

Monash Abroad application form

Outgoing Exchange and Study Abroad

Exchange and Study Abroad program

Monash University encourages every student to study part of their degree overseas.

Monash has developed student exchange agreements with universities in Europe, North America, South America, Asia and Africa. Monash students have a choice of more than 115 overseas partner universities in addition to intercampus exchange at Monash South Africa or Monash University Sunway campus Malaysia.

The exchange programs are suitable for students who wish to study overseas for one or two semesters and earn credit towards their Monash degree without adding additional time to the length of their degree. Arts Global students are an exception to this rule. Students studying a BA (Global) are allowed to study abroad for up to three semesters

Students who wish to go to a non-partner university may apply as a study abroad applicant and will pay full fees to the host university for the period of study overseas. Students interested in taking this option should contact a staff member at Monash Abroad to discuss the process.

Who should use this form?

Students from **all campuses** of Monash (including Sunway and South Africa) who want to go on an **exchange or study abroad program** to an overseas university (except for intercampus exchange – see below).

If you are a Monash Sunway or Monash South Africa student you can participate in exchanges to our partner universities provided you meet the eligibility criteria. You should complete this application form and lodge it at the office on your campus listed on the back page.

Note: students from Sunway or South Africa should note that reference to ‘faculties’ on this form refers to ‘schools’ on your campus.

There is a different application form for Monash students who wish to go on intercampus exchange to an overseas Monash campus.

Please thoroughly read pages 1–4 before completing the application form.

Eligibility

To be eligible to participate in an exchange/study abroad program you must have:

- completed at least 48 credit points of your course at Monash (96 credit points for Engineering courses; 72 credit points for law courses; double degree law students are required to have 72 credit points, of which 48 must be in law; double degree Engineering students should speak to their Faculty Exchange Adviser for advice);
- an active enrolment in a Monash undergraduate or postgraduate coursework degree program at any campus in Australia, Malaysia or South Africa (international students are eligible);
- a minimum credit average (60%) in your results so far of your current course (except Pharmacy and Art & Design which requires a 70% average);
- your overseas study plan approved by your faculty or school (or both faculties if a double degree) so that you receive credit towards your Monash degree;
- applied for a country other than your country of citizenship (this does not apply to dual citizens if you are a citizen or permanent resident of the country you permanently live in);
- selected units that will ensure you are doing a full-time load of on-campus units at the overseas university;
- been assessed by Monash Abroad and faculty or school staff as a suitable representative of Monash University.

Other factors taken into account include:

- The number of exchange places available at the host university. In the event that no places are available you will be given the opportunity to apply for another university.
- If you are enrolled in a Bachelor of Medicine or Bachelor of Pharmacy you cannot currently go overseas on exchange or study abroad, you can however apply to do an Intercampus Exchange to Sunway.
- Some faculties/schools may not permit you to undertake overseas study in the final semester of your course; check with your faculty or school before completing this application.
- If you are currently on intermission you may be able to apply; contact the Monash Abroad office first to check eligibility.
- If you are a Monash part-time and/or off-campus learning student you can participate in the exchange program but must study a full-time load of on-campus units while overseas. Open University students are not eligible.
- You may not undertake any Distance Education or Off-Campus Learning units at Monash while you are on your overseas program.

Where to send your application

Your completed application form, including all relevant documents (keep a copy for your own records), should be hand delivered or mailed to the office relevant to your campus listed on the back page of this application form.

Incomplete applications will not be processed.

Closing dates

Exchange applications	Semester	Deadline for submission to Faculty exchange adviser/s	Deadline for submission to Monash Abroad office
Exchange applications	Semester 1	31 May (previous year)	31 July (previous year)
	Semester 2	30 November (previous year)	31 January
Exchange applications for: ■ University of California ■ Japanese universities	Semester 1	15 April (previous year)	1 June (previous year)
	Semester 2	15 October (previous year)	1 December (previous year)

The faculty approval process takes two months as each faculty receives a large number of applications to be processed. Often applications require the involvement of academic staff as well, which in turn lengthens the overall assessment time.

How to apply

Make sure you allow yourself plenty of time to prepare your application. The application process from research to submission to Monash Abroad can take 4–6 months but can be done in less time.

Check the closing dates on page 1 and then allow yourself enough time to do all the necessary research that is required to select the country and university you wish to go to, find the units you will study, and to get faculty approval for your proposed study plan. You must allow a minimum of eight weeks for your faculty/s to approve the study plan.

Go to the Monash Abroad website to find more detailed information on the program: www.monash.edu/studyabroad

Step 1

Fill out your personal details

Complete all other sections of the form in black ink and BLOCK LETTERS.

Provide all of your personal details.

You will also need to include 1 standard colour passport photo when you lodge the application. Photocopies or personal photos cannot be accepted. Some host universities may require a greater number of photos but your Monash Abroad coordinator will advise if this is the case.

Step 2

Select a university

Decide which country you would like to go to and then research the Monash partner universities to find which ones offer the units that fit your Monash course. Use the links on the Monash Abroad website under Partner Universities.

You should always have a back-up plan in case you do not get your first preference. Your coordinator will advise you if you need to physically submit a back-up study plan in addition to your application to your university of choice.

Note:

- If you apply for a scholarship in Japan you will be asked to list several universities in order of preference – see the Monash Abroad website for details.
- If you apply for the University of California you will have to list three campuses in order of preference – see the Monash Abroad website for details.
- Study Abroad – If you choose to apply to a non-partner university you will need to do the same research and complete the Monash Abroad application form. However, instead of Monash Abroad nominating you, you will have to apply directly to that university. Make sure you find out their closing dates and other requirements as Monash Abroad does not keep information on non-partner universities.

Step 3

Select units to study

Use the links on the Monash Abroad website to go the partner university website and select the units you want to study. Make sure you understand the terminology used at the partner university (eg many call units 'courses'), what is considered a full-time load and how to read their unit outlines.

It is easier to find units you can study overseas if you have electives left in your degree as the choice is greater and it will be easier to get faculty approval. If you want to study core units overseas you will need to find units that have similar content to the Monash core unit. Some faculties require the content to be up to 80% similar.

As you find a unit you believe is suitable, print a copy of the unit outline to attach to your study plan (see Step 4). The outlines should include a description of the unit, number of contact hours per week, how many weeks the unit runs for and how it will be assessed. Business and Economics students are also required to include a reading list, and a detailed synopsis of the unit. If the unit outlines are in a language other than English and they are not language units you will need to translate the outlines for your faculty or school.

The more detail you can find about the unit being offered the easier it will be for your faculty to assess it for Monash credit. If you cannot find enough detail on the website, Monash Abroad staff will do their best to help you.

If you are not sure whether a unit is suitable you should speak to your faculty exchange adviser or a coursework adviser in your faculty or course manager in your school.

Step 4

Prepare your study plan

Enter details of the overseas units you have chosen in section 5 of this application form and attach the unit outlines you have printed.

You must do a full-time on campus study load at the host university (no off-campus learning units). A full-time load is the equivalent of 18-24 Monash credit points.

You should select double the number of units you need (usually at least six-eight units per semester) in case your faculty will not approve all your choices. This will also allow for the situation where some of your chosen units are not available when you arrive at your overseas university (eg because of timetable clashes). It is much easier to get additional units approved before you leave rather than by email after you arrive.

Your faculty/school and Monash Abroad will normally only approve your study plan if you have selected at least six-eight units. Remember that you must maintain a minimum load equivalent to 18 Monash credits points at the host university. A situation resulting in you being enrolled in less than 18 credit points at Monash, means you would be required to return home.

Step 5

Get your study plan approved by your faculty or school

Once you have completed your proposed study plan, attach the unit outlines and take the entire application to the faculty exchange adviser at your faculty/school (contact details available on the Monash Abroad website for Monash Australia students). The exchange adviser will explain what is required to obtain faculty approval. Remember to keep a copy for yourself.

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

It is your responsibility to follow up the progress of your study plan approval with the faculty and then to get the final application to the Monash Abroad office. You must lodge your application with your faculty at least eight weeks before the Monash Abroad deadline.

The faculty does not notify Monash Abroad of the applications they receive. Therefore your application will not be recorded until you lodge your entire application with us, including the approved study plan.

Step 6

Obtain two academic references

You will need to get two references from any of your Monash lecturers or tutors in any area of your study at Monash regardless of what you will be studying overseas. These lecturers or tutors must have taught you for a minimum of six weeks.

Take the referee forms in this application to your referees, who should then forward their completed references to the Monash Abroad office or return them to you in a sealed envelope.

Step 7

Write your statement of purpose

You need to write a 500-word essay explaining the reasons you want to go on exchange.

The essay will be considered by Monash Abroad when deciding whether you are a suitable student to send overseas. It may also be used by partner universities when deciding whether to offer you a place and by the scholarships unit at Monash to select students to receive scholarships.

The essay should cover what you believe you will learn from an overseas experience, why you chose the particular country and university, how the experience will benefit you academically, personally and with your vocational goals, and why you will be a good ambassador for Monash.

Step 8

Prepare financial information

Complete your financial plan carefully. The figures only need to be an estimate but it is important to be realistic as this will help you to understand the costs involved in studying overseas. You do not have to have any minimum amount available for your application to be approved by Monash. As a guide, previous exchange students have advised they budgeted approximately \$2,000 for living expenses (excluding airfares and visas) per month for each month they were away, although this varies between countries.

Some partner universities may require evidence of your financial resources for visas or other purposes but you will be advised of this by Monash Abroad after your application has been approved.

In addition, some partners (especially in the USA) require students to take out their health insurance policy, please check the host university's website for further information.

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 bank name, account name and full account number including the 6 digit BSB number.

Step 9

Complete the separate application if you want to apply for an OS-HELP loan

Please refer to the OS-HELP brochure (available from the Monash Abroad website). If you wish to apply for the OS-HELP loan please include the completed application form when you submit your Monash Abroad application. Remember to check if you are eligible before applying.

Selection

Selection for an exchange or study abroad program is made on the basis of academic merit and an evaluation of your suitability to participate in the exchange program and to represent Monash overseas. Your academic record, references and the statement of purpose will all be taken into account.

Once Monash Abroad has assessed your eligibility you will be notified of the outcome and, if successful, you will be asked to complete a separate host university application, and to provide some additional supporting documents. Your Monash Abroad coordinator will explain what is needed.

Where there are insufficient places available at an exchange partner university for all the Monash students who apply, applicants will be selected by the Monash Abroad office on the basis of:

- academic merit;
- applications that were received by the Monash Abroad deadline;
- whether you have sufficient semesters left in your courses to defer the exchange;
- whether you have previously been on an exchange;
- assessment of the students who will be the best representatives of Monash (based on statement of purpose, academic references and possibly an interview).

Students who are not selected will be given the opportunity to apply for another institution.

It is important to be aware that your acceptance is not final until you have received an official letter of offer from the host university. This typically takes 2-3 months after the Monash Abroad closing date for applications.

Enrolment/credit transfer

Before going overseas you must be enrolled at Monash in the appropriate exchange or study abroad units. This is done by your faculty and cannot be completed on WES. Monash enrolment must be maintained while on the overseas program (in addition to being enrolled at the host university) and Monash census dates adhered to.

Except for some departments in the School of Languages, Monash faculties do not award grades for the Monash units you will be enrolled in while overseas and so they will appear on your Monash transcript with SFR (satisfied faculty requirements) or similar. To demonstrate the results you achieved for these units (eg for entry to honours) you will need to produce your official overseas university transcript.

Travel grants

Most students who are accepted for an overseas 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.

If you are eligible for a travel grant Monash Abroad will pay it into your account approximately four weeks prior to the commencement of your overseas program.

If you are doing two consecutive programs with one attracting a higher travel grant than the other you will receive only the larger of the two travel grants. You will be paid the full amount for the first program prior to its commencement and then the top-up for the second program (if applicable) prior to the commencement of the second consecutive program.

Travel 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 with a copy of your insurance certificate before you leave your home campus.

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

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
Web: www.monash.edu/studyabroad

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
Fax: +27 11 950 4004
Email: musa-abroad@monash.edu
Web: www.monash.ac.za/current/abroad.html

Monash Abroad application form

Outgoing Exchange and Study Abroad

1. Program information

This is an application for (tick one) Exchange Study Abroad

2. Personal information

Title: Given names: Surname:

Monash ID number: Date of birth: Sex: Male Female

Are you registered with the Disability Liaison Unit? Yes No

Home telephone: Mobile:

Monash email:

Personal email:

Nationality: Country where Passport was issued:

Passport number: Are you an International student? Yes No

Emergency contact details

Name:

Mobile: Telephone AH:

Telephone BH: Relationship to student:

3. Monash course information

Course code: Course title:

Campus: Berwick Caulfield Clayton Gippsland Parkville Peninsula Malaysia South Africa

Double degree? No Yes – Managing faculty:

Second faculty:

Major: Minor:

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

8. Financial plan

The purpose of the financial plan is to encourage students to research the costs associated with studying overseas. One semester abroad will cost you about \$AUD15,000 or MYR47,000 or ZAR104,000

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

9. 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 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 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/school 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/school 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 to complete.

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

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

I understand that if my enrolment is encumbered at any stage, my participation in the program may be cancelled.

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

Checklist

- Completed application form (all questions)
- Study Plan signed by my faculty – by both faculties if a double degree
- Two academic references from either a Monash lecturer or tutor
- One passport photo
- A 500-word Statement of Purpose
- Copy of bank statement that clearly shows the bank name, the account name, BSB number, and account number
- OS-HELP loan application (if you are applying for an OS-HELP loan) – please check eligibility first (for Australian citizens only).
- I have kept a photocopy of my application for my own records
- Photocopy of passport information page/I have applied for a passport