APPLICATION FORM
FACULTY OF SCIENCE HONOURS PROGRAMS - Semester 1, 2016

APPLICATION CLOSING DATE
Friday 13 November, 2015
Late applications will be considered

GENERAL INFORMATION
This form is to be used by domestic and international students seeking admission to the following courses:
- S3701 Bachelor of Science (Honours)
- 2188 Bachelor of Science (Science Scholar Program) (Honours) – (internal students only)

This form can also be used by internal Monash local/domestic and internal international students seeking admission to the 4th year Honours component of:
- 3527 Bachelor of Biotechnology (students who commenced the course prior to 2014)
- 2340 Bachelor of Environmental Science (students who commenced the course prior to 2014)
- S3002 Bachelor of Science Advanced – Research (Honours)/3520 Bachelor of Science Advanced (Research)/3520 Bachelor of Science Advanced with Honours

INTERNATIONAL STUDENTS
- International students, including permanent residents of New Zealand, applying for one year Honours courses (S3701 & 2188), must APPLY ONLINE through Monash International Admissions.
- Please UPLOAD this completed Faculty application form with your online application.

PSYCHOLOGY HONOURS DISCIPLINE
- DO NOT use this application form.
  Please apply online via the School of Psychological Sciences by 31 October 2015.
- INTERNATIONAL applicants will ALSO need to apply online through Monash International Admissions

ADMISSION REQUIREMENTS
For information on courses and entry requirements, please refer to Study.monash or the relevant Handbook entry.

IMPORTANT APPLICATION INFORMATION
- Please read the Applicant checklist over the page and follow all the steps (Clayton campus only).
- Students wishing to apply for Honours in more than one discipline must submit a separate application form for each discipline. Please check the list of Honours disciplines on the web.
- Please ensure that you have made contact with the relevant Honours Coordinator and supervisor to discuss your potential honours program BEFORE completing and submitting this form.
- Students enrolled in a double degree at Monash who have not completed the non-science component must re-enrol in their current course until they are made an offer to enrol in the Honours program. Students will then be intermitted from their double degree, after they have accepted and been enrolled into the Honours program.
- Only the Faculty of Science can make an offer of admission for the Honours program. Completion of this form and any recommendation(s) made by the School/Department do not constitute an offer for the Honours program.
- Offers are subject to the availability of adequate supervision and facilities and meeting the minimum academic entry requirements does not guarantee admission to Honours. In some disciplines there are limited projects and/or competition for more popular projects.

BACHELOR OF BIOTECHNOLOGY students
- Please get your form signed by your course coordinator, Melanie Pritchard, as well as your Honours discipline coordinator.

ENQUIRIES AND POSTAL ADDRESS
Clayton Campus:
Science Student Services
19 Rainforest Walk
(cnr of Rainforest Walk and College Walk)
Monash University
Clayton VIC 3800
Email: sci-enquiries@monash.edu
Phone: + 61 3 9905 4604

Monash University Malaysia:
Science Course Management Office
Building 4, Level 8
Jalan Lagoon Selatan
47500 Bandar Sunway
Selangor Darul Ehsan, Malaysia
Email: scienceenquiries.my@monash.edu
Phone: + 60 3 5514 6186 / 6187 / 6120

RECEIVED STAMP
Please retain this copy as proof that your application has been submitted.

STUDENT ID number (Monash only) ____________________________
NAME: ____________________________________________________
### APPLICANT CHECKLIST – CLAYTON CAMPUS ONLY

**PSYCHOLOGY DISCIPLINE ONLY**

**DOMESTIC AND INTERNATIONAL STUDENTS**

1. **DO NOT use this application form.** Please apply online via the [School of Psychological Sciences](#) by **31 October 2015.**

2. **ALSO APPLY ONLINE** through [Monash International Admissions](#).

### APPLICANT CHECKLIST – CLAYTON CAMPUS ONLY

**all disciplines except Psychology**

**DOMESTIC STUDENTS**

#### INTERNAL DOMESTIC APPLICANTS

1. Contact the relevant [Honours coordinator](#) and supervisor to discuss your potential Honours program. At this point you may need to complete an internal school/departmental form to indicate your project preferences. This does not replace, but is **in addition to**, the Faculty Honours application form.

2. Complete Sections A and B of the Faculty of Science, Honours application form.

3. Come in to the Faculty of Science, Student Services office for an eligibility check to ensure that you are/will be eligible to commence the relevant Honours program in Semester 1, 2016. This should be done as soon as possible; do not wait until the last week before applications close.

4. Take the form to your Honours coordinator who will complete Section D including listing the relevant Level three units. (Depending on the project, Section C may need to be completed as well prior to Section D)

5. Read the applicant’s declaration and sign at the bottom of Section E.

6. Return the completed Faculty form to [Science Student Services](#).

#### EXTERNAL (NON-MONASH) DOMESTIC APPLICANTS

1. Contact the relevant [Honours coordinator](#) and supervisor to discuss your potential Honours program and whether you will meet academic entry requirements. You will need to provide the coordinator with an unofficial copy of your academic transcript in order for them to make this assessment. The Honours coordinator will also consult with the Faculty of Science regarding your eligibility for Honours.

2. If you are potentially eligible, you may need to complete an internal school/departmental form to indicate your project preferences. This does not replace, but is **in addition to**, the Faculty Honours application form.

3. Complete Sections A and B of the Faculty of Science, Honours application form.

4. Forward the Faculty form to your Honours coordinator who will complete Section D including listing the relevant Level three or equivalent units. (Depending on the project, Section C may need to be completed as well prior to Section D)

5. Read the applicants declaration and sign at the bottom of Section E.

6. Attach the relevant original or [certified hardcopy](#) documentation as follows:
   - Official academic transcript and, if not indicated on the transcript, an official statement or certificate confirming that you have qualified for a Bachelor of Science degree or a comparable qualification.
   - Proof of Australian citizenship or permanent residency, e.g., birth certificate, passport, citizenship certificate.
   - If previous tertiary study was completed overseas in a non-English speaking country, then proof of meeting [English language proficiency requirements](#) will also be required.

   **Please seek advice from the Faculty of Science if you need clarification regarding required documentation. Faxed or emailed documents will not be accepted.**

   **NOTE:** If final transcripts and course completion evidence are not available by the application closing date, please provide interim transcripts listing all completed and enrolled units. Final transcripts must be supplied at least five working days prior to commencement of the relevant School/Department Honours program. A full offer for the Honours program will not be made until all official documentation is received.

7. Return the completed Faculty form and all documentation to [Science Student Services](#).
**APPLICANT CHECKLIST – CLAYTON CAMPUS ONLY**

**all disciplines except Psychology**

**INTERNATIONAL STUDENTS**

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<thead>
<tr>
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**INTERNAL INTERNATIONAL APPLICANTS applying for separate one year honours degrees**

| 1. Contact the relevant Honours coordinator and supervisor to discuss your potential Honours program. At this point you may need to complete an internal school/departmental form to indicate your project preferences. This does not replace, but is in addition to, the Faculty Honours application form. |
| 2. Complete Sections A and B of the Faculty of Science, Honours application form. |
| 3. Come in to the Faculty of Science, Student Services office for an eligibility check to ensure that you are/will be eligible to commence the relevant Honours program in Semester 1, 2016. This should be done as soon as possible; do not wait until the last week before applications close. |
| 4. Take the form to your Honours coordinator who will complete Section D including listing the relevant Level three units. (Depending on the project, Section C may need to be completed as well prior to Section D) |
| 5. Read the applicant’s declaration and sign at the bottom of Section E. |
| 6. APPLY ONLINE through Monash International Admissions. Please UPLOAD the completed Faculty application form which is one part of the documentation required for the online application. Please note, when applying online you will be applying for an UNDERGRADUATE degree. |

**EXTERNAL (NON-MONASH) INTERNATIONAL APPLICANTS**

| 1. Contact the relevant Honours coordinator and supervisor to discuss your potential Honours program and whether you will meet academic entry requirements. You will need to provide the coordinator with an unofficial copy of your academic transcript in order for them to make this assessment. The Honours coordinator will also consult with the Faculty of Science regarding your eligibility for Honours. |
| 2. If you are potentially eligible, you may need to complete an internal school/departmental form to indicate your project preferences. This does not replace, but is in addition to, the Faculty Honours application form. |
| 3. Complete Sections A and B of the Faculty of Science, Honours application form. |
| 4. Forward the Faculty form to your Honours coordinator who will complete Section D including listing the relevant Level three or equivalent units. (Depending on the project, Section C may need to be completed as well prior to Section D) |
| 5. Read the applicants declaration and sign at the bottom of Section E. |
| 6. APPLY ONLINE through Monash International Admissions. Please UPLOAD the completed Faculty application form which is one part of the documentation required for the online application. Please note, when applying online you will be applying for an UNDERGRADUATE degree. |
WHAT HAPPENS NEXT – CLAYTON CAMPUS ONLY

- All internal and external applicants who have already completed or are due to complete their course, science component of double degree or 3rd stage of 4 year Honours degree in Semester 2, 2015 will be notified via email of the outcome of your application by mid-December, 2015.
- Internal domestic students (and internal internationals applying for honours components of 4 year degrees) will need to accept your offer via return email. You will then be enrolled manually by Science Student Services and will not be required to attend in person for enrolment. Once enrolled you will be sent an enrolment confirmation email with further post-enrolment instructions as applicable.
- External domestic students will need to accept your offer by attending an enrolment session in person on 14 January 2016. If you are unavailable on the specified date, another date can be arranged in consultation with Science Student Services.
- External International students (and internal internationals applying for separate one year honours degrees) will accept your offer through the online Monash International Admissions process and will be required to attend an enrolment session in person on 16 February, 2016.
- Conditional offers only will be sent to students with deferred exams, supplementary assessment, enrolled in Summer units or external students yet to supply full documentation.
- Commencement dates vary depending on the Honours discipline. Please check with your school/department Honours coordinator.
### SECTION A

#### Personal details
- **Monash Student ID** (if applicable):
- **Date of Birth:** / /  
- **Sex:**  
- **Title:**  
- **Surname:**  
- **Given Names:**  
- **Phone:**  
- **Mobile:**  
- **Email:**  
  (Monash student email if a current Monash student)

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**Are you an international student?**  Yes  No

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*Please note ALL international (external and internal) students applying for course S3701 or internal students applying for course 2188 at Clayton campus must ALSO APPLY ONLINE through [Monash International Admissions](https://www.monash.edu/international/applying-for-admissions).*

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Postal address for correspondence: (for external applicants only):

- **Number and Street:**  
- **Suburb:**  
- **State:**  
- **Postcode:**

#### Details of Previous or Current Course
- **Institution/University:**  
- **Major / Specialisation:**  
- **Campus:** (Monash only)  
  - **Course Title:**  
  - **Course Code:**

**Completed** 
- **Ugrad degree (or Science component of double degree or 3rd stage of 4 year Honours degree)**  Yes  NO

**Expected completion:**
- **Sem 2, 2015**  
- **Summer 2015/16**  
- **Deferred Exam/s**

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### SECTION B

#### Honours program you are applying for
- **Clayton**  
  - S3701 BSc (Hons)  
  - 2340 BEnvSci  
  - 3527 BBioTech  
  - S3002 or 3520 BScAdv - Research (Honours)  
  - 2188 BSc (Sci Schl Prog) (Hons)
- **Malaysia**  
  - S3701 BSc (Hons)

#### Study Mode
- **Full-Time**  
- **Part-Time**

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**Details of Honours Study - Please consult with Honours Coordinator in the nominated School/Department.**

#### SCHOOL/DEPARTMENT
**HONOURS DISCIPLINE**
- Please refer to web for a list of [Honours disciplines](https://www.monash.edu/).
SECTION C

Only complete this section if you are applying for Hudson Institute of Medical Research (HIMR) OR School of Clinical Sciences at Monash Health (SCS) project.

Students applying for a research project with these entities will need to have this section authorised by either A/Prof. Mark Hedger (HIMR) or Dr Paul King (SCS). Note that you must also get Section D signed by the relevant school/department Honours Coordinator of your honours discipline.

HIMR/SCS Honours Coordinator Name: ___________________________________________________

HIMR/SCS Honours Coordinator Signature: ___________________________ Date: __ / __ / __

Name of Project: ___________________________________________________ Supervisor name: ___________________________

SECTION D

To be completed by the Honours Coordinator or nominated representative

School/Department Authorisation

Subject to the student meeting all course requirements and subject to availability of a supervisor and other relevant resources I recommend that the applicant be accepted as an Honours candidate.

Honours Coordinators, please list the enrolled or completed relevant level three units or equivalent that could count towards the minimum 70% average. If the listed units are not part of the published major and prerequisite requirements for your discipline, please provide the Faculty with a supporting statement/documentation explaining the inclusion of these units.

COMMENTS:

___________________________________________________________________________________________________

___________________________________________________________________________________________________

UNIT CODE (AND NAME FOR NON-MONASH UNITS) FACULTY OFFICE USE ONLY

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Honours Coordinator (or nominated representative)

School / Department: ___________________________

Name: ___________________________ Signature ___________________________ Date: __ / __ / __

3527 Bachelor of Biotechnology students only – project must also be approved by your Course Coordinator, Dr Melanie Pritchard

Signature ___________________________ Date: __ / __ / __

SECTION E – Applicant Declaration

☐ I have consulted with the Honours Coordinator (or nominated representative) in regards to the proposed Honours Program.

Student Acknowledgement, Agreement and Consent

- I warrant that the information on this form, or provided in support of my application, is correct and complete.
- I acknowledge that provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.
- Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.
- I consent to any educational institution at which I am or have been a student and/or any current or past employer providing Monash University with any information which that institution or employer holds about me concerning my attendance, conduct, grades and/or qualifications or experience to assess my suitability for an offer and/or enrolment.
- I have read the University’s statement on privacy and the purposes for which my personal information will be used (available at http://www.privacy.monash.edu/guidelines/collection-personal-information.html).
- If sponsored, I permit Monash University to release details of my academic progress to my sponsoring body on their request.
- I agree to abide 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 agree to access the correspondence of my University email account on a regular basis.

Applicant’s Signature: ___________________________ Date: __ / __ / __

V2 – 11/11/2015