3 months but can be done in less. You must allow a minimum of six weeks for your faculty to approve your study plan. Go to the Monash Abroad website to find more detailed information on applying, finances, frequently asked questions etc: www.monash.edu/studyabroad.

Step 1

Select units to study

Use the online course handbooks for the campus you are applying for to select the units you want to study.

Monash Australia: www.monash.edu/pubs/handbooks

Monash Sunway: www.monash.edu/students/studyabroad/programs/intercampus_exchange/sunway/about.html

Monash South Africa: www.monash.ac.za/prospective/courses (does not contain links to unit outlines)

Make sure the units are offered at the campus you want to go to and are available in the semester you plan to go. It is often easier to get faculty approval if you study elective units at another campus. If you are a Business and Economics student at the Clayton and/or Caulfield campuses you will only be able to study electives while on Intercampus Exchange. If you want to study core units you will need to find ones that have similar content to the equivalent unit on your home campus. Some faculties require the content be up to 80% similar. If you are not sure whether a unit is suitable, Monash Australia students should speak to their faculty/school exchange adviser (contact details available from Monash Abroad).

For Sunway and South Africa students planning to study in Australia:

Check carefully the campus on which your Australian units are taught. You can choose units on both Clayton and Caulfield campuses because there is a 20 minute shuttle bus between them. For Gippsland, Peninsula or Berwick you must study all your units at those campuses. Only pharmacy is taught at the Parkville campus.

Step 2

Prepare your study plan

Enter details of the overseas units you have chosen in Section 4 of this application form.

You must do a full time load (18-24 credit points) of on-campus units only. You should select two or three spare units in case your faculty does not approve all your choices, or there are timetable clashes or some units are cancelled after you arrive at your host campus. It is much easier to get alternative units approved before you leave rather than by email after you arrive, although it is possible to do this.

Step 3

Get your study plan approved by your faculty/school

You need to get your completed study plan and the entire application approved by your faculty by taking it to:

Monash Australia students:

Your faculty exchange adviser (contact details on Monash Abroad website)

Monash Sunway students:

Your School course executive (contact details from Advancement Department)

Engineering students at Sunway must complete an Expression of Interest form and be selected by your School before completing this application. Pharmacy and MBBS students must submit their applications directly to their Faculty for pre-approval. If and when their application is approved it will then be sent to Monash Abroad.

Monash South Africa students:

Student Services Centre (see page 3)

If you are a double degree student you will need the approval of both faculties.

You need to lodge your application for faculty approval at least six weeks before the closing date for intercampus exchange applications (see page 1). It is your responsibility to follow up the progress of your study plan approval with your faculty.

Step 4

Obtain two academic references

You will need to get two references from any of your Monash lecturers or tutors. The lecturer or tutor must have taught you for at least six weeks. Take the referee forms in this application to your referees, who should forward their completed references to the address on the referee form (at your HOME campus).

Step 5

Obtain passport photos

You need to include several standard colour passport photos with your application. The number depends on where you are applying to go.

Students applying to go to Monash Australia

- All students should include one photo

Students applying to go to Monash Sunway

- All students should include six standard size, colour passport photos. These photos need to be 3.5 x 5 cm – with the head size being 2.5 x 3 cm.

Students applying to go to Monash South Africa

- All students should include 2 photos.

Step 6

Complete this application form

All students

- Complete all other sections of the form in black ink and BLOCK LETTERS.
- Complete your financial plan (Section 6) carefully.

The plan will help you understand the costs involved and whether you can afford to study overseas.

- Attach supporting documents (see checklist page 6).

Students from Monash Australia:

- Attach a recent bank statement.

We use this to pay your travel grants and loans; we do not need to know how much money you have in the bank. The statement must clearly show the account name and full account number including the 6 digit BSB number.

Students from Monash Australia and Monash South Africa going to Monash Sunway:

- If you are going to Monash Sunway, include a photocopy of every page of your passport, including blank pages (with each passport page on a separate A4 sheet and no enlargement, reduction or double sided copies. Copies do not need to be in colour.)

Your passport must be valid for at least one year from your arrival in Malaysia. This is required for your visa application.

If you are planning to spend more than one semester in Malaysia you will need to get a Health Examination. Details on how to apply for this examination can be found at www.monash.edu.my/advancement/pso/international/health-examination.html Health examinations can be time consuming so please make sure that you start the process early on.

If you are a passport holder from a Sub-Saharan country you are required to submit a completed No Objection Certificate (NOC). This is a mandatory requirement for your student pass and must be included with your application form. Details and the NOC can be found at www.monash.edu.my/advancement/pso/international/Ministry-Requirement-for-Sub-Saharan-Countries.html.

Students from Monash Sunway and South Africa going to Australia:

- If you want to live on campus, complete the on-campus accommodation application included in this application form. You must only apply for on-campus accommodation on this form.

Travel grants

Most students who are accepted on the intercampus exchange program receive a travel grant from the University, although there are a small number of exceptions. See the Monash Abroad website for details www.monash.edu/studyabroad. Please note that Sunway students are not eligible for a travel grant if exchanging to Australia.

Students from South Africa:

You generally receive your travel grant after arrival at your host campus. You will receive advice about this after you have applied.

Insurance

It is a condition of your participation in the program that you have comprehensive travel insurance for the whole of your overseas study period. You will be asked to provide Monash Abroad or your home campus with a copy of your insurance certificate before you leave your home campus.

A comprehensive travel policy will include coverage for: Medical & Hospital (should be unlimited); Emergency Evacuation; Emergency Dental; Repatriation; Disability; Liability; Baggage & Travel document loss.

Students going to Australia are also required by Australian visa rules to purchase Overseas Student Health Cover (OSHC). Monash Abroad will provide additional information at a later date. The cost is approximately \$210 for one semester.

Students going to the Sunway campus are required to purchase Hospitalisation and Surgical Insurance upon their arrival at the Sunway campus (MYR225 in 2011). However, students from Monash Australia who purchase comprehensive travel insurance from an Australian insurance company prior to departure will be exempted from this requirement.

English language requirements

Monash University does not require any proof of your English language proficiency.

For Monash Sunway and South Africa students planning to study in Australia:

You may have to submit an IELTS or TOEFL test result in order to get a student visa, despite the fact that you are studying at an English language university.

Visas

For Monash Australia and South Africa students planning to study in Sunway:

Students who are Australian or South African citizens and plan to travel to Malaysia on an Australian or South African passport do not need to apply for a visa before leaving home. Monash Sunway will apply for a Student Pass for you, using the copy of your passport that you include with this application. (Citizens of other countries should check visa requirements with Monash Abroad Sunway as you may need to apply for a visa before you leave home. If you require an additional visa you must do so as soon as you receive your student pass.) Once you arrive in Malaysia you will have to hand in your passport to obtain the Student Pass endorsement which takes between 6–8 weeks, during which time you cannot travel outside of Peninsula Malaysia.

For Monash Australia and Sunway students planning to study in South Africa:

You must obtain a South African study permit before you leave home. Monash Abroad will give you guidance on how to apply.

For Monash Sunway and South Africa students planning to study in Australia:

You must obtain an Australian student visa (sub-class 573) before you leave home. Depending on your country of citizenship, you may have to submit an IELTS or TOEFL test result to prove your English proficiency. If so, allow plenty of time as it could take 8 weeks or longer to obtain a visa. Full details can be found at www.immi.gov.au/students/index.htm and Monash Abroad will give you guidance on how to apply.

Contact details and submission locations

Australia

Monash Abroad
Level 1, Building 10,
Campus Centre, Clayton Campus
Monash University, VIC 3800
Australia
Tel: + 61 3 9905 1551
Fax: + 61 3 9905 8334
Email: monash.abroad@monash.edu

Malaysia

Monash Abroad coordinator
Level 1, Building 2
Monash University
Sunway Campus
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan
Malaysia
Tel: +60 3 5514 6028
Email: selwyn@adm.monash.edu.my
Web: www.monash.edu.my/advancement/relationshipmanagement/exchange/index.html

South Africa

Student Services Centre
Monash South Africa
144 Peter Road
Ruimsig, Roodepoort
South Africa 1725
Tel: +27 11 950 4337
Email: musa-abroad@monash.edu
Web: www.monash.ac.za/current/abroad.html

www.monash.edu/studyabroad

Monash Abroad application form

Intercampus Exchange

1. Personal information

Title: Given names:

Surname:

Monash ID number: Sex: Male Female

Date of birth: Place of Birth

Telephone home: Telephone work:

Mobile:

Monash email:

Personal email:

Country of citizenship: Country where Passport was issued:

Passport number:

Are you a permanent resident of Australia? Yes No Are you an International student at your home campus? Yes No

Are you a permanent resident of South Africa? Yes No Are you registered with the Disability Liaison Unit? Yes No

Emergency contact details

Name:

Telephone Home: Telephone Work:

Mobile: Relationship to student:

2. Current enrolment information

Course code: Course title:

Campus: Berwick Caulfield Clayton Gippsland Parkville Peninsula Sunway South Africa

Double degree? No Yes – Managing faculty:

Second faculty:

Major: Minor:

I am studying: Part-time Full-time Off-campus learning

3. Preferred host campus details

Student name: ID number:

Overseas Monash campus:

Country:

I am applying to commence the program in Monash semester: One Two Year:

Program duration: One semester Two semesters

4. Proposed study plan Select at least six units per semester of program

Unit code	Unit title	Semester	Credit points	FACULTY USE ONLY
				Faculty/dept approval (sign)

Note Students must have approval from the Faculty Exchange Advisor (or School Course Executive for Sunway or South Africa) for their proposed study plan.

5. Faculty approval (Double degree students should seek approval from both faculties)

Managing faculty:

Managing faculty/school does approve this application and the above study plan which will be credited to the students degree upon successful completion.

Managing faculty/school does not approve this application due to:

Name: Signature: Date:

Second faculty does does not approve this applicant in the exchange program.

Reason not approved:

Name: Signature: Date:

6. Financial plan

The purpose of the financial plan is to encourage students to research the costs associated with studying overseas.

Estimated funds available	AUD /MYR/ZAR	Estimated expenses	AUD/MYR/ZAR
Savings to date		Airfare	
Expected savings now to departure		Visa(s)/passport	
Family/other contribution		Travel insurance	
Centrelink (Australian students only)		Accommodation	
Grants – please specify:		Living costs (food, transport, spending money)	
Scholarships – please specify:			
OS HELP loan (Australian students only)		Books/stationery	
Other – please specify:		Other – please specify:	
Total funds available		Total expenses	

One semester in Australia will cost you approximately AUD15,000
 One semester in Malaysia will cost you approximately MYR14,500
 One semester in South Africa will cost you approximately ZAR50,000
 Please ensure that you have enough funds for your semester abroad and that your total funds available exceeds your total expenses

7. Accommodation

University accommodation is available at all Monash campuses (except Parkville in Australia). All students going to Monash South Africa are required to live in the on-campus accommodation.

Do you wish to live in Monash University accommodation? Yes No

Students going to Monash Australia: If you are applying to go to Monash Australia and you want to apply for on-campus accommodation you must fill out the application form on pages 7–8. On-campus accommodation is available at all Australian campuses except and is very limited, especially at Caulfield where preference is given to students staying for two semesters.

Students going to Monash South Africa: All intercampus exchange students must stay in on-campus accommodation. You will be allocated accommodation upon arrival.

Students going to Monash Sunway: If you are applying to go to Monash Malaysia, you will be provided with information regarding your accommodation upon being approved for the program.

8. Student declaration

I understand that the information on this form is collected for the primary purpose of approving my application to undertake an overseas study program. It will also be used to ensure my safety and welfare while overseas. If I choose not to complete all the questions on this form, it may not be possible for Monash Abroad to approve my application and I will not be able to travel overseas to participate in the program. My personal information may be disclosed to overseas universities and other organisations hosting my program, the emergency contacts I have provided, or Australian, Malaysian or South African or foreign government agencies, in order to protect my safety and welfare. I have a right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of my information, I can contact the University Privacy Officer at privacyofficer@monash.edu. I agree to be bound by the Statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment. I consent to receiving information electronically and agree to access the correspondence of my Monash University email account on a regular basis.

I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I authorise the Monash Abroad Office to distribute my personal details when pertaining to my exchange.

I hereby confirm that I have adequate financial resources to enable me to participate in the Monash Abroad Program.

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

I acknowledge that Monash University may terminate any grant and/or my Exchange program if I have misrepresented my past and/or present circumstances.

I understand that approval of my application is dependant on final approval by Monash Abroad, my faculty and the host university, and the granting of a student visa by the host country. I understand I am responsible for all immigration issues.

I authorise the Monash Abroad Office to distribute my name and email address to other Monash University students interested in joining the program.

I acknowledge that it is my responsibility to ensure that I am enrolled correctly at Monash by my faculty/s before I depart for my exchange.

I acknowledge that I will not be paid my grant (if eligible) until my Monash enrolment for the overseas program is correct.

I agree to enrol only in units at my host campus which have been approved on my study plan by my faculty/school and to maintain the equivalent of a full-time, on-campus study load (18-24 Monash credit points) at my host university.

I acknowledge that if I need to enrol in any units at my host campus which were not approved by my faculty/school on my original study plan, that it is my responsibility to obtain my faculty/school approval in writing, notify the Monash Abroad office and ensure that my Monash enrolment is adjusted by my faculty/s before the relevant Monash census dates.

I understand that if my enrolment is encumbered at any stage the processing of my application will be suspended and, my participation in the program may be cancelled.

Applicant's Signature: _____ **Date:** ____ / ____ / _____

Checklist

Hand in your application to the relevant office (see p 3) when you have completed all of the following:

- Completed application form (all questions)
- Study Plan signed by my faculty, or both faculties if a double degree
- Two academic references from either a Monash lecturer or tutor
- Passport photos attached (see page 2 for number required)
- Copy of the information page of your passport
- I have kept a photocopy of my application for my own records

Students from Monash Australia:

- Copy of bank statement supplied by bank that clearly shows the account name, BSB number, and account number
- OS-HELP loan application (if you are applying for an OS-HELP loan)

Students going to Monash Sunway:

- Complete photocopy of passport – all pages including blank pages
- 6 passport photos
- No Objection Certificate (Sub-Saharan passport holders only)

On-Campus accommodation at Monash University in Australia

Return this application to Monash Abroad with your Intercampus Exchange application form.

The primary use of the information on this form is for registering for accommodation. The information will also be used for the health and welfare of the resident, University administration purposes, correspondence and communication. If you choose not to complete all questions on this form it may not be possible for Monash Residential Services (MRS) to assist with your request.

Please refer to the MRS Privacy Collection Statement (www.mrs.monash.edu.au/on-campus-accommodation/regulations-and-policies/privacy-collection-statement.html). Personal information may also be disclosed to Monash University and its controlled entities. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of personal information contact the University Privacy Officer on +61 3 9905 6011.

Office use only
Student id
Receipt number
Date
One stop code

Please tick boxes where applicable.

Accommodation while studying in Australia while on intercampus exchange

Do you wish to live in Monash on-campus accommodation? Yes No

Only complete these pages if you require on campus accommodation. If you do not complete these forms, Monash Abroad will assume that you will find your own accommodation. Should you choose to live off-campus it is your responsibility to locate suitable housing.

Monash University's website provides information and advice to students looking for off-campus accommodation.

1. Personal information (please provide the same information as contained in your passport)

Mr Ms Miss Mrs Other (specify):

Family name:

First name: Preferred first name:

Sex: Male Female Date of birth:

Country of birth: Country of citizenship:

2. Current enrolment details

Home campus: Sunway South Africa

Study level: Undergraduate Postgraduate

3. Time at Monash Australia

When do you plan to commence your intercampus exchange in Australia? Year:

Semester one (Feb–June) Semester two (July – Nov)

How many semesters exchange are you applying for? One Two

4. Permanent contact details (in your home country)

Permanent home address

Number and street: Suburb:

State: Country: Postcode:

Address valid to: (if leaving this address permanently as a contact point)

Mobile/Cell (include country code): Fax (include country code):

Sex: Male Female Date of birth:

Email – offers are issued by email so you must provide a current and reliable email address. It is strongly recommended you use your Monash student email address.

5. Emergency contact details

Name:	<input type="text"/>	Relationship to student (eg. father):	<input type="text"/>
Mobile/Cell (include country code):	<input type="text"/>		
Home (include country code):	<input type="text"/>	Work (include country code):	<input type="text"/>
Email:	<input type="text"/>		

6. Allergies and medications

Do you have any allergies or are you taking any medication you would like us to be aware of? Yes No

If yes, please specify

If as a result of a disability or chronic medical condition, you will require modifications to residential accommodation, please contact Monash Residential Services on +61 3 9905 6200 (If your application is successful). We recommend that residents take out membership with Ambulance Victoria (www.ambulance-vic.com.au)

7. Accommodation required

On campus accommodation is very limited. If you are successful in gaining a place, a deposit payment will be requested from you upon receipt of your housing offer.

Please indicate which campus you would like to live on by ticking the appropriate box. While every attempt will be made to place applicants in their preferences this may not always be possible

Clayton (see below) Caulfield Gippsland Peninsula Berwick

Clayton preference (not guaranteed)

Please indicate your accommodation preference by numbering 1 to 5

Deakin Hall Farrer Hall Howitt Hall Richardson Hall Roberts Hall

For information about the various Halls of Residence please visit www.mrs.monash.edu/on-campus/clayton
(Please note intercampus exchange students cannot apply online)

8. Declaration

I understand that consideration of this accommodation application is conditional upon my continuing enrolment as a student of Monash University unless the Head of Monash Residential Services decides otherwise. I also accept the right of an authorised representative of Monash Residential Services to access my academic results while I remain in residence. If my application for accommodation is successful, I understand and accept that Monash Residential Services has offered me accommodation on the condition that I remain a full-time exchange student and that if I change my status I may be required to vacate my room. If accepted, I agree to abide by Conditions of Residency, the Accommodation Fee Regulations and with other such regulations and rules as are specified on the MRS website. I agree to pay all requisite fees and invoices at the time specified.

I agree to Monash Residential Services supplying my room number and telephone number to Monash Abroad.

Student's signature:

Date:

Accommodation checklist

Your application will not be considered unless the following documentation is provided:

- Completed application form
- Accommodation application