Important information about this publication

While the information provided was correct at the time of publication (February 2019), Monash University reserves the right to alter procedures, fees and regulations should the need arise. Students should carefully read all official correspondence, other sources of information for students and the official University noticeboards to be aware of any changes. This information booklet can be accessed online on the Faculty of Engineering Current Student website.

* Where printed indicates undergraduate students only
Welcome to the Faculty of Engineering

Congratulations and welcome to the Faculty of Engineering at Monash University. We’re delighted that you’ve chosen to study with us at Australia’s top engineering school. You’ve decided to follow an academic and professional path that will prepare you for a fascinating, challenging and highly rewarding career in a field that truly makes a difference to people’s lives.

As an engineering student, your learning will empower you to create sustainable new technologies that help solve the challenges faced by our world into the future. You’ll also learn the problem-solving and planning skills you need to be a dynamic business leader no matter where you choose to work.

Engineers are needed to drive innovation and economic growth worldwide and Engineering at Monash University offers you a truly global career. Monash Engineering offers a wealth of opportunities to develop your professional engineering and leadership skills both inside and outside of the classroom. I encourage you to get involved in one the many student design teams, departmental clubs, leadership and mentoring programs. Take advantage of the opportunity to study for a semester abroad at other top engineering schools in North America, Europe and Asia, and seek professional opportunities in our Cooperative Education, Monash Industry Team Initiative (MITI) or the Summer Research Program.

Your engineering studies will be challenging, exciting and full of rewarding personal and professional development. We’re here to help you become a highly competent and in-demand professional engineer, so don’t hesitate to ask for help if you need it. The Survival Guide is a good place to start for help and information, but you can also raise any questions or concerns with Faculty staff or Student and Academic Services at any time.

I wish you all the very best for your studies and once again warmly welcome you the Faculty of Engineering at Monash University.

Very best regards,
Elizabeth Croft
Dean, Faculty of Engineering
Faculty of Engineering

Monash University is a large organisation with approx. 73,807 students and 8,871 staff across seven campuses in Australia and overseas. There are 10 faculties at Monash University and each faculty is led by a Dean. The Dean of Engineering is Professor Elizabeth Croft.

The Dean is assisted by a Deputy Dean – Professor George Simon, and several Associate Deans who are responsible for specific portfolios. The Associate Dean (Education) is Professor Julia Lamborn who is responsible for all matters related to coursework studies.

The Faculty of Engineering which was established in 1961, currently operates on two campuses:

- Clayton
- Malaysia – Sunway campus

The School of Engineering in Malaysia is administered by a Head of School.

The Faculty of Engineering at Clayton has five departments:

- Department of Chemical Engineering
  Level 2, Room 226, 16 Alliance Lane

- Department of Civil Engineering
  Level 1, Room 106, 23 College Walk

- Department of Electrical and Computer Systems Engineering
  Level 1, Room 129, 14 Alliance Lane

- Department of Materials Science and Engineering
  Level 1, Room 105, 22 Alliance Lane

- Department of Mechanical and Aerospace Engineering
  Ground Floor, Room G01, 17 College Walk

Each department has a professor as Head and these professors are assisted in their teaching and research functions by other professors, associate professors, readers, senior lecturers, lecturers, and assistant lecturers.

Monash University has a wide range of facilities that are available for use by staff and students. At Clayton there are theatres, playing fields, a religious centre, a post office, banks, a variety of shops and eating places as well as a sporting complex which houses sports courts, a gym and a heated swimming pool. Many services are also available on each campus. They include those related to health, finance, housing, counselling and careers.

This guide contains details about services of particular relevance to students of Engineering, but you can learn more about the full range of services available to Monash students by consulting your my.monash portal or the Monash University website.
Help for Current students

**Monash Connect**
Tel: 9902 6011 or online: ask.monash at [https://my.monash.edu.au/askmonash/](https://my.monash.edu.au/askmonash/)

You can also visit us at:

**Faculty of Engineering Office - Student and Academic Services**
Ground floor, 14 Alliance Lane (bldg. 72), Clayton campus

The Faculty Office is open from 9.30am – 5.00pm on Monday and 9.00am – 5.00pm Tuesday to Friday throughout the year.

Welcome to the engineering community at Monash.
# Table of Contents

Important information about this publication .......................................................................................................................... 1

Welcome to the Faculty of Engineering ........................................................................................................................................... 2

  Faculty of Engineering .................................................................................................................................................................. 3

Table of Contents ........................................................................................................................................................................... 5

Making contact and where to find information ............................................................................................................................... 8

  Your Monash Email Account and Personal Details ..................................................................................................................... 8
  Academic Support and Course Advice ......................................................................................................................................... 8
  Academic Staff .................................................................................................................................................................................. 8
  Monash Connect ........................................................................................................................................................................... 9
  Current Student Web Page ........................................................................................................................................................... 10
  ask.Monash .................................................................................................................................................................................... 10
  What is ask.Monash? .................................................................................................................................................................... 10
  How to Access ask.Monash .......................................................................................................................................................... 11
  my.Monash Portal .......................................................................................................................................................................... 11

Being responsible for your learning .................................................................................................................................................... 12

  Monash University Student Charter ............................................................................................................................................ 12
  Academic Engagement and Integrity ............................................................................................................................................ 12
  Behaviour and Wellbeing ........................................................................................................................................................... 13

Enrolment .................................................................................................................................................................................... 14

  Handbook ..................................................................................................................................................................................... 14
  Choosing Units ............................................................................................................................................................................... 14
  Pre-requisites and Co-requisites .................................................................................................................................................... 15
  Incompatible (Prohibited) Unit Combinations ............................................................................................................................ 15
  Changing and Discontinuing Units ................................................................................................................................................ 15
  Overload ....................................................................................................................................................................................... 16
  Underload ..................................................................................................................................................................................... 16
  Census Date ................................................................................................................................................................................ 16
  Credit for Previous Study .............................................................................................................................................................. 17
  Credit Applications ......................................................................................................................................................................... 17
  Web Enrolment System (WES) ...................................................................................................................................................... 18
  WES Transaction Records ............................................................................................................................................................. 19
  WES Troubleshooting ................................................................................................................................................................. 20
  Timetable (Allocate+) ................................................................................................................................................................. 21
  How to Access Allocate+ ............................................................................................................................................................. 21

Re-enrolment .................................................................................................................................................................................... 22

  First Year Undergraduate – Specialisation Selection .................................................................................................................... 22
  All Other Coursework ................................................................................................................................................................. 22

Orientation and transition ................................................................................................................................................................. 23

  Orientation Week ........................................................................................................................................................................ 23
  Friends and Mentors in Engineering (FaME)* ................................................................................................................................ 24
  Transition from School to University* ........................................................................................................................................ 24
  Lectures and Laboratory Classes ................................................................................................................................................ 24
  Lectures ......................................................................................................................................................................................... 25
  Laboratory Classes ....................................................................................................................................................................... 25

Study space ..................................................................................................................................................................................... 25

  First Year Learning Centre* ........................................................................................................................................................ 25
  Engineering Postgraduate Lounge .............................................................................................................................................. 26

Study success .................................................................................................................................................................................. 26
Making contact and where to find information

Your Monash Email Account and Personal Details

All students are issued with a Monash University email account. You’ll soon discover that email is one of the most important means of communication at Monash. You will receive many administrative emails from the University via email so you must ensure that you check your student email account regularly (preferably daily or at least three-four times a week). Please note that staff will only respond to emails from students that are sent via their Monash email account – please include your name and student ID number.

Keep us informed at all times of your current address and telephone number. We will not be writing to you or calling you very often; but, when we do, the matter is usually urgent or important. If you change your address, it is your responsibility to notify the University of your new place of residence. You can easily update your address and phone number online via Web Enrolment System (WES) at any time.

Academic Support and Course Advice

As a new undergraduate or postgraduate coursework student in engineering, you may be unsure about which unit choices to make, or you may want to make changes to your enrolment or discuss your specialisation options. To help you make appropriate decisions related to your study, you can speak to a course adviser located within Student and Academic Services in the Faculty of Engineering office.

General course advice enquiries can initially be made in person at the Faculty Office counter, ground floor, 14 Alliance Lane (bldg. 72) or by email through ask.monash

Advice is also available at the Faculty Office for all students who have queries about engineering or university life, or would like information on specific areas such as special consideration or academic progress.

If you are a member of the Elite Student Performer Scheme a Student Services Adviser in the Faculty Office can liaise with various support services within Monash. The Student Services Advisers are also available to assist students who might have specific needs and can refer students to appropriate services provided by the faculty and the university.

Appointments for course advice should be made at the Faculty of Engineering Office counter, ground floor, 14 Alliance Lane (bldg. 72) or by phone on 9905 3404. You can also submit a course advice query or make an appointment request through ask.monash with the keywords Eng Course Advice in the subject line.

Later year students who are already in a specialisation and need specific course advice should refer to the current list of department course advisers on the Faculty of Engineering website at: monash.edu/engineering/current-students/enrolment-and-re-enrolment/course-information/course-advisers

Academic Staff

University Lecturers are often responsible for hundreds of students in any one semester. They also supervise the research of postgraduate students, have major administrative duties and undertake their own research. This means that lecturers can sometimes be hard to find; however, they do have consultation times and you can make an appointment to see them.
Most Monash staff have email addresses that correspond to the following formula:

firstname.surname@monash.edu

At the Clayton campus, locations are generally indicated in the following way:

Room number/Address

Telephone numbers listed as five digit extension numbers are for internal use only – there’s a free phone in the foyer adjacent to the Engineering Faculty office (not available for external calls).

To call from an external phone just add 990 to the start of the extension number.

You can look up email addresses and phone numbers in your my.monash portal or via the staff directory link at search.monash.edu/ (click on the full staff directory for location details).

While studying an engineering course you may interact with teaching staff from other Faculties at Monash University, the most common being the Faculty of Science, the Faculty of Business and Economics and the Faculty of Information Technology.

For contact details, use the staff directory link on the Monash website or check contact details for academic staff in your unit outlines on Moodle.

Contact details for other faculties can be found at: monash.edu/faculties

Monash Connect

Monash Connect is located on every campus, linking the University’s students and staff.

Monash Connect has a range of services which include:

- official letters and academic transcripts
- general advice on admissions, scholarships, enrolments, fees, examinations and graduations
- international student support advice on visas, eCOE, and residency
- finance advice and aid with loans, grants and budgeting advice
- enrolment statements
- housing
- replacement of ID cards (M-Pass) and travel concessions
- bookings and referrals – Chaplaincy, Counselling, OSHC, Legal

Monash Connect is the only section of the University authorised to prepare formal academic transcripts, which certify a student’s academic record. Use WES to order and pay for an official academic record to be sent by mail. Current and past students can also purchase an official record and collect it on the same day by visiting Monash Connect on campus. You can download an unofficial copy of your academic transcript from the web via your my.Monash Portal.

Refer to the Monash Connect website for further information: monash.edu/connect

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Contact and Opening Hours</th>
</tr>
</thead>
</table>
| Clayton | 21 Chancellors Walk (Campus Centre) | Phone: 1800 MONASH (1800 666 274)  
Office hours: 9.00am – 5.00pm Mon-Fri |
Current Student Web Page

The Faculty of Engineering Current Student web page provides you with links to all the important information you will need during your course enrolment at: monash.edu/engineering/current-students

You will find information on:

- courses and unit offerings
- admissions and enrolments
- exams and results
- Faculty policies
- student forms
- IT services
- course maps and lists of majors
- support services
- applying for credit
- assignments
- industry engagement
- course advice contacts
- Continuous Professional Development (CPD)

ask.Monash

What is ask.Monash?

ask.Monash is a web based customer service system where staff and students of Monash University can find answers to frequently asked questions by searching stored information. They can also submit a question to a Monash University staff member. The question is automatically sent to the appropriate Monash University department for action.

ask.Monash currently holds information in three major categories:

- **General Services**: Library, enrolment, fees, courses, exams, parking, staff and student ID cards and more
- **IT Support**: Passwords, accounts, computers, software, hardware and all things IT related
- **Human resources services**: Timesheets, pay, employment, HR policy, forms and other staff related questions
How to Access ask.Monash

Log on to the ask.monash online self-help system to:

- Search a collection of Frequently Asked Questions (FAQs)
- Submit your questions to support staff online
- Visit a personalised area where you can monitor the progress of questions you have submitted

To log into the system, you will need your authcate password and login name. Go to: my.monash.edu.au/askmonash/

my.Monash Portal

The my.monash portal is a one-stop personalised web page for each student and staff member at Monash. It provides a gateway to all the relevant web-based academic, administrative, social and support resources that are of most benefit to you and you can access your portal from any location worldwide via the internet.

By logging in to your portal at my.monash you can:

- Check your Monash email account
- Access the Web Enrolment System (WES)
- Check your exam timetable
- Check important dates
- Access online learning systems e.g. MOODLE
- Access Campus services
- Check the library tab for overdue books, access digital resources and book in for learning skills sessions
- View your internet usage
- Keep up to date with news and events

To access your own my.monash portal you will need your Monash email address and password.
Being responsible for your learning

Monash University Student Charter

Monash University is a community of students and staff dedicated to the pursuit of knowledge. Monash University’s motto Ancora Imparo (I am still learning) reflects this commitment to scholarship and growth.

A learning community is productive when it demonstrates fairness, inclusion, respect for difference and value of diversity of people and ideas. Monash students contribute to this community by acting with honesty, integrity and respect for others and taking care of University facilities and resources.

The Student Charter sets out the key expectations of students and by students to foster this learning community. Many of these expectations derive from university statutes, policies and procedures.

The expectations of students may be enforced by informal action or formal misconduct processes under the university statutes. Students concerned that the university has not met their expectations can access student grievance or appeal mechanisms.

The Student Charter applies to all students of Monash University at the university or using its resources (including online), and outside of the university where undertaking any official activity whether course-related or not. The university also expects students to behave respectfully and responsibly in all communications, including the use of social media.

Academic Engagement and Integrity

As a Monash student, you are expected to:

- Undertake your studies with honesty and integrity.
- Credit the work of others, seek permission to use that work where required and not plagiarise or cheat.
- Understand your rights and obligations in relation to copyright and the intellectual property generated by your own and others’ research.
- Use university resources and services responsibly to support your learning.
- Fulfil course attendance and assessment requirements.
- Ensure the university has your current contact details.
- Regularly read university correspondence.
- Be informed about and follow university policy.

Students can expect that Monash will:

- Include students in an academic culture of debate and inquiry.
- Offer programs that are academically rigorous and up-to-date.
- Seek student input to improve courses and services.
- Communicate course and assessment requirements.
- Provide feedback on students’ academic work.
- Provide reasonable access to university library, IT, equipment and other facilities and resources.
- Respect student copyright.
- Assist students to understand rights and obligations in relation to copyright and the intellectual property generated by their own and others’ research.
- Address student complaints and appeals fairly and according to established processes.
Behaviour and Wellbeing

As a Monash student, you are expected to:

- Act with consideration and courtesy to other students, staff and visitors.
- Behave appropriately to the context, including in professional placements, volunteering, sporting and cultural events.
- Respect the rights of others to study and work free from discrimination and harassment.
- Express your views respectfully and responsibly and accept the rights of others to do the same.
- Act safely, and not endanger others.
- Not damage or misuse university property (including library, IT, equipment and other facilities and resources).
- Not misuse the university’s resources or name, including for personal gain.
- Comply with reasonable and lawful directions from university staff.

Students can expect that Monash will:

- Require that students are treated with consideration and courtesy by university staff.
- Seek to provide a safe learning environment that is free from discrimination and harassment.
- Encourage student representation or consultation prior to university decision-making about student-related matters.
- Establish university procedures that require fair treatment of students.
- Provide academic and general services.
- Assist students to become aware of government regulations affecting their student experience, for example visas and student income support.
- Maintain student records in a manner that protects the privacy of personal information.
Enrolment

Handbook

Each course offered by Monash University has an associated set of formal ‘course requirements’ and course regulations. These requirements and regulations are stated in the University handbook.

monash.edu/pubs/handbooks/

To graduate, you must successfully complete all the units and other requirements that are stated in the handbook entry for your course in the year in which you began your studies. It is your responsibility to make sure you are undertaking the appropriate units in order to complete all of the requirements for your course of study.

Use the course map in conjunction with the handbook to map out studies for the duration of your engineering course, and contact your course advisor if you are unsure of course progression.

Course maps in the handbook can be found at:

monash.edu/pubs/2019handbooks/maps/

Choosing Units

Students who have read the Handbook will be aware of the wide range of units offered by the Faculty (and the University). It is important that every student reads the unit outlines prior to the start of each semester. When choosing units, always check for prerequisite, co-requisite or prohibited (incompatible) units.

The Web Enrolment System (WES) allows you to enrol in any unit for which you have passed the prerequisites. However, the Faculty will only credit a unit towards your degree if it is part of the prescribed schedule for that degree. Being able to enrol in a unit does not in any way indicate that the unit has been approved as part of your degree. It is your responsibility to ensure that your choice of units is correct.

Students must also be beware of possible timetable clashes. If choosing units from campuses other than your home campus, travel time must be taken into consideration.

Check for timetable clashes: monash.edu/timetables

When enrolling and allocating into units, you are responsible for ensuring that you are able to attend all scheduled teaching activities required to study each unit.

Students who are unable to attend scheduled classes throughout the semester should withdraw from the unit by the published census date to avoid any penalty. If students choose to continue with the unit they accept full responsibility for this decision and make their own arrangements to ensure they keep up to date with the unit requirements. No alternative arrangements will be made by the Faculty.

When withdrawing from units, International students need to bear in mind the requirements of their student visa.
Pre-requisites and Co-requisites

A **pre-requisite** refers to a unit or condition that must have already been passed at a satisfactory level before progress to another unit is permitted.

A **co-requisite** refers to a unit or condition that must be taken alongside or earlier than another unit, i.e. the unit must be taken in the same or in an earlier semester.

Successfully completing a condition as a pre-requisite will automatically satisfy the condition as a co-requisite. Most units in a course have stipulated pre-requisites and co-requisites all of which must be satisfied (except with permission of the course adviser) by a student before enrolment is permitted.

Relevant information can be found in the university’s online handbook where all the stipulated pre-requisites and co-requisites are shown in course maps and also indicated at the beginning of each unit description (see [www.monash.edu.au/pubs/handbooks/](http://www.monash.edu.au/pubs/handbooks/)). Note that sometimes the minimum grade for the pass required in a pre-requisite unit is stipulated, for example, a pass with a P grade or better [50% or more] may be required.

**Incompatible (Prohibited) Unit Combinations**

There are a number of units offered by the Faculty that are similar to other units, and students are not permitted to count more than one of these units towards their degree. The incompatible unit combinations are listed in the Handbook.

When choosing a unit from the Handbook, you are advised to check for incompatible combinations which are listed below the name of the unit you have chosen. Two units that are incompatible with each other are not necessarily equivalent. If you are seeking credit for a unit which you believe is equivalent to another, you should approach the Faculty for advice. Except for electives, students will be required to complete the units specifically designed for the course in which they are enrolled.

**Changing and Discontinuing Units**

If you wish to change your unit enrolment, you will be able to add or drop units in the first two weeks of semester without penalty at [my.monash.edu/wes](http://my.monash.edu/wes). After this date it is advisable to check the principle dates as there may be late fees and/or academic penalties that may apply.

For example; if you discontinue a unit:

- **before the census date**, you have ‘withdrawn early’. An exception is ‘withdrawn no load’, which applies to some teaching periods
- **after the census date** but before the withdrawn fail date, you have ‘withdrawn late’
- **after the withdrawn fail date**, your record will show ‘withdrawn fail’. This will affect your grade point average.

University Principle dates [monash.edu/students/dates/principal-dates](http://monash.edu/students/dates/principal-dates)

*The University does not permit students to add units after the end of teaching week 2 of the relevant semester.*
Overload

The full time Engineering course (24 credit points per semester) is demanding, so carefully consider your capacity to complete additional study. Generally speaking, overloading by one 6 credit point unit in a semester after first year is permissible, but you are advised not to overload unless you are achieving a minimum of a 60+% average and no fails. If you are considering an overload to make up for failed units, you are strongly advised to seek advice from a course adviser first.

Overloading is usually limited to students who have completed 48cp in one calendar year and have achieved a credit average or higher in their studies. Engineering students do not overload in first year.

Students in some accelerated double degree programs (252cp) are permitted to overload as per the course structure in the handbook, but this is optional. Alternatively, students can extend the length of time undertaken to complete the degree.

Underload

Full-time students undertaking less than the standard study load of 24 credit points (four units) in a semester are considered to be ‘underloading’. Local students may underload to 18 credit points (three units) and still be considered ‘full-time’ for Youth Allowance purposes. Undertaking 12 credit points (two units) in a semester is considered a part-time load. There are many reasons why a student may need to underload, including illness, academic progress or performance, credit transfer etc. You should note that lessening the amount of units studied in a semester will add additional time to the length of the degree.

International students must complete their degree within a specified timeframe outlined on their electronic Confirmation of Enrolment (eCoE). As a result, international students must enrol in 24 credit points (four units) per semester. Approval to underload may only be granted in certain circumstances:

1. Compassionate or compelling circumstances
   • Health conditions or exceptional personal circumstances.
   • Course structure, progression rules or unit availability, where students are unable to enrol in units with a value of 24 credit points.

2. Intervention strategy to assist students at risk of unsatisfactory academic progress:
   • Academic or learning difficulty
   • Faculty enrolment load condition

Further information for international students is available at:

monash.edu/enrolments/study-load-attendance/study-load

Or alternatively, contact Monash Connect, ground floor, Campus Centre, 21 Chancellors Walk. Application forms are lodged at the Faculty Office.

Census Date

The census date is:

• When you become liable for fees for the units you’re enrolled in
• The last day you can discontinue without “withdrawn” showing on your academic record.

If you discontinue a unit after certain dates, your academic record can show withdrawn late or withdrawn fail. Find out how discontinuation dates can affect your fees and academic record at

monash.edu.au/enrolments/dates/census.html
Credit for Previous Study

Credit is granted to a student towards their current degree for previous studies they have successfully completed at an accredited tertiary institution. The credit granted may be in the form of:

- Specified credit (exempting students from specific Monash units within the degree);
- Unspecified credit (credit granted towards components in a degree where the Monash unit is not specified. Only the credit point value and level of the unit are identified.)
- Preclusion (specified credit where the student is waived the requirement to complete a core unit but is required to complete another unit of the same credit point value.)

Credit Applications

Students can apply for credit after they have been offered a place in a Faculty course. Ideally, credit should be applied for at or before enrolment. Students seeking credit transfer should complete the online Credit application form, which will be available at online-credits.monash.edu.

The following information should accompany all applications for credit:

- A copy of a detailed course structure. This must provide details of the duration of the course, the number of units to be studied each semester to complete the course, the grading system used;
- A copy of the syllabus for the units studied, which should be from the year the unit was studied (this is sometimes known as a subject/course guide or unit guide, outline or handout). Each syllabus should include a breakdown of topics covered; the number of contact hours; a breakdown of the assessment criteria; a list of recommended textbooks and other references. A handbook subject synopsis is not acceptable;

Further information regarding policy and how to apply is available at:

monash.edu/admissions/credit
# Web Enrolment System (WES)

WES is a vital source of information and resource for students. This site allows students to amend enrolment details online, check examination timetables and academic records among other things as listed below:

<table>
<thead>
<tr>
<th>Enrolment / Re-enrolment</th>
<th>Fees / Scholarships</th>
<th>Student Services</th>
<th>Course Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment / Re-enrolment</td>
<td>Fee statements</td>
<td>Submit your photo for an ID Card</td>
<td>Unofficial academic record</td>
</tr>
<tr>
<td>Research enrolment summary</td>
<td>Make a payment</td>
<td>Purchase a student letter</td>
<td>Exam timetable</td>
</tr>
<tr>
<td>Intermission</td>
<td>FEE-HELP usage</td>
<td>Purchase an official academic record – paper or digital</td>
<td>Exams website</td>
</tr>
<tr>
<td>Deferment</td>
<td>Fee payment extension</td>
<td>Domestic transport concession form</td>
<td>Deferred exam applications</td>
</tr>
<tr>
<td>Course discontinuation</td>
<td>Final semester fee payment extension</td>
<td>International student travel concession code</td>
<td>Special consideration status</td>
</tr>
<tr>
<td>Commonwealth Assistance Notice (CAN)</td>
<td>Refund</td>
<td>Student letters</td>
<td>Off Campus Learning exams website</td>
</tr>
<tr>
<td>Credit (advanced standing)</td>
<td>Fees website</td>
<td>eCOE extension</td>
<td>Graduation application</td>
</tr>
<tr>
<td>Enrolments website</td>
<td>Scholarships</td>
<td>Overseas Student Health Cover (OSHC)</td>
<td>Graduation – update your details</td>
</tr>
<tr>
<td>Scholarship website</td>
<td>Address update</td>
<td>Graduation documents</td>
<td></td>
</tr>
</tbody>
</table>

Enrolment information and detailed step-by-step menu guides can be found on the WES web site or via your my.Monash portal [monash.edu/enrolments/resources/wes](http://monash.edu/enrolments/resources/wes).

WES login: [my.monash.edu/wes](http://my.monash.edu/wes)
WES Transaction Records

If making any amendments to your enrolment, please ensure you submit your enrolment details before logging out of the system.

If you do not see a Transaction Number, you have not completed the enrolment step. A transaction number is issued for each of the following forms:

- Unit Enrolment / Discontinuation
- Enrolment Questionnaire
- FEE-HELP
- SA-HELP

If you have any difficulty completing your enrolment requirements online, contact your Faculty office immediately.

It is critical that you print or save the transaction number and details for all transactions performed on this site. They will be required in the event of an enrolment issue. An email will be sent to your Monash email address with all the details, including your transaction number.
# WES Troubleshooting

<table>
<thead>
<tr>
<th>Problem / Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to change units</td>
<td>Units require manual authorisation to enrol into. In this case, you are required to amend your enrolment manually at the Faculty office</td>
</tr>
<tr>
<td>Barred from using WES</td>
<td>Your Faculty has specific requirements for your course, you require course advice, or you have unpaid fees</td>
</tr>
<tr>
<td>‘Read only’ access to the unit enrolment module</td>
<td>You are a new to course international student with no enrolled units. Once you have enrolled into units at your faculty, you will have access to the unit enrolment module in order to make changes to your enrolled units</td>
</tr>
<tr>
<td>Unit does not satisfy rules</td>
<td>Error message will describe what the rule error is e.g. not satisfying pre-requisites, unit quota limit, unit incompatible etc.</td>
</tr>
<tr>
<td>Progression rules</td>
<td>If you are required or not permitted to enrol in a particular unit your enrolment will not be submitted until these rules have been satisfied, unit must be removed from enrolment before continuing</td>
</tr>
<tr>
<td>Credit point limit</td>
<td>You are only permitted to enrol in a set amount of credit points determined by your Faculty.</td>
</tr>
<tr>
<td>Barred unit</td>
<td>Your Faculty does not allow online enrolment for this unit</td>
</tr>
<tr>
<td>Forced location</td>
<td>You are restricted to enrolling in units only on the campus specified in your unit enrolment form</td>
</tr>
<tr>
<td>Unit not offered</td>
<td>Unit is not offered for that particular semester</td>
</tr>
<tr>
<td>No links in the action column</td>
<td>Unit has been manually entered by the Faculty and cannot be changed online</td>
</tr>
</tbody>
</table>
Timetable (Allocate+)

Allocate+ is the on-line system students use to allocate themselves into lectures, tutorials/pracs and laboratories. Allocate+ provides:

- a personal timetable
- an accurate record of the official class list that will be used:
  a. if unallocated students attend a lecture/tutorial, they will be directed to leave
  b. to record attendance and provide assessment lists.

If you are studying a combination of units on and off-campus, you are required to allocate into your on-campus unit(s) only.

Allocate+ allocates you into the teaching activities for a unit you are enrolled in. To enrol in a new unit or change an enrolled unit, access WES (Web Enrolment System). After you enrol in units or change your units, you are required to access Allocate+ and allocate into your newly enrolled units. These units will display immediately when you re-access Allocate+.

Each unit can comprise of a number of activity groups (i.e. lectures, tutorials and computer labs) and you are required to allocate into each activity for that unit.

Allocate+ will automatically allocate students into classes where there is only one single activity and therefore no choice to be made. For example:

- One lecture and three tutorials (you will be allocated into the lecture but are required to enter preferences or allocate yourself into a tutorial).

Allocate+ is not a ‘first come, first served’ system. After preferences have closed for the sort, your timetable will be allocated accordingly.

Further information is available at:

monash.edu.au/timetables/allocate/

How to Access Allocate+

1. Log onto http://monash.edu/timetables/login.html and enter your Authcate username and password
2. Once logged in, your units will be listed on the left-hand side of the screen. You will only allocate for the current semester. Click on each unit and enter your preferences/allocations.
3. When you have finished, click the Show My Preferences/Show My Allocations button to view your preferences/allocations.
4. When complete, click Logout. It is particularly important to logout to secure your preferences if you are using a computer on campus. If you fail to logout your preferences could be changed by another person using that computer.

Some class times may change during the adjustment period. Central Timetabling will advise you if a unit you are enrolled in has changed or is cancelled.
Re-enrolment

First Year Undergraduate – Specialisation Selection

In the Faculty of Engineering, level one re-enrolment for engineering degrees takes place in early December shortly after the publication of second semester final results and the completion of the specialisation selection process. Students should not re-enrol until they have successfully been allocated into their engineering specialisation to be commenced in the following year. Students who have successfully completed all level one engineering units for their course will be able to re-enrol online. Students who have not passed all level one engineering units will require course advice but can still enrol on WES. (see Specialisation Selection)

Please note that students undertaking engineering specialisation selection do not enrol in the University re-enrolment period and will not be able to enrol until the specified date in December. Students should not receive a late enrolment fee if they enrol as directed in December. Double degree students do not need to enrol into units for the partner faculty until engineering specialisation allocation has occurred.

However, students in Engineering/Science usually select their specialisation after three semesters of study and therefore will need to re-enrol in the University re-enrolment period at the end of first year for the following academic year.

Undergraduate students who have applied for internal course transfer into a different degree at the end of first year must still re-enrol within their current engineering course. If the application for course transfer is successful, you will be discontinued from your current course and placed into the new degree. You will then need to enrol again within the new course on WES into relevant units for the following year.

All Other Coursework

All undergraduate and postgraduate students other than first year undergraduate seeking to continue studies in the following academic year need to select units and formally enrol in them in order to be considered ‘re-enrolled’.

Re-enrolment for each academic year commences in the second week of October each year and ends in November of the same year. Please visit the following URL for further information: monash.edu/enrolments/re-enrol

The Faculty requires web-based re-enrolment (via WES) for most courses. Unless you anticipate completing your course at the end of Semester 1 you must:

- Re-enrol in all units for both Semester 1 and 2
- Re-enrol in all units for Semester 2 if you are on intermission until the end of Semester 1
- Not leave re-enrolment until the last day. You may experience WES access issues or require extra course information and thus need to contact University staff. Late fees are not waived on the grounds of last day(s) WES access problems.

International students studying on a student visa: If you do not re-enrol in 24 credit points in both Semester 1 and 2, you may be in breach of your student visa requirements. Underloading your enrolment with less than 24 credit points in either Semester 1 or 2 must be approved by the Faculty.

If you do not re-enrol during the specified period then you will incur a late re-enrolment fine or lose your place in the course.

Students who fail to re-enrol by the due date will be charged a late enrolment fee of approx. $325 – Re-enrolment dates are advertised widely by email and on noticeboards and the Monash University website.
Orientation and transition

Orientation Week

University life is an exciting and challenging academic and social experience. The Faculty of Engineering orientation program will help you to adjust to university study, settle into university life and meet the staff and students with whom you will work in your studies.

Orientation is an essential part of your Monash experience. During O Week you will:

- discover Monash University and the Faculty
- learn about the expectations and requirements of study
- learn study approaches and academic and research skills
- participate in activities designed to make the most of your study and develop effective study techniques
- get to know your fellow students

Information and registration details on both the University and Faculty Orientation and Transition programs can be found at:

Faculty: monash.edu/engineering/current-students/orientation

University: monash.edu/orientation/
Friends and Mentors in Engineering (FaME)*

Mentoring is the process by which an experienced person provides advice, support and encouragement to a less experienced person. A mentor is like a teacher or adviser who leads through guidance and example, and takes a special interest in helping another person develop into a successful professional.

Friends and Mentors in Engineering (FaME) is a group mentoring program that seeks to ease the transition to university, helping first year engineering students (you!) make genuine friendships and providing avenues of support throughout the year. Meetups and activities for the individual groups will be organised by mentors and there will also be events where the whole program gets together (e.g. scavenger hunt, trivia night etc.).

All new engineering students can register for FaME during orientation and participate in a support network of later year mentors and other level one students in their first semester of study in Engineering at Monash.

Contact Johnny or Clare for more information (johnny.dessoulavy@mess.org.au, clare.valder@mess.org.au)

Transition from School to University*

University study is more than simply attending lectures and passing examinations. We encourage you to become involved in the many clubs and societies, sports and student services available at Monash University and recommend taking time off from study each week. Use the Monash Get Started webpage to help you to settle in and understand what’s required - monash.edu/get-started

The transition from secondary to tertiary education is exciting, yet can pose some common challenges, such as

- Making the right choices and decisions.
- Adjusting to new levels of freedom and personal responsibility
- Finding motivation and confidence

If you’re finding the transition to university difficult, there is plenty of help available. Student services can help you with a range of issues including study skills, career counselling, financial assistance, health services and many more.

You can also seek confidential advice and support from Faculty staff or a course adviser.

Lectures and Laboratory Classes

Learning Capture (formerly MULO) is a recorded lecture service provided by Monash University Library. Learning Capture uses Echo360 audio and visual lecture capture technology. EchoSystem lecture recordings are available for playback at the conclusion of lectures via Echo Media Player streaming, direct download, vodcast, or podcast of M4V and MP3 files. Lectures are captured only if requested by lecturers, who have a choice of one or all available formats.

EchoSystem is available in all theatres included in the list of teaching spaces available for online recording. All lecture recordings are kept available for the duration of a semester in which a unit is held. Lists of units currently being recorded can be found at: intranet.monash/learning-capture
Lectures

Most of the formal teaching in the first level of the course is delivered through lectures to audiences of up to 300 students. The lectures are generally formal and the chance to ask questions is limited. Usually the lecturer follows the set text but may give fuller explanations, introduce related material, offer different interpretations and work through examples to highlight various aspects of the lecture material. Taking notes is important.

Tips on note taking

- Be physically and mentally alert
- Listen for the main points
- Write down key words and phrases
- Draw clear diagrams
- Develop a shorthand system that makes sense to you
- Review and edit notes within a few hours of the lecture

Laboratory Classes

Smaller one, two or three hour lab/prac classes are also provided. There is ample opportunity to seek clarification, to gain experience and knowledge through working set examples and problems and to gain confidence by contributing to discussion. The format of the tutorials will vary depending on the tutor in charge but generally tutorials are much more relaxed and informal than lectures. Some tutorials are designed to be supervised practice or problem classes; others are active group discussion classes. In any case, most labs or pracs will convey important material supplementing the lecture course. Formal assignments and other homework are often submitted and returned during these sessions.

Attendance at and contribution in classes may form a compulsory part of the assessment process in some units and you may be required to show due cause if you are unable to attend due to illness etc. **Non-attendance at classes may lead to you being refused admission to the examinations held at the end of semester.**

Study space

First Year Learning Centre*

The First Year Learning Centre is a study space specially designated for the use of first year engineering students. If you need to somewhere to study either individually or in small groups, or would like to attend a drop-in session with a demonstrator, check out the FYLC.

Open 8am-6pm from Monday to Friday during semester

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>First floor, Room 127, 14 Alliance Lane</td>
</tr>
</tbody>
</table>
Engineering Postgraduate Lounge

Our postgraduate coursework students have access to a range of facilities and services including a dedicated lounge. The lounge has two dedicated breakout meeting rooms, IT facilities, several workstations, and ample whiteboard space with a kitchenette.

Access to the lounge requires a student ID card and is open between the hours of 7.00am to 11.00pm. Postgraduate students will automatically be given access upon enrolment. If you cannot access the lounge please contact the Faculty office.

### Campus Location

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>First floor, Room 120, 14 Alliance Lane</td>
</tr>
</tbody>
</table>

Study success

PASS Program*

The Peer Assisted Student Sessions program (PASS) is offered to level 1 students undertaking study in ENG1001 Eng Design: Lighter, faster, stronger; ENG1002 Eng Design: Cleaner, safer, smarter and ENG1003 Eng mobile apps.

PASS provides the opportunity for students to receive additional assistance by attending an extra one-hour, small group study session per week. This session is led by a trained peer leader (a later year student who has previously successfully completed the unit) who guides students through learning activities associated with the study program for the unit. It is likely that all students who regularly attend PASS sessions will achieve a pass or better grade in the unit studied. Find further information at:

monash.edu/students/pass-program/
English Connect

Join a Conversational English Program to improve your language skills. They are a fun, free way to meet and talk with other students, ask questions and share a learning experience. There is no assessment, exams, lectures, or books - just interactive programs delivered by specially trained students.

Find out more monash.edu/English-connect

Learning Skills

The Library provides services to assist students with the development of their academic skills, including:

- Effective study and time management;
- Reading and exam preparation skills;
- Techniques for effective listening and note-taking in lectures and seminars;
- Oral communication and presentation skills;
- Academic essay, report and thesis writing skills;
- Citing and referencing.

The Library’s learning skills programs and services support the development of these skills in all students, at the undergraduate and postgraduate levels, with a particular focus on supporting students for whom English is their second language.

Visit the Monash Library website for further information: lib.monash.edu/learning-skills

Drop-in Sessions

Learning skills advisers are located in the Hargrave-Andrew Library and provide drop-in sessions, workshops and classes for undergraduate and masters’ students as well as individual appointments for higher degree research and other identified students.

- Open to all students
- 10-15 minute consultations
- No appointment is necessary – students are seen on a ‘first come first served’ basis

Longer appointments may be scheduled for a later date by the learning skills adviser.
Workshops and Classes

The Library and the Learning Skills Unit offer classes aimed at improving research and study skills, as well as workshops specifically designed for individual course units.

Online resources for use in class or for students’ private study, including tutorials, interactive exercises on study skills, reading, listening, oral presentations, referencing, grammar, and writing with examples of Lab Reports and Technical Reports, are available at:

monash.edu.au/lls/llonline

Study/Learning Techniques

Study skills can be learned. Tips include

- Set clear and achievable study goals
- Set apart a place for study. This should be private, free from noise and other distractions, be comfortable but not conducive to sleep. Alternatively, make use of the library facilities.
- Set apart some time most days of the week for study.
- Make a study plan of both times and topics. Decide what you are going to study and for how long, while also including rest period. Include in that program some rest periods of say 5 or 10 minutes.
- Start off with something you find interesting and easy to achieve.
- At the end of each session try to assess realistically how well you have learnt and understood the work and plan follow up sessions accordingly.
- Have a weekly or cyclic study plan. Constantly revising your plans to account for submission of reports and assignments that may involve several days’ work.
- Work through past examination papers for revision. Past exam papers are available on the library website.

If you need help developing study skills, talk to Student Services or Faculty staff.

Maths Learning Centre

The Mathematics Learning Centre is a drop-in centre for one-to-one help for students enrolled in mathematics and statistics units.

When
Monday to Friday, 11am – 2pm. Open in weeks 2 – 12 every semester. Also open during mid-semester breaks, SWOTVAC and the examination period.

Where
Room G24 (ground floor), 9 Rainforest Walk, (formerly Building 28), Clayton Campus

Who
Priority given to students in level-one units from 11am – 1pm, but all year levels students are welcome. This includes Mathematics units taught with the Faculty of Information Technology and the Faculty of Engineering

Enquiries
Student related enquiries may be directed by email to: enquiries@maths.monash.edu.au.

monash.edu/science/schools/mathematical-sciences/current/learning-centre
Tutors – Be One or Find One

Monash University students and graduates offer a broad range of skills, experience and knowledge and as a tutor can assist primary, secondary and tertiary level students throughout the Melbourne metropolitan area.

Students can register to become a tutor or find a tutor for assistance with their studies by submitting details in the Career Gateway on the Career Connect website: careers.monash.edu.

Learning with LEGO program

Looking for an excuse to play with LEGO? Or are you interested in building with LEGO for the very first time? Come and see how playing with LEGO can help you improve your academic and professional skills, while at the same time provide you with a fun, creative and social space to explore your creative skills.

Learning with LEGO runs throughout your undergraduate degree. Not least, it is aimed at improving:

- Teamwork
- Study skills
- Professional skills

The Learning with Program requires you to take part in 2 x 2 hour workshops each year (e.g. running between Weeks 1 to 3). As part of the program, you will build models in teams, undergo LEGO Serious Play activities to explore different topics and share your ideas and stories with your peers. The program provides you with the time, space and support to understand how you can improve yourself as a student and a future employee, while having fun!

For more information, please email learningwithlegoprogram@gmail.com or visit https://learningwithlego.home.blog/.
Learning resources

MOODLE

Moodle is the learning system used at Monash University to support your studies. It provides you with:

• Access to information and activities
• Ability to submit assessment tasks and receive feedback and results
• Forums for student and staff communication

Use your Authcate username and password to access your unit page via the my.monash portal at my.monash.edu Click on Moodle under the Online Systems tab.

Please note that you can access Moodle directly at moodle.vle.monash.edu

If you don’t see your unit in Moodle, please contact your unit lecturer or the Service desk (see below).

Resources and Support

Faculty of Engineering: When you login to Moodle, you will have access to the Faculty of Engineering – Student resources in your Unit List. This unit provides you with some tips and information. Moodle Support for Students is available at: vle.monash.edu/moodlesupportforstudents.html

The Service Desk can be contacted on 03 9903 2777 or at: monash.edu/esolutions/contact

Unit Guides

For each coursework unit undertaken at Monash students will be provided with accurate and timely information in the form of a Monash University Unit Guide.

Each Unit Guide will:

• be accessible to all students;
• be delivered in a timely manner.
• outline in a standard format the offerings, teaching and assessment requirements of the unit including:
  ▪ book and reading lists
  ▪ contact hours
  ▪ workload and weekly schedule
  ▪ learning outcomes
  ▪ assessment tasks and mark breakdown.

There will be only one Unit Guide per unit offering. The Unit Guide will contain information that is common to all campuses, streams and modes of offering. Unit Guides will be available online by the end of the orientation week of a standard semester or, for all other teaching periods, not later than by the end of the first week.

Unit Guides for engineering units are available at: unitguidemanager.monash.edu/search.
Computer Labs

The Faculty of Engineering computer labs offer high specification computers and software for student use. For information regarding computer labs, software, access and support: monash.edu/engineering/ecms.

The use of computer labs is governed by Monash University policies. All students must make themselves aware of these rules BEFORE using any Monash University IT facilities. Please visit http://intranet.monash.edu.au/esolutions/students/labs/lab-rules.html

Locating a Lab

To find a lab on campus, please visit: secure.monash.edu/students/labs/locate.php.

Reporting an Issue

If you encounter any problems accessing the labs or need to register for after-hours access please visit the Online Service Desk: intranet.monash.edu/esolutions/students.

Internet Usage Policy

During their studies, students will be expected to make reasonable use of the Internet for research and communications with staff and other students.

Internet usage is not free. The University pays for internet access as part of student educational programs. Internet access which results in excessive use of the internet or breaches the Acceptable Use policy may result in the student personally being charged the cost of this access and any additional charges which may apply.

All internet transactions are recorded and can be traced to a particular username. For this reason students must keep their username and password secure. If a user has reason to believe that others may have obtained and could be using their username, then the user must report it immediately to the eSolutions Service Desk.

Students using databases, online journals, eBooks and other electronic information resources provided by Monash must restrict their use to a reasonable level to support their study and research at Monash. Excessive use can be detected by information providers and reported to the University for Investigation. Using software including, scripts, agents, or robots is prohibited and may result in loss of access to the resource for the whole Monash community.
Students need to be aware of the copyright implications of using the internet. When students download, reproduce, share or email material from the Internet, they risk being in breach of copyright law if they are not aware of their rights and obligations.

You may monitor your usage via your "my.monash" student portal page. Select “My Info” tab and look for the "Internet usage report" section.

Internet use that is not directly related to studies, including the following, is not permitted:

- downloading or exchanging audio and video files, including MP3 files and other similar files
- streaming (listening or watching) video and audio in real-time, including internet ‘radio/television’ stations or music sites
- downloading entire www/FTP external sites or significant parts of such sites, particularly those including images and games programs, unless the material is specifically relevant to your course of study
- playing any form of game over the internet
- accessing any site containing pornographic material.

Students are referred to the policy on ‘Acceptable use of information technology facilities by students’ which can be found at:

monash.edu/policy-bank/policies-and-procedures/management/its

Occupational Health and Safety Manual

Monash University strives to provide a healthy and safe study environment for students. Also, each student at Monash University is responsible for ensuring that his or her own study and work practices reflect good occupational health and safety and environmental standards in order to protect their own health, safety and environment, as well as the health, safety and environment of others.

The responsibilities of students include:

- using a documented risk management process to eliminate or minimise occupational health and safety and environmental risks where appropriate, e.g. for new research projects;
- complying with occupational health and safety instructions, policies and procedures;
- using and maintaining safety devices and personal protective equipment correctly;
- being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders; and
- not willfully or recklessly endangering the health and safety of any person

Unit leaders should issue students with a set of rules and regulations concerning laboratory procedures and safety. For example, students will need to wear appropriate footwear into laboratories.

The OHS manual can be viewed at:

monash.edu/engineering/current-students and eng.monash.edu.au/ohs/
Library – The Hargrave-Andrew Library

The Hargrave-Andrew Library is one of eight library branches at Monash which supports teaching and research in the fields of Engineering, Science, IT, Medicine, Nursing and Health Sciences. The library provides information resources and services that will be an integral part of your university experience.

Each campus has a library that is open throughout the year where you can study quietly or in groups, use library computers or bring your own laptop and connect to the university’s wireless network.

Your Monash Student ID card is required to borrow books and other Library material including printing and photocopy facilities. Information on library opening hours, contacts, borrowing, online tutorials etc. can be found at: monash.edu/library.

Reading Lists

The online engineering Library Guides will lead you to a range of useful resources in your subject area including a range of ebooks, databases and citing and referencing tutorials. Go to: guides.lib.monash.edu/.

Loan renewals, enquiries, access to the catalogue and many other resources, are also available remotely from the library web pages at monash.edu/library.

The library has a reserve collection where your lecturers may place books in high demand, as well as lecture notes and other materials. Many reserve materials are now available electronically and can be accessed from the library catalogue. Online reading lists are available for many units to assist in locating high demand materials. Access the catalogue at:

monash.edu/library

Library Location

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>13 College Walk</td>
<td><strong>During Semester:</strong> 8:00am – 10:00pm MON – FRI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00pm – 5:00pm SAT (and some Sunday’s before exams)</td>
</tr>
<tr>
<td>Hargrave-Andrew Library</td>
<td></td>
<td><strong>Non-teaching Periods:</strong> refer to website</td>
</tr>
<tr>
<td></td>
<td></td>
<td>monash.edu/library/libraries/australia/opening-hours</td>
</tr>
</tbody>
</table>
Undergraduate student requirements*

Continuous Professional Development (CPD)*

Continuous Professional Development (CPD) is a compulsory professional practice requirement for all undergraduate Engineering students at Monash Clayton in order to be recognised by Engineers Australia as 'competent' and be eligible to graduate with their Monash Engineering degree.

Students are expected to be sourcing their own professional development opportunities during their time at Monash, and the details of these experiences should be submitted to the Student Futures platform in order to track how many hours and skills students have attained in their various activities. There are minimum requirements of hours and skills that must be reached, but there are no maximums on the number of activities, hours and skills that any student can submit to the Student Futures platform - the more a student submits to the platform over and above the minimum requirements, the better it will look for them come graduation (and when applying for jobs).

At least 50% of each student’s minimum hour requirement must come from Engineering-based activities, but there are many different ways to make up this number.

Once all completed activities have been submitted to the Student Futures platform and the minimum requirements have been met, students can proceed to Moodle to complete the assessment piece of six questions, which are based on the experiences students attained while completing their activities. Successful completion of these questions on Moodle will grant the student a 'competent' grade, which will be reflected on their transcript as an 'SFR' (Satisfied Faculty Requirements) for the zero-credit-point, zero-fee-loading unit ENG0001. Students cannot graduate from an undergraduate Engineering course at Monash Clayton without having achieved an SFR for ENG0001.

monash.edu/engineering/cpd

Specialisation Selection*

First year students in the Bachelor of Engineering (Honours), Bachelor of Engineering (Honours)/Bachelor of Arts, Bachelor of Engineering (Honours)/Bachelor of Biomedical Science, Bachelor of Engineering (Honours)/Bachelor of Commerce, Bachelor of Engineering (Honours)/Bachelor of Commerce Specialist, Bachelor of Engineering (Honours)/Bachelor of Science and Bachelor of Laws (Honours)/Bachelor of Engineering (Honours), will move into any one of the ten* engineering specialisations offered at Clayton after successful completion of the common first year, subject to academic performance, course offerings and progression requirements.

Students can select one of the following ten* branches of engineering to specialise in from second year onwards (not all specialisations are available in double degrees):

- Aerospace Engineering
- Chemical Engineering
- Civil Engineering
- Electrical and Computer Systems Engineering
- Environmental Engineering
- Materials Engineering
- Mechanical Engineering
- Mechatronics Engineering
- Resources Engineering
- Software Engineering

*Ten specialisations vary depending on the Bachelor program.
*Students enrolled directly into the Bachelor of Aerospace Engineering (Honours) or Bachelor of Software Engineering are already allocated into their engineering specialisation and do not participate in specialisation selection, but may be able to apply for a 'specialisation transfer' if requirements are met.

Students enrolled directly into the Bachelor of Engineering (Honours)/Bachelor of Architectural Design, Bachelor of Engineering (Honours)/Bachelor of Design (Industrial Design) and Bachelor of Engineering (Honours)/Bachelor of Pharmaceutical Science do not participate in specialisation selection.

During the year students are kept informed about relevant information and activities to assist in making a decision, as well as the steps undertaken for the specialisation selection process. This process includes:

1. Information sessions held during the year and info resources/videos available online
2. Submission of two choices of specialisation in order of preference into an online system
3. Release of end of year results
4. Allocation process – with final branch allocations made available in the online system
5. Specialisation enrolment in early December (after release of results)

Students are encouraged to work hard to achieve good results and consolidate allocation into their first preference of engineering specialisation. Most students are allocated into their first choice, however, a small number of students may miss out if their academic achievement or progression during the year is below average. Further information is available from:

Faculty of Engineering Office, Ground Floor, 14 Alliance Lane, Clayton campus.

monash.edu/engineering/current-students/enrolment-and-re-enrolment

Master of Advanced Engineering students

Work Integrated Learning Unit

Master of Advanced Engineering students will have an opportunity to undertake a consultancy placement or research project defined by a partner organisation in place of unit ENG5002 Engineering entrepreneurship. Partner organisations may be from a diverse range of industries and sectors, including government departments, private industry and not-for-profit organisations. The total workload requirement will be 144 hours.

The unit code is ENG5008 Work integrated learning – 6 credit points

To be considered for the unit students must complete:

TWO YEAR PROGRAM - 48 points and obtain a minimum of 70 WAM

OR

ONE YEAR PROGRAM – 24 points with no failed units.

Expressions of interest for the WIL Unit will be open from March 2019, students will be notified by email and via the Faculty web pages.
Enhancement opportunities

Diploma of Arts (Languages)*

The Diploma in Arts (Languages) is an extra undergraduate qualification that can be taken while studying another degree. It is the equivalent of a language major (48 credit points) and is appropriate for both beginners and those with a language background as there are several entry levels.

Languages offered include Chinese, French, German, Indonesian, Italian, Japanese, Korean and Spanish. The Diploma will usually add one year to your studies and will be completed concurrently with your main degree over a three to four year period. Students in the Faculty of Engineering are able to apply for a Diploma in Arts (Languages) or any other available Diploma in Arts, after the successful completion of the first year of study. Students interested in undertaking this option should speak to the Faculty Course Advisers at the Faculty of Engineering Office. Further information is available at:

artsonline.monash.edu.au/llcl/diploma-in-languages/

Monash Engineering Student Industry Engagement*

Through Monash Engineering Student Industry Engagement, the Faculty of Engineering offers you a range of enhancement programs to complement your technical training and help prepare you for life after your degree.

- **Engineering Co-Operative Education Program**
  Student can apply to take part of the Co-op program and undertake a number of paid engineering internships lasting from three to six months at a time, facilitated by the Faculty of Engineering. Co-op is optional and not for academic credit. The duration of the degree may extend but the program will not attract any tuition fees. The Co-op program might be undertaken over summer and/or a semester and the co-op unit will be listed on the academic transcript. Students will be provided with job ready skills to assist them in preparation of their Co-op interviews and employment. Entry to the Co-op program is via a competitive selection process.

  monash.edu/engineering/coop

- **Engineering Leadership Program**
  This is a unique non-award program offered by the Faculty of Engineering at Monash University, and is designed to produce engineering leaders of the future.

  monash.edu/engineering/current-students/student-industry-engagement/monash-engineering-leadership-program

- **Monash Industry Team Initiative (MITI)**
  The Monash Industry Team Initiative (MITI) partners multidisciplinary student teams from Monash University with leading Australian and global industry partners. Students collaborate and design innovative solutions to real issues in today's business world.

  miti.monash.edu

- **Summer Research Program**
  Explore the world of engineering research with the Faculty of Engineering Research Scholarship Program. Undergraduate students can experience the challenge of research via a 12 week research project over the summer break.

  monash.edu/engineering/current-students/graduate-research/summer-research-program-scholarships
• **Women In Engineering**

The Women in Engineering (WiE) program provides the opportunity for both young women and men undertaking engineering at Monash University to support, celebrate and learn more about the contributions of women to the engineering profession.

[monash.edu/engineering/about-us/women-in-engineering](monash.edu/engineering/about-us/women-in-engineering)

For more information go to: [monash.edu/engineering/current-students/student-industry-engagement](monash.edu/engineering/current-students/student-industry-engagement).

---

**Exchange Program – International**

The University offers an extensive exchange program with other institutions located all over the world through Study Abroad. Many of these places offer courses in Engineering, enabling you to study overseas and gain credit for your Monash degree (and pay only the Monash fees). Applications for the Monash Exchange Program have to be made at least six months before the intended period of travel and applicants are generally expected to have successfully completed at least two years of study (with appropriate academic achievement) before going on exchange. Eligible students can apply for travel grants and loans to help with the cost of going on exchange overseas. To find out more contact the Faculty of Engineering office, ground floor, 14 Alliance Lane, visit the Study Abroad counter on the first floor of the Campus Centre or check the following webpage: [monash.edu/study-abroad/](monash.edu/study-abroad/).

Engineering students are also eligible to apply for inter-campus exchange to the Sunway campus in Malaysia upon successful completion of 48 credit points of study. Generous incentives are currently being offered to enable Clayton students to participate in the program. Students in chemical, electrical and computer systems, mechanical or mechatronics engineering can study identical units at Sunway while experiencing a new country and its culture. A Credit (minimum 60%) average in their studies is required.

[monash.edu/study-abroad/intercampus-exchange/](monash.edu/study-abroad/intercampus-exchange/)

---

**Non-Residential Colleges**

Students living on-campus at Monash enjoy a range of social and academic advantages. Non-residential colleges aim to provide these benefits to students living off-campus. Some of the benefits of an enhanced student engagement and experience include:

- social engagement and support
- leadership and mentoring from senior students and college support teams
- access to a range of programs including social, sporting, academic and cultural.

There are two colleges at Caulfield campus (Pegasus and Phoenix) and two at Clayton campus (Orion and Centaurus). Each college has 250 student members, about 20 college advisors (higher-year students acting as mentors) and three members of the academic staff in leadership positions.

Membership is open to current Monash University students, who:

- have a home campus at Clayton or Caulfield
- are enrolled for a full academic year (not taking intermission or study abroad)
- are studying on-campus.

If you live in on-campus accommodation you are not eligible to join as you are already a member of a residential college.

Clubs, Societies and Teams - getting involved

Monash Motorsport – Formula SAE Team*

Monash Motorsport is a student-run team which designs, builds, tests and races its very own Formula SAE cars in Australia, and around the world. Our team (currently ranked as number 2 in the world) is comprised of students from a range of faculties, including engineering, commerce, science, design, and law; that work collaboratively in technical, business and management aspects. Members not only experience hands-on engineering and business acumen, but they also gain interpersonal skills and create networks that carry far beyond their university education and into industry.

In 2019, Monash Motorsport sets its eyes on an even bigger challenge, becoming the first FSAE team in Australia to produce three cars for each of the three divisions in competition - Combustion, Electric and now Driverless!

monashmotorsport.com

Engineers Without Borders (EWB)

Are you interested in hands-on experience, poverty reduction, sustainable development, and making a difference in the world? Engineers Without Borders (EWB) – a local chapter of EWB Australia – brings together like-minded people for a collectively larger impact than any one individual can make.

EWB volunteers work in partnership with disadvantaged communities domestically and overseas on a range of projects to provide sustainable engineering solutions; building a biodiesel plant, collecting textbooks for Afghanistan, and refurbishing computers for students. EWB membership gives you access to a vast network of professionals and students around the country who share your enthusiasm for important global issues.

Find out more about clubs and societies at monashclubs.org

*Monash Motorsport – Formula SAE Team

monashmotorsport.com
Monash Student Association

The Monash University Student Association is run by students for students and provide services, activities and representation on academic affairs for over 20,000 students on the Monash Clayton Campus.

Further information on what your Student Association can offer can be found at: http://msa.monash.edu/

<table>
<thead>
<tr>
<th>Campus</th>
<th>Association</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>MSA</td>
<td>Monash Student Association - Email <a href="mailto:msa@monash.edu">msa@monash.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td>Engineering Clubs and Societies</td>
<td>MESS</td>
<td>Monash Engineering Students’ Society</td>
</tr>
<tr>
<td></td>
<td>ACES</td>
<td>Association of Civil Engineering Students</td>
</tr>
<tr>
<td></td>
<td>CEPA</td>
<td>Chemical Engineering Postgraduate Association</td>
</tr>
<tr>
<td></td>
<td>EWB</td>
<td>Engineers without Borders</td>
</tr>
<tr>
<td></td>
<td>FEM</td>
<td>Female Engineers at Monash</td>
</tr>
<tr>
<td></td>
<td>GLEAM</td>
<td>Gay and Lesbian Engineers at Monash</td>
</tr>
<tr>
<td></td>
<td>MatES</td>
<td>Materials Engineering Society</td>
</tr>
<tr>
<td></td>
<td>MEGA</td>
<td>Mechanical Engineering Graduates Club</td>
</tr>
<tr>
<td></td>
<td>MECC</td>
<td>Mechatronics Engineering Clayton Club</td>
</tr>
<tr>
<td></td>
<td>MAMEC</td>
<td>Monash Aerospace and Mechanical Engineering Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash Brewing Club</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash Connected Autonomous Vehicle Team</td>
</tr>
<tr>
<td></td>
<td>MEPPS</td>
<td>Monash Engineering &amp; Pharmaceutical Science Society</td>
</tr>
<tr>
<td></td>
<td>MEES</td>
<td>Monash Environmental Engineering Society</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash High Powered Rocketry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash Human Powered Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash Nova Rover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monash Robogals</td>
</tr>
</tbody>
</table>
## Campus Association Location and contact

<table>
<thead>
<tr>
<th>Campus</th>
<th>Association</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monash Solar Decathlon Team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monash Unmanned Aerial Systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Precious Plastic Monash</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SMEE</td>
<td>Society of Electrical Engineers</td>
</tr>
<tr>
<td></td>
<td>SMUCE</td>
<td>Society of Monash University Chemical Engineers</td>
</tr>
<tr>
<td></td>
<td>RESS</td>
<td>The Resources Engineering Student Society</td>
</tr>
<tr>
<td></td>
<td>TEM</td>
<td>Transport Engineers at Monash</td>
</tr>
</tbody>
</table>

These clubs are involved primarily in social activities and they organise activities such as barbeques, parties, sporting matches, car trials and annual dinners. Career related events may also be organised. Some clubs are involved in achieving specific goals, outside activities to help improve the lives of others or to raise awareness of engineering in school children.

There are of course many other clubs and societies on campus which cater for a wide range of activities and interests. Give yourself the opportunity to become involved in a couple of these during your stay at Monash. Find out more about clubs and societies at [monashclubs.org](http://monashclubs.org).

### Monash Postgraduate Association (MPA)

The Monash Postgraduate Association (MPA) is the representative body for all research and coursework postgraduate students enrolled through Monash University’s Victorian campuses. The MPA organises a range of seminars, workshops and social functions for all postgraduate students. The MPA also is a supportive provider of advocacy for students who might require support with discipline hearings. Please visit: [www.mpa.monash.edu](http://www.mpa.monash.edu).
Student progression

Special Consideration

A student whose work during a semester or whose performance in an examination or other assessment has been adversely affected by acute illness or other exceptional cause beyond their control may apply for special consideration. This will be taken into account by the board of examiners when determining the student’s results for the units affected.

For further information refer to University Policy and Procedures for Special Consideration at: monash.edu/exams/special-consideration.html

Special Consideration Applications

In semester assessment

Assessments submitted during semester

Students requesting special consideration for any assessment during semester (e.g. assignments, tests, labs or presentations) are required to submit an application form directly to their department or unit co-ordinator. Students should lodge their application for special consideration within 2 working days of the submission deadline.

End of semester assessment

Applications for exam assessment

Students must lodge an application form online at: monash.edu/exams/special-consideration.html

In all cases appropriate supporting documentation must be provided. Students are asked to ensure that supporting documentation from a qualified professional practitioner is included. Applications for special consideration, and in particular documentation provided e.g. medical certificates, will be treated in strict confidence.

Students who have applied for special consideration for an end of semester exam will be notified of the outcome of their application via email and/or the Web Enrolment System (WES). The grade for the affected unit will temporarily appear on the student’s record as DEF indicating that the student has been granted a deferred exam. When a result becomes available from the deferred examination, the DEF will be replaced with that result. A student who is granted a deferred exam is NOT required to re-enrol in that unit, unless the outcome of a deferred exam warrants otherwise. Students who complete the final examination are not eligible for special consideration. If you are extremely unwell during the exam, you should seek advice from an exam supervisor.

Deferred Exams

A deferred examination is the only outcome from a successful end of semester request for special consideration. The results of the deferred assessment will be final. Students who complete the final examination/assessment task will not be eligible for special consideration.

Deferred exam information and deferred exam dates for the current year can be found at monash.edu/exams/deferred.html

Students should lodge applications for special consideration for end of year exams together with the appropriate documentation and evidence, no later than two working days after their last scheduled examination.
Supplementary Exams

Supplementary examinations, which provide a second or subsequent attempt at a unit without the need to re-enrol and repeat the affected unit are generally not offered by the Faculty of Engineering unless a student is within 12 credit points of completing the academic requirements for their degree. Supplementary assessment may be granted at the discretion of the department in which the student is studying, with a result of NS until finalisation of the assessment. If failed, the student must re-enrol in the unit. The maximum mark returned for supplementary assessment will be 50 P.

Supplementary assessment will only be granted where all of the following criteria are met:

- the student is within 12 credit points of completion and the failed unit(s) would complete the requirements of the degree and
- the failed unit(s) were completed within the last 12 months and
- the failed unit(s) are worth no more than 12 credit points in total and
- the final grade for the failed unit(s) is in the range 45-49% and
- the failed unit(s) is not a final year thesis or a final year design project.

If eligible, a student should seek advice from their department regarding supplementary exams following the release of final results.

Calculators in Exams – Approved Stickers

When students are permitted to use calculators in a final examination of a unit, a link to the detailed description of the approved calculators must be included in the relevant unit guide given to students at the start of the semester, and also be displayed on the Faculty website.

A sticker system will be used to identify permissible calculators. The unit guide should also include instructions about the place and timeframe for obtaining the sticker, however, stickers are usually provided at the Faculty Office, which is located at the faculty office: 14 Alliance Lane, Clayton campus.

Exam invigilators will check stickers and only allow those calculators identified as approved by the Faculties of Engineering and Science to be used in the examination. Further information can be found at: monash.edu/engineering/current-students/enrolment-and-re-enrolment/course-information/assessment-and-examinations/calculators-in-exams.

Examinations

Students must ensure that they are available to attend exams for the entire examination period and should not commit to travel or other events during this time period as special consideration will not apply. Examinations are usually held after a period of 12 weeks after semester commences (not inclusive of mid-semester break or SWOT VAC). A period of SWOT VAC or ‘study break’ precedes each examination period.

Other methods of assessment which may be used in addition to end-of-semester examinations will be explained by the lecturers in their introductory lectures. The final semester result is usually an aggregate of marks obtained in tests, assignments, laboratory reports and the end-of-semester examination. The weighting associated with each component will be explained at the start of teaching and also within the unit guide on Moodle.

At the end of a semester, as the examination period approaches, some students become depressed or unduly anxious. There are several reasons for this - inadequate preparation, unrealistic expectations, fear of performing at an unacceptable level, fear of failure, feelings of inadequacy or guilt, the possibility of having to repeat units or of facing exclusion. There are techniques available that can assist in preparing for and sitting examinations.

monash.edu/rlo/study-skills/preparing-for-exams
Open Book Examinations

Some examinations are of the "open book" type, where you may take a selection of your textbooks and notes into the examination for consultation. That sounds like an attractive proposition compared with a closed-book exam. In reality, however, it is just as important to become familiar with your work and your textbooks well ahead of the exam. If you do not prepare for the examination you will spend far too much time searching for the relevant material and will consequently run very short of time in the exam.

Examination Timetables

Individual examination timetables are posted in your my.monash portal on the web via WES. When you access your examination timetable it will contain your seat numbers, the venues and the times of the examinations. Don’t forget to print off your own copy – many students have missed exams because they didn’t double-check the times. Please ensure you check your exam timetable again just before the start of the examination period as details may change without warning.

Make sure that you personally record the date, time and venue of each of your examinations accurately. Being absent or being late for an examination due to misreading a timetable is not grounds for a deferred or special examination and a fail will result. Students should also note that having a ‘tight’ examination timetable is not a valid reason for special consideration.

If any exam is missing from your personal timetable, you should contact the Faculty Office to confirm your enrolment details.

Information is available at:

monash.edu/exams/dates-timetables/review-exam-timetable

Examination Script Viewing

The provision of feedback to students is part of the educational process and viewing of exam papers forms part of the feedback mechanism. The following arrangements regarding access to exam papers for engineering students apply:

- Departments and schools will display information on their webpages and/or email students regarding the process for the viewing of their exam papers
- Students will be permitted to view their exam papers up until the second week of the semester following the issue of results
- Students wishing to view their exam papers should complete an appropriate request form, available from the department or their webpage
- Copies of exam papers will not be provided to students in any format.
### Results

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>80-100</td>
<td>High Distinction</td>
</tr>
<tr>
<td>D</td>
<td>70-79</td>
<td>Distinction</td>
</tr>
<tr>
<td>C</td>
<td>60-69</td>
<td>Credit</td>
</tr>
<tr>
<td>P</td>
<td>50-59</td>
<td>Pass</td>
</tr>
<tr>
<td>N</td>
<td>49 and below</td>
<td>Fail</td>
</tr>
<tr>
<td>WH</td>
<td>N/A</td>
<td>Withheld – Your grade has been withheld by the lecturer due to a wide range of reasons.</td>
</tr>
<tr>
<td>DEF</td>
<td>N/A</td>
<td>Deferred – If you applied for special consideration, the Faculty may have granted you another chance to sit an examination. In this case, the grade DEF will appear on your record.</td>
</tr>
<tr>
<td>WD</td>
<td>N/A</td>
<td>Withdrawn – Students who withdraw or discontinue from a unit after the relevant semester census date will have the grade WD recorded on their academic transcript.</td>
</tr>
<tr>
<td>NS</td>
<td>N/A</td>
<td>Supplementary Assessment Granted</td>
</tr>
<tr>
<td>WN</td>
<td>N/A</td>
<td>Withdrawn Fail – Students who withdraw after Monday of Week 10 in a standard semester will have the grade WN recorded on their academic transcript.</td>
</tr>
<tr>
<td>WI</td>
<td>N/A</td>
<td>Withdrawn Incomplete – Students who are unable to undertake or complete all assessment for a unit due to extreme circumstances beyond their control occurring or having effect after the commencement of the Withdrawn Fail period.</td>
</tr>
</tbody>
</table>
Honours Courses and Honours Weighted Average*

All single and double degrees with awards in engineering are awarded Honours for meritorious performance in the engineering course overall. No additional time is required. All units are considered in the determination of an honours result, but greater weight is given to the units in the higher levels of the course than to those in the lower levels, and a penalty is applied to the results of repeated units for the calculation of honours.

The honours result is determined by a cumulative weighted average called the Honours Weighted Average (HWA). This is calculated using the formula

$$HWA = \frac{\sum L_i C_i M_i}{\sum L_i C_i}$$

Where;

$L_i$ = level number of unit $i$

$C_i$ = credit points of unit $i$

$M_i$ = percentage mark received that semester in unit $i$

and the summations include all units in the course

In the case of a repeated unit (whether repeated once or twice or thrice), the repeated results are first discounted by 10% (that is, multiplied by 0.9) before the highest of the original mark (at the first attempt) and the repeat marks are used in the HWA formula. Engineering degrees with honours are awarded in three grades as follows:

<table>
<thead>
<tr>
<th>Honours Grade</th>
<th>Weighted Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI (First Class)</td>
<td>80.00+</td>
</tr>
<tr>
<td>HIIA (Second Class Division A)</td>
<td>70.00+</td>
</tr>
<tr>
<td>HIIB (Second Class Division B)</td>
<td>65.00+</td>
</tr>
</tbody>
</table>

From year to year the Faculty of Engineering may vary the above HWA targets by amounts not exceeding ±1%.

Grade Point Average (GPA)

The GPA is an internationally recognised measure for establishing equivalence across different grading systems. Your GPA is the average result of all grades achieved in your course of study, weighted by the credit point value of each unit.

The WAM is based on marks, rather than grades and provides a tool for measuring student performance. The WAM provides an average of the percentage marks received for each unit of a course, with different weightings for different unit levels. The WAM calculations are based on all units where a mark has been recorded.

Calculating your GPA and WAM

Methods for calculating both your GPA and WAM can be found on the examinations website: monash.edu/exams/official-record-results/gpa

Result publication dates and a complete results legend can be found at monash.edu/exams.
Intermission is available to students who wish to apply to take a period of leave from their studies. If you are experiencing difficulties with your studies or you wish to take time off from study for any reason, you can apply for Intermission (leave of absence) for up to a maximum of one academic year at any one time. When granting leave the Faculty retains the students place in their course.

Students should be aware that a period of Intermission is included in the calculation of time limits for completion of an engineering degree, and that special requirements may apply to international students due to student visa regulations.

monash.edu.au/enrolments/change/intermission

If you do not re-enrol when required during your intermission period, your enrolment will be considered to have lapsed and you will no longer be a student at Monash University.

Do not confuse intermission with ‘total withdrawal’ of units or ‘discontinuation’ from a course, which means no further enrolment. Failure to do so will result in you being discontinued from your course.

Domestic Students

Domestic students can apply for Intermission via the Web Enrolment System (WES):
monash.edu/connect/forms.

International Students

International students must submit their forms online after they have talked to an adviser at Monash Connect about how intermission affects their visa.

Be sure to get the adviser’s name and a reference number before completing an online form via monash-intermissions-prod.appspot.com/#/intermission.

Under the ESOS Act, intermission for international students on a student visa can only be approved on grounds of compassionate or compelling reasons e.g. genuine illness.

When applying for intermission, students should be aware of the key dates to ensure they do not incur any academic or financial penalty for discontinuing their studies.
Course Transfer*

Level one students can apply for a transfer into another course or into a double degree program towards the end of their first year of study. As quotas are strictly imposed, selection is made mainly on the basis of academic performance in level one, as well as pre-requisite course requirements. Students must re-enrol in their present engineering course, and then enrol into their new course as directed if they receive an offer and decide to take it up.

For further information and online application go to:

monash.edu/course-transfers

The grades required for a transfer do vary, but for entry into prestigious double degree programs, a high level distinction average or above is usually required. Offers are made on the grounds of academic merit, and credit for units previously studied is calculated at the time of enrolment. You are not obliged to take up an offer to transfer once it is made, but you must inform the faculty promptly of your intentions, so that if possible, the place can be offered to another student. Once you are enrolled in a Monash course, applications through VTAC are only submitted for entry to other institutions. Do not use the VTAC system if you plan to transfer to another Monash University course.

Please take note of closing dates as late applications are generally not accepted.

Academic Progress

It is essential that you assess the reasons for failing progress rules to date and take any necessary steps to improve your academic performance. The following areas can provide advice and support:

- Faculty office - Student and Academic Services
- Library – Learning Skills Advisors
- Student Life and Support Services

In the Faculty of Engineering, a student’s academic progress for each academic year is deemed unsatisfactory for any of the following reasons:

- passed less than 50% of enrolled credit points over the academic year (December of the previous year to November);
- completed at least 2/3 of the maximum course duration and passed 50% or less of the course;
- failure of the same compulsory unit three times; or
- failure to comply with any terms or conditions imposed by an Academic Progress Committee of the Faculty.

What happens if any of these reasons apply to me?

If any of these reasons apply to you, you will receive a Notice of Referral and Hearing email from the Faculty soon after the December result release date. You will be required to formally respond to the Faculty Academic Progress Committee as to why you should not be excluded from the Faculty.

How do I respond to my Notice of Referral and Hearing email?

The email will advise you how to make a submission in writing, with substantiating evidence (e.g. statutory declarations, medical certificates etc.) to the Faculty Academic Progress Committee.

What happens if I do not respond?

Failure to respond may result in automatic exclusion from the Faculty.
What if I am away on holidays or I have returned to my home country?

You must respond to your Notice of Referral and Hearing email by the published closing date. You are expected to check your Monash email account regularly during the December to February period.

Will I have to attend a hearing of the Faculty Academic Progress Committee?

You will be advised by email if you are required to attend a hearing. You should ensure that you are available during February-March when the Committees are scheduled to hold hearings.

International students should contact Monash Connect monash.edu.au/connect for information and advice on the possible visa impacts relating to the university’s academic progress rules.

Where can I find further information regarding Academic Progress?

Please visit the University’s website for further information regarding progress rules and support documents: monash.edu/execserv/progress.

Course Discontinuation

Students can discontinue from their course entirely, to do this they need to apply for course discontinuation. We recommend that students talk to someone before submitting their application. Free advice and support from a range of services is available to help students make an informed decision.

Information on how to discontinue and relevant options can be found at:

monash.edu/enrolments/processes/change/discontinue-course

International students: Monash is legally obliged to report your course discontinuation to the Department of Immigration and Border Protection (DIBP). Students should seek advice from Monash Connect BEFORE formally discontinuing from the University.
You need to know about

Academic Integrity, Plagiarism and Collusion

Monash University is committed to upholding standards of academic integrity and honesty. Plagiarism in any form is unacceptable and will be treated seriously by the University. Plagiarism occurs when students fail to acknowledge that the ideas of others are being used. Specifically it occurs when:

- Other people’s work and/or ideas are paraphrased and presented without a reference.
- Other students’ work is copied or partly copied.
- Other people’s designs, codes or images are presented as the student’s own work.
- Phrases and passages are used verbatim without quotation marks and/or without reference to the author or a web page.
- Lecture notes are reproduced without due acknowledgement.

monash.edu/students/admin/policies/academic-integrity

Plagiarism

According to the Language and learning Online website, plagiarism is:

- copying phrases and passages word-for-word without quotation marks and without a reference to the author; this includes but is not limited to books, journals, reports, theses, websites, conference papers, course notes, lecture slides from your lecturer
- paraphrasing an author’s work and presenting it without a reference; this includes but is no limited to sentences, paragraphs, ideas and themes
- copying any part of another students’ work
- submitting items of assessment that are written in conjunction with other students (without prior permission of the relevant staff member)
- submitting a piece of work that has already been submitted for assessment in another course
- presenting other people’s designs and images as your own work
- submitting work as your own that someone else has done for you.

If you have used someone else’s work without acknowledging your source, you have plagiarised.

All work submitted for assessment must be the student’s own work. Sources of the work of others must be acknowledged in full. Plagiarism is an attempt to obtain undeserved academic advantage. Students suspected of plagiarism will be given the opportunity to explain their plagiarism in the company of their lecturer and the course coordinator. If the course coordinator 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 in accordance with the Monash University (Council) Regulations, Part 7. Severe penalties may be imposed (including suspension or exclusion) on students who engage in or support other students to engage in activities that undermine academic integrity.

“Cheating” refers to seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

“Collusion” is the presentation of work which is the result in whole or in part of unauthorised collaboration with another person or persons.

All students are expected to sign a plagiarism declaration when submitting assessments stating they have read and understood the university’s Plagiarism policy and Procedures and have not plagiarised the work of others or participated in unauthorised collaboration when preparing their work.
Further information and resources including an online tutorial on citing and referencing are available at:
Check the online Language and Learning website for more information at:
monash.edu/rlo/research-writing-assignments/referencing-and-academic-integrity

or complete the Library’s interactive tutorial Demystifying citing and referencing at:
monash.edu/library.skills/resources/tutorials/citing/

University policy on plagiarism is outlined in the Student Academic Integrity Policy at:
policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy

Collusion

Collusion means unauthorised collaboration on assessable work (written, oral or practical) with other people. This occurs when you present group work as your own or as the work of another person.

Collusion may be with another Monash student or with people or students external to the University. This applies to work assessed by Monash or another university.

Collusion occurs when you work without the authorisation of the teaching staff to:

- work with one or more people to prepare and produce work
- allow others to copy your work or share your answer to an assessment task
- allow someone else to write or edit your work (except for the use of a scribe approved by Disability Services)
- write or edit work for another student
- offer to complete work or seek payment for completing academic work for other students.
Copyright

What you need to know

Remember the internet is not a copyright-free zone

The University can identify you when you use the internet. If you infringe copyright on Monash computer accounts or email, you could face disciplinary measures, starting with the suspension of internet access rights.

Check you have permission to download or upload material

You can only copy web or print materials if you have permission or it is within the limits of fair dealing (see below). For example, some websites allow copying for personal use.

Stay within the fair dealing rules

If you are copying material for research and study, you can copy 10% or one chapter of a book or one article per issue of a journal or newspaper under the fair dealing rules. You must give credit to the author by citing your sources.

Peer-to-Peer

Peer-to-Peer file sharing programs, like BitTorrent, are banned at Monash. ITS can easily identify when you are using or installing Peer-to-Peer programs.

Don’t download pirate copies

Many files on the internet are pirate copies. Film, TV and music companies have software that trawls the web looking for infringers. If you download or link to pirate copies you are in breach of copyright.

Don’t copy CDs and DVDs

Even when you own a copy of a CD or a DVD there are restrictions on what you can do with them. Do not copy CDs or DVDs on Monash equipment.

Don’t use unlicensed software and databases

You can only use licensed software on Monash systems. The terms and conditions of software and database licenses must be followed.

Don’t distribute course material

Monash University owns copyright in your course materials. You can use lecture and tutorial notes and exam papers for your own study only.

Further information

Australian Copyright Council: copyright.org.au

Web: copyright.monash.edu
Email: University.Copyright@monash.edu
Complaints and Grievances

You have the right to seek redress if you believe that you have been treated unfairly. If you have a complaint, you should initially discuss it with the appropriate staff member concerned. If you are unable to resolve the issue or you feel uncomfortable about approaching the staff member then you should direct your complaint to the next appropriate level e.g. unit coordinator or Head of Department. You may also wish to discuss your situation with a member of the University Counselling Service or a Student Advocacy and Support Adviser.

If you wish to pursue a grievance, then your letter of complaint should be addressed to the Faculty Grievance Officer. Further information is available at: monash.edu/students/support/grievances

Complaints from students in relation to academic and administrative matters are managed within the framework of the University Academic and Administrative Complaints and Grievances Policy available at: policy.monash.edu.au/policy-bank/academic/education/management/complaints-grievance-coursework-procedures.html

Discipline

The Monash University Discipline Statute recognises a range of misconduct offences that can result in penalties ranging from fines to exclusion. Misconduct refers to both general and academic issues, and can include everything from exam cheating to harassing another person. Breaches of discipline, acts of misconduct and acts of cheating are broadly defined in Monash University (Council) Regulations, which also indicates the procedures that are to be followed and the penalties that may be imposed. Reports of general misconduct, academic misconduct and research misconduct are all taken seriously and dealt with in accordance with the Regulations, Part 7, which also outlines clearly defined avenues for appeal. For information go to: monash.edu/execserv/discipline or msa.monash.edu/sas

Discrimination and Harassment

Monash University is committed to the elimination of discrimination and the promotion of equal opportunity in all aspects of university life. Discrimination is treating one person less favourably than another person. Discrimination is unlawful in most areas of daily life. If you believe you have been discriminated against because of your colour, race, national or ethnic origin, disability, sex or gender, sexual preference, industrial activity, marital status, status as a carer, age, physical features, pregnancy or personal association with a person who is identified by reference to any of the listed attributes, you can seek confidential advice and assistance from support services on your campus. Sexual harassment is also contrary to University policy and is likely to be unlawful.

If you have been made to feel uncomfortable or believe you have been discriminated against or harassed, see an adviser or contact the Co-ordinator, Diversity and Inclusion on 9905-9499, email: diversity-inclusion@monash.edu. They can help you deal with the matter yourself or assist you to use the University's Discrimination and Harassment Procedures.

Please Note: seeking advice remains private and does not commit you to any further course of action

Further information: monash.edu/diversity-inclusion
Support services

Disability Support Services

Monash promotes access and equity for students who have a disability, ongoing medical or mental health condition to fulfil their course requirements as independently as possible. Some of the services a registered student may be able to access include note-taking, AUSLAN interpreting, provision of material in alternative formats, access/use of the adaptive technology room and alternative arrangements for assessment.

To receive support from Disability Support Services, the student needs to:

- be actively enrolled in an award course at Monash University
- have a disability defined in accordance with the Disability Discrimination Act (1992)
- provide relevant, current documentation from a qualified professional who has comprehensive training and experience in the particular field of disability or health profession e.g. Medical Specialist, Psychiatrist, General Practitioner, Educational Psychologist.

For further information: monash.edu/disability

Indigenous Australian Students

Indigenous Australian students have access to information and support services provided by the Yulendj Indigenous Engagement Unit to assist students to meet education and career aspirations. Services include academic support such as a book allowance for textbooks and tutoring through the Indigenous Tutorial Assistance Scheme (ITAS).

General information:
monash.edu/about/indigenous

Yulendj Indigenous Engagement Unit
monash.edu/about/indigenous/engagement-unit

International Students

If you are an international student and holding a student visa, your time at Monash University is covered not only by the University rules and regulations, but also by the requirements of the Australian Federal Government’s Education Services for Overseas Students (ESOS) Act. Further information can be found at: internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx

About 20% of the student population at the Clayton Campus of Monash University is made up of international students who are not Australian citizens, are not permanent residents of Australia and who must pay full fees for their education. Their performance as a group has proven to be very satisfactory and often well above average. This is an impressive achievement because, apart from the normal adjustments needed to adapt to tertiary studies, international students need to cope with additional challenges.

The most significant of these are:

- a change in culture;
- isolation from immediate family;
- gaining fluency in English;
- management of financial matters;
- finding suitable accommodation;
- establishment of a group of friends in whose presence they feel comfortable.
There is usually also a strong desire to do very well in view of the possible sacrifices made by their families. Falling behind in study for any reason often generates feelings of guilt or despondency, which can compound the problem. Sometimes, too, there is a cultural reluctance to seek outside help.

As noted above, most international students cope well with engineering courses. For those who are not coping, there is a range of support organisations that are available to all students. These organisations have a particular interest in the welfare of international students and include:

- International student support services (Monash Connect)
- Monash University International Student Service (MUISS)
- Australia’s Aid Program (AusAid)
- National Liaison Committee (NLC) for International Students in Australia

There are also many clubs and societies on campus that provide opportunities for fellowship. Please see the clubs and societies website to find out details of clubs that may interest you. monashclubs.org

Diversity and Inclusion

The Diversity and Inclusion Unit are committed to social justice and human rights - they provide support to:

- Indigenous Australians
- people from financially and socially disadvantaged backgrounds
- people from rural and regional areas
- people with disabilities
- women in the workplace
- people of diverse genders and sexualities
- people from diverse cultural backgrounds

For further information: monash.edu/diversity-inclusion/.

Career Connect

Special assistance is provided to final year students and to students who are transferring or discontinuing courses. A series of workshop/seminars are held during the year on topics such as resume writing, interview skills, personal skills in the workplace and preparation for the workforce. The Career Connect homepage at monash.edu/career-connect acts as a starting point from which students can search for job information including employer activities, job advertisements and articles on career education, find seminars or make an appointment online with a careers consultant. For general enquiries phone: 9905 3151.

Employment and Career Development

Career Connect provides a range of employment and career services to students, graduates, faculties, departments and employers. Alongside career seminars, programs, information sessions and forums, the services available to students and graduates include:

- Half-hour career consultations or interview practice sessions by appointment
- Resume and Cover Letter checks
- Career counselling

Career Connect: monash.edu/career-connect
Bookshop

The Monash Bookshop offer a wide range of stock and services to suit everyone. Further information on what is available on your campus can be found at:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>Monash University Bookshop</td>
</tr>
<tr>
<td></td>
<td>Campus Centre (Eastern end)</td>
</tr>
<tr>
<td></td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td></td>
<td>Website: monash.edu/retail</td>
</tr>
</tbody>
</table>

Textbooks

Details for textbooks and reference books for each unit are usually provided in the first lecture at the start of semester, in Unit Guides on Moodle and ‘handouts’.

These books can be purchased from the bookshop on campus or in some cases, from the engineering departments who have prepared notes for their courses. Students at later year levels in engineering courses regularly sell second hand textbooks. You’ll find their advertisements on the Monash Market Place in the my.monash portal and on noticeboards near the Hargrave-Andrew library, outside the main E lecture theatres and in the Campus Centre.

Lectures will generally advise students which textbooks are essential to buy (these are called prescribed texts), those which may be useful to own but instead could be found in the library (usually called recommended texts), and those which are only occasionally consulted for reference and therefore unnecessary to purchase (usually known as reference texts). It is definitely not expected that students should purchase all the textbooks mentioned as recommended reading in bibliographies.

Chaplaincy

As well as conducting regular worship services throughout the year, multi-faith chaplains are available for counselling and spiritual direction. They are located in the Religious Centre on Clayton campus - information and contact details can be found at:

monash.edu/spirituality/chaplaincy-services

Fees

All students (domestic and international) can find information on course fees and fee information with relation to HECS-HELP, FEE-HELP and SA-HELP at: monash.edu/fees.
Encumbrances

Encumbrances restrict a student’s access to one or more of the following services:

- library borrowing and other library services
- access to Monash University’s computer system
- access to enrolment records, examination results and academic transcripts
- graduation

Encumbrances are activated by the non-payment of:

- tuition fees
- on-campus accommodation charges
- library fines
- scheduled student loan repayments
- fines

monash.edu.au/fees/penalties/fee-non-payment.html

Financial Assistance

Managing your life outside university whilst studying can often pose challenges to both time and concentration. Monash University offers many services to assist students in their studies and also their outside lives. Finding a balance between life, work and study can be difficult to maintain and it is perfectly normal to require advice on occasions. This is why services are available to assist students so that financial issues don’t distract from valuable study time.

Monash University Financial Aid advisers are available to assist students with a wide variety of financial matters, including:

- Advice on eligibility for Youth Allowance, Austudy, Abstudy
- Student loans
- Personal budgeting
- Financial planning
- Health Care Card entitlements

For further information and contact details visit Monash Connect or go to: monash.edu/financial-assistance/on-campus-support/adviser.

Counselling Services

The University Counselling Service offers free counselling appointments during office hours, 24 hour telephone crisis counselling, student support programs (including strategies for success, time management and stress management), Mindfulness classes and online mental health resources.

The University counselling service is a part of Student Life and Support. The counsellors are qualified psychologists who see students and staff individually or in small groups. The service is free and confidential.

Seminars in Stress Management and Exambusters are offered along with online modules that form part of the ‘Leap into Leadership Online’ program.

Counselling can help you with problems coping with study or university life, stress and anxiety or depression, loneliness, drug and alcohol abuse and addictions, negative feeling or suicidal thoughts, relationship or family issues. No issue is too big or too small.

Appointments for students and staff are free and confidential. Drop into the counselling service or call to make an appointment. If it is your first visit and you call before 10am, they can usually see you that day.
For students who have already seen a counsellor it is advisable to make an appointment in advance to see the same person.

Support may also be sought from the chaplaincy, from Student Advocacy and Support in the MSA, Disability Services and from Learning Skills. If you are having problems that impact on your ability to study you should see a course adviser, your co-ordinators, lecturers and tutors first. They are there to help you, but they may not be aware that you are having problems unless you tell them.

Emergency phone numbers and general information can be found at: monash.edu/health/counselling

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>Ground Floor, 21 Chancellors Walk (Campus Centre)</td>
</tr>
<tr>
<td>Telephone:</td>
<td>03 9905 3020</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>9:00am – 5:00pm MON - FRI</td>
</tr>
<tr>
<td>Website:</td>
<td>monash.edu/health/counselling</td>
</tr>
</tbody>
</table>

An after hours telephone service for free, private and confidential counselling by qualified and experienced psychologists is available 24/7 for students: PHONE: 1300 788 336

LIFE LINE: 13 11 14 – Crisis Support and Suicide Prevention

Health and Medical Services

The University Health Service aims to provide a broad range of general health services to the University community with an emphasis on illness prevention and health education. As bulk billing is used, it is essential that students carry their Medicare/OSHI card. Appointments are preferred and can be booked online.

Monash University also has a state of the art Dental Service facility and Optometrist.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td>Telephone:</td>
<td>03 9905 3175</td>
</tr>
<tr>
<td>Opening Hours:</td>
<td>9:00am – 5:00pm Mon - Fri</td>
</tr>
<tr>
<td>Website:</td>
<td>monash.edu/health</td>
</tr>
</tbody>
</table>
Monash Sport

Monash Sport offer a wide range of facilities and programs designed to keep you active, healthy and performing at your peak. Facilities include an Aquatic centre, Health and Fitness studios and gymnasium, and many competition and social sports.

Monash Sport also offers a Learn to Swim and Water Safety Program. Swimming is a very popular pastime for many locals, and Australia is home to some of the best beaches and swimming spots there are. However, going swimming without understanding the dangers of the ocean and/or your strength as a swimmer can have serious consequences. Therefore, it is VERY important for you to be aware of the rules and the risks of swimming in our oceans and rivers, and of your strength as a swimmer. Calm water does not always equal safe swimming.

The Learn to Swim program aims to familiarise participants with the aquatic environment and is designed to help participants to learn to love the water! The program promotes water confidence through participation in a wide variety of aquatic activities and is suitable for participants of all ages.

For further information on what is available visit:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>Monash Sport Centre</td>
</tr>
<tr>
<td></td>
<td>42 Scenic Boulevard, Clayton campus</td>
</tr>
<tr>
<td></td>
<td>Open 7 Days a week</td>
</tr>
<tr>
<td></td>
<td><strong>Website:</strong> monash.edu/sport</td>
</tr>
</tbody>
</table>

Other Monash Support Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family and Childcare</td>
<td>monash.edu/childcare</td>
</tr>
<tr>
<td>International student support</td>
<td>monash.edu.au/study/international</td>
</tr>
<tr>
<td>Legal aid</td>
<td>msa.monash.edu/services/support-programs/mlcc/</td>
</tr>
<tr>
<td>Monash Residential Services</td>
<td>monash.edu/accommodation</td>
</tr>
<tr>
<td>Motivation, stress and time</td>
<td>monash.edu/health/counselling</td>
</tr>
<tr>
<td>management</td>
<td></td>
</tr>
<tr>
<td>Safer community</td>
<td>monash.edu/safer-community</td>
</tr>
<tr>
<td>Student Advocacy and Support</td>
<td>msa.monash.edu/services/student-advocacy-support/</td>
</tr>
</tbody>
</table>
Safety and Security

If you need assistance or see any suspicious activity, **contact Security immediately.** Security assistance is available **24-hours** a day at **59 Scenic Boulevard, Security and Traffic office** between Education and Performing Arts Centre (ph 9905 3059). The **emergency telephone number** for internal phones at all campuses of Monash University is **333** and **9905 3333** from your mobile phone.

**Security Escort Service**
A security escort service is available 24 hours. An escort can be arranged by contacting security personnel on the security contact number. You will be accompanied to your car, student residences, and other locations on campus or to the campus perimeter.

**Red Emergency Telephones**
Throughout our buildings we have red emergency telephones on the walls. Familiarise yourself with the location of these in the buildings you frequent. In an emergency, lift the receiver to have immediate contact with Security.

**Security Emergency Help Points**
The Security Emergency Help Point combines modern CCTV and wireless audio in selected campus locations where the press of a button will put you in verbal and visual contact with the campus security control room and a security patrol will be detailed to assist. The service operates 24 hours a day 7 days a week. There are 5 Security Emergency Help Points on the Clayton campus.

**Security Bus Service**
A free security bus service operates on Clayton campus in the evenings, from 5:30pm Monday to Friday. Bus stops are clearly marked as per the Clayton campus map. Passengers may ask to be driven to their cars. The first service leaves 40 Exhibition Walk (Louis Matheson Library) at 5.30 pm. The circuit takes approximately 30 minutes depending on demand. The final pick up is at 12.15 am.

**Sonder**
An excellent emergency assist tool for international students who have their OSHC mandatory insurance with Allianz. sonderaustralia.com

**First Aid**
All security officers are trained in first aid.
monash.edu.au/about/who/safety-security/services/

**Fire and Emergency Safety**
Fire and evacuation drills are held on a regular basis. It is important to obey the warning alarms and evacuate immediately – especially in a practice drill. Your safety at all times is paramount. As a member of the Monash community you are making a vital contribution to ensuring that all safety systems and procedures are working and that we are all prepared in case of a real emergency. In emergency, ring 333 from the nearest telephone or call 9905 3333 on your mobile phone for help. monash.edu/students/safety-security/

**Graduation**
Graduation is not automatic following completion of your course. **YOU MUST APPLY TO GRADUATE.**

How to apply and information about ceremonies is available from the web at monash.edu.au/graduations/ - you can apply online for graduation via WES. Graduation dates are published each year in the important dates calendar and on the graduations website. International students have the option of attending a special ceremony in December.

Engineering students must have met all course requirements to be eligible to graduate.
Parking and Public Transport

Permit and Meter Parking

**Clayton campus** - Parking is available to students either in blue permit areas, or in metered parking areas. Other permit zones exist, however parking on campus within permit areas is colour-coded, and you must park in the area that matches the colour of your permit:

<table>
<thead>
<tr>
<th>Permit type</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Available for purchase by staff and students. Holders of this category of permit are not guaranteed that a car parking space will always be available.</td>
</tr>
<tr>
<td>Red</td>
<td>Initially available for purchase by staff members only. Holders of this category have access to a red parking space on their home campus and permission to park in blue parking bays on all campuses.</td>
</tr>
<tr>
<td>Yellow</td>
<td>These parking zones are for university vehicles displaying a yellow permit.</td>
</tr>
</tbody>
</table>

Parking permits can be purchased at: parkingpermit.connect.monash.edu.au/ParkingPermit/permit.do.

Car-pool Parking

A carpool service is provided at the Caulfield and Clayton campuses. Details can be found at: monash.edu/people/transport-parking/carpooling.

Motorbike Parking

Designated areas are available for free motorbike parking. Refer to the campus map in the next section of this guide for the exact location of these areas, otherwise you could be fined.

Inter-campus Shuttle Bus

The Shuttle Bus service is free of charge to passengers with a valid Monash University student or staff card. Further information and shuttle bus service timetable can be found at: monash.edu/people/transport-parking/inter-campus-shuttle-bus.

Public Transport

The Clayton campus is serviced by a number of bus lines most of which stop in the bus-loop off Wellington Road (across the traffic signals from the Law Building). Some other bus lines stop at the northern end of the campus. The nearest train stations are Clayton and Huntingdale on the Dandenong line, and Syndal and Mount Waverley on the Glen Waverley line. Bus timetables and train timetables can be obtained at any railway station or online at ptv.vic.gov.au (also see Bus Services monash.edu.au/people/transport-parking/public/).
# Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic misconduct</td>
<td>Student cheating or assisting to cheat whether in an examination or non-examination context.</td>
</tr>
<tr>
<td>Academic year</td>
<td>The standard academic year is divided into two semesters. Each semester consists of twelve teaching weeks followed by SWOT Vac and an examination period.</td>
</tr>
<tr>
<td>Authcate</td>
<td>A Monash term for a student computer account that is used to access protected internet resources.</td>
</tr>
<tr>
<td>CPD</td>
<td>Continuous Professional Development</td>
</tr>
<tr>
<td>Co-Op</td>
<td>Co-Operative Education Program</td>
</tr>
<tr>
<td>Credit</td>
<td>Credit which is given in one course on the basis of prior formal studies in another course at the same or another higher education or post-secondary institution.</td>
</tr>
<tr>
<td>Credit points</td>
<td>The value given to a unit. Units are normally 6 credit points.</td>
</tr>
<tr>
<td>Allocate+</td>
<td>Online class allocation system accessible from any computer in the world that has Internet access. Students browse available timeslots for all enrolled activities and specify personal preferences.</td>
</tr>
<tr>
<td>APC</td>
<td>Academic Progress Committee</td>
</tr>
<tr>
<td>Census date</td>
<td>The date on which a student’s enrolment is taken to be finalised. HECS-HELP and FEE-HELP debts are incurred and SLE is consumed on census dates. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date.</td>
</tr>
<tr>
<td>Cheating</td>
<td>Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.</td>
</tr>
<tr>
<td>Chief Examiner</td>
<td>Person responsible for assessment of a unit.</td>
</tr>
<tr>
<td>Course</td>
<td>The accumulation of units according to a set of rules that leads to the award of a qualification.</td>
</tr>
<tr>
<td>Course Adviser</td>
<td>A staff member assigned to assist students with the planning of their course.</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>A unit that must be studied simultaneously with another unit.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Deferral (or deferment)</td>
<td>An adjournment of the starting date for study which allows a student’s place in a course to be held for a nominated length of time, usually one year.</td>
</tr>
<tr>
<td>Deferred examination</td>
<td>A deferred exam is an exam that has been postponed to a later date.</td>
</tr>
<tr>
<td>Degree</td>
<td>The faculty which owns the course in which a student is enrolled, even though students may be enrolled in units from another faculty.</td>
</tr>
<tr>
<td>DIBP</td>
<td>Department of Immigration and Border Protection</td>
</tr>
<tr>
<td>Discipline – student</td>
<td>The Discipline Statute encompasses academic, general and research misconduct by students.</td>
</tr>
<tr>
<td>Domestic student</td>
<td>A person enrolled in an undergraduate or postgraduate academic program and who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.</td>
</tr>
<tr>
<td>EFTSL</td>
<td>Equivalent Full-Time Student Load: a measure of the study load, for a year, of a student undertaking a course of study on a full time basis.</td>
</tr>
<tr>
<td>Elective</td>
<td>A unit that is not part of a major or any other compulsory course requirement.</td>
</tr>
<tr>
<td>eSolutions</td>
<td>The University’s division of Information Technology Services.</td>
</tr>
<tr>
<td>ESOS</td>
<td>Education Services for Overseas Students: regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.</td>
</tr>
<tr>
<td>Exchange student</td>
<td>A student who is participating in a formal exchange program arranged between the university and a non-Australian overseas higher education provider. The student pays fees to the home institution not to the host institution.</td>
</tr>
<tr>
<td>Exemption</td>
<td>Where a student is not required to take a certain unit on the basis of work already completed but is required to undertake an alternative unit of equivalent credit points.</td>
</tr>
<tr>
<td>Faculty</td>
<td>The groupings of academic areas within the University.</td>
</tr>
<tr>
<td>FEE-HELP</td>
<td>A loan scheme to help eligible non-Commonwealth supported students pay their tuition fees.</td>
</tr>
<tr>
<td>General misconduct</td>
<td>Any behaviour in relation to people or property which is contrary to generally accepted standards of behaviour.</td>
</tr>
<tr>
<td>Go8</td>
<td>Group of Eight: Group of vice-chancellors of Australia’s eight leading universities.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average: the average result of all grades achieved by a student during a course of study at tertiary level.</td>
</tr>
<tr>
<td>Grading scale</td>
<td>The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.</td>
</tr>
<tr>
<td>Graduate</td>
<td>A person on whom the University has conferred an academic award, including honorary awards and awards conferred jointly with another institution.</td>
</tr>
<tr>
<td>Home institution</td>
<td>The institution at which a student is enrolled for the majority of their course.</td>
</tr>
<tr>
<td>Host institution</td>
<td>The partner institution at which a student is undertaking some part of an exchange, study abroad or cross-institutional program.</td>
</tr>
<tr>
<td>Intermission</td>
<td>A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrols during the designated periods.</td>
</tr>
<tr>
<td>International student</td>
<td>A person enrolled in an undergraduate or postgraduate academic program who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.</td>
</tr>
<tr>
<td>Laboratory</td>
<td>A class in a computer lab which practical (or prac) experiments or exercises are conducted under supervision.</td>
</tr>
<tr>
<td>Lecture</td>
<td>A class varying in size assigned to a unit. Consisting mostly of one-way interaction, with the lecturer providing a presentation and students taking notes.</td>
</tr>
<tr>
<td>Misconduct – student</td>
<td>See Discipline – student</td>
</tr>
<tr>
<td>MOODLE</td>
<td>Online learning system to support your studies</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td>Orientation (O Week)</td>
<td>The beginning of semester for new students: activities (usually of a week’s duration) designed to help students settle into university and provide them with information to prepare them for university life.</td>
</tr>
<tr>
<td>Plagiarism and Collusion</td>
<td>Using another person’s ideas and or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement.</td>
</tr>
<tr>
<td>Policy</td>
<td>A concise, formal and mandatory statement of principle which provides a framework for decision-making and a means by which the university reduces institutional risk.</td>
</tr>
<tr>
<td><strong>Practical session</strong></td>
<td>A class in which practical (or prac) experiments or exercises are conducted under supervision.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Prerequisite</strong></td>
<td>A prerequisite is a unit which must be successfully completed before a student is permitted to proceed to a further unit.</td>
</tr>
<tr>
<td><strong>Special consideration</strong></td>
<td>Consideration by a board of examiners of students whose assessment has been affected by illness or other serious cause.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>A merit award based on academic performance which provides financial advantage to students undertaking a specified course of study. The advantage is usually in the form of full or partial remission of fees, or meeting of costs associated with the course of study such as living costs, purchase of books, or accommodation.</td>
</tr>
<tr>
<td><strong>Specified credit</strong></td>
<td>Credit granted in the form of specific Monash unit(s).</td>
</tr>
<tr>
<td><strong>Specialisation</strong></td>
<td>A specialisation is available in specialist courses only and allows students to dive deeper into a particular area of study.</td>
</tr>
<tr>
<td><strong>Student – Full-time</strong></td>
<td>A person undertaking 75% or above study load</td>
</tr>
<tr>
<td><strong>Student – Part-time</strong></td>
<td>A person undertaking a study load of less than 75%</td>
</tr>
<tr>
<td><strong>Student – Postgraduate coursework</strong></td>
<td>A person enrolled in a higher degree program based predominantly on coursework study.</td>
</tr>
<tr>
<td><strong>Student Identification (ID) Cards</strong></td>
<td>New students are issued with a card containing their photo and a unique student ID number. The student ID card identifies the person as a member of the Monash Community and enables the holder to borrow from University libraries.</td>
</tr>
<tr>
<td><strong>Teaching faculty</strong></td>
<td>The faculty in which a unit is owned and taught.</td>
</tr>
<tr>
<td><strong>Tutorial</strong></td>
<td>Small study and discussion group assigned to a unit. Complementary to material studied in a lecture.</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
<td>Any single unit of study in which a student enrols, and in which a grade/mark is recorded. Comparable to ‘subject’ however unit is the official term used at Monash University.</td>
</tr>
<tr>
<td><strong>Unspecified credit</strong></td>
<td>Credit which is not matched to a particular unit in the student’s new course at Monash.</td>
</tr>
<tr>
<td><strong>WES</strong></td>
<td>Web Enrolment System</td>
</tr>
</tbody>
</table>

The full Glossary of Monash University Terms is available at: monash.edu/get-started/orientation/glossary.