School of Public Health and Preventive Medicine

Postgraduate Coursework
Orientation Guide 2018

Location Details: Postgraduate Office
Department of Epidemiology and Preventive Medicine
School of Public Health and Preventive Medicine
553 St Kilda Road,
Melbourne  VIC  3004

Contact Details:  pgradeng@monash.edu  Phone: 9903 0563

Caution
While the information provided herein was correct at the time of publication, 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 changes to the information contained herein.

The information in this booklet is correct as at November 2017
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This package has been compiled to advise you on academic and administrative enrolment requirements from the time you receive a Monash offer through to the first week of semester.

Please read the contents of this package carefully.

We hope the instructions in this booklet will assist you with completing your enrolment requirements and we wish you success in your future studies.

Note: (1) Please check your course structure and note that you should complete core units prior to undertaking elective units.
(2) Our address is on the cover, we are not located at Clayton or Caulfield Campus.

Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Authcate</td>
<td>Monash eSolutions (IT Services) Username and Password</td>
</tr>
<tr>
<td>Commonwealth Higher Education Student Support Number (CHESSN)</td>
<td>CSP and FEE-HELP students will receive a 10 digit number which is retained for life (as with a Tax File Number). The CHESSN is a unique, lifelong identifier used by all higher education providers. It allows you to view details of your Commonwealth-assisted study, including any HELP debts incurred. Your CHESSN is on your Commonwealth Assistance Notice. This Notice is available in the Web Enrolment System (WES) by 28 days after the census date. To view information on how much Commonwealth assistance you have received, login to myUniAssist <a href="https://app.heims.education.gov.au/myuniassist/forms/logon.aspx">https://app.heims.education.gov.au/myuniassist/forms/logon.aspx</a></td>
</tr>
<tr>
<td>Course Enrolment Form (CEF)</td>
<td>Used to gather student's course and unit information, address details, etc. Faculty staff key this data into Callista (a student information system).</td>
</tr>
<tr>
<td>Enrolment Questionnaire (EQ)</td>
<td>Used to gather Higher Education data for the Department of Education, Science and Training (DEST)</td>
</tr>
<tr>
<td>Student Learning Entitlement (SLE)</td>
<td>All Australian and New Zealand citizens and permanent visa holders are allocated an SLE. This is comprised of ordinary, additional and lifelong SLE. Your SLE is consumed as you undertake study as a CSP student.</td>
</tr>
<tr>
<td>Tax File Number (TFN)</td>
<td>Number obtained from the Australian Taxation Office which is required if you have been a) offered a CSP and wish to choose the deferred payment option or b) have been offered a full-fee place and wish to apply for FEE-HELP. The TFN must be supplied to the university before the census date for the first semester of study.</td>
</tr>
<tr>
<td>Tuition fees</td>
<td>Fees payable for each unit of study by a domestic student who is in a full-fee place.</td>
</tr>
<tr>
<td>Web Enrolment System (WES)</td>
<td>Resource available to students to fill out enrolment forms, change home address details, etc.</td>
</tr>
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</table>
Welcome to Monash University

Please be aware that you must use your Monash student email account when you communicate with the university via email. Please also include your student number in all emails.

Protecting your privacy

Monash University values the privacy of every individual’s personal and health information and is committed to protecting the information it holds and uses about all individuals who provide personal information to the university. As such, and as required by privacy laws, there are limited circumstances where the university can disclose personal information for a secondary purpose other than the primary purpose for which it was originally collected. Therefore, the university is not permitted to give out your personal information to a third party (e.g. parents, partners etc.) unless you have consented to this disclosure of your personal information, or the use or disclosure is required/authorised by law or otherwise permitted by the privacy laws. Full details of Privacy at Monash can be found at http://www.privacy.monash.edu.au/.
Applying for credit for previous study (Credit and RPL)

If you have not already applied for credit, which includes either credit for previous study or Advanced Standing, you can do so now. Please note that credit is approved only for the course you enrolling in. If you enrol in a new course you will need to apply again.

When applying for credit an original or certified copy of your academic results must accompany the application. In addition, a copy of the unit outline including unit synopsis, assessment, number of hours, and textbooks used in the year the unit was studied will be required.

You must not assume that credit has been granted until you receive written notification from your faculty.

A Credit Application form can be downloaded at http://www.monash.edu.au/connect/forms.html and must be submitted the Postgraduate Office, School of Public Health via email: pgradenq@monash.edu Further information regarding credit can be found at: http://www.monash.edu.au/admissions/credit/

Please visit our website at www.med.monash.edu.au/epidemiology/pgrad for specific information about applying for credit.

Enrolling in a course at Monash University

Student checklist can be found here at http://www.monash.edu.au/enrolments/first-time/enrolment-checklist-domestic-students.pdf - you should print this and check it off as you do the following steps.

Step 1: Activate your Monash computer account.

As a Monash student, you are granted a computer account that is your main access to the university’s IT facilities. This is called an authcate account and consists of a username and a password. Your authcate account enables you to access the Monash website and other resources which are protected by a password, including:

- Computers, software and internet in the computer labs
- Exam results and timetable information
- WES (Web Enrolment System)
- Library resources
- Your Monash email (Webmail)
- The my.monash portal
- Monash University Studies Online (Moodle), including lecture notes. (Monash staff please note: you need to contact eSolutions for access to Moodle student information)

When you receive your offer from Monash, you are automatically given a computer account, which you can activate via the web. Initially, you will be able to access a reduced set of services. The full range of on-line services will be available to you the day after you have completed your academic enrolment (i.e. unit enrolment).

Access to your authcate account is subject to the university’s acceptable use of information technology facilities by students’ policy which addresses internet usage and copyright infringement. While setting up your account, you will be asked to read the terms and conditions of this policy and agree to them. It is essential that students understand their obligations in regard to this policy as failure to comply can result in disciplinary action.
You can activate your authcate account by:

1. Going to http://account-registration-monash.edu/
2. Clicking on ‘IT information for students’, ‘Accounts and passwords’, ‘Computer accounts and passwords’ and finally ‘Get a computer account’ – please note some student experience difficulty when using Safari – please instead use Mozilla or Internet Explorer.

**Note**: You will need your Monash ID number to register for your account. **Your Monash student ID and course code can be found on the top right hand side of your Offer letter.**

When registering for your authcate account you will be asked to complete an anonymous, voluntary survey regarding your expectations about university life. Please complete this survey as the collated results will help us plan additional student transition services.

When you have activated your authcate account, it is **recommended** that you access your my.monash portal page once you have enrolled in units. Go to: [http://my.monash.edu.au](http://my.monash.edu.au), log in using your authcate username and password and start exploring. You’ll find links to all the information you will need during your time at Monash.

Access to your Monash email account is available as soon as you set up your authcate account. Monash uses an email system called WebMail which allows you to access your Monash emails from a computer on the internet. Accessing your email is simple and is available at [https://my.monash.edu.au/email/](https://my.monash.edu.au/email/). Your authcate details (Monash student ID and password) enable you to access your email account.

**Your email account is one of the main sources of communication between you and the university and you are expected to check it at least once a week.**

- The university will send emails only to your Monash email account, not to personal ISP email accounts.
- **You must use your Monash email account when you communicate with the university via email.**

If you choose not to proceed with your enrolment your email account will be disabled.
Step 2: Log into the University’s Web Enrolment System (WES)

WES is available at [https://my.monash.edu.au/wes/](https://my.monash.edu.au/wes/). It is a web based enrolment system which enables you to manage your enrolment and perform a range of administrative and academic activities such as:

- Unit enrolment (permitted from your second semester of study only)
- Apply for HECS-HELP/FEE-HELP if eligible
- Complete your Enrolment Questionnaire
- View fee statements and payments made
- Apply for a fee extension
- Print/view your unofficial academic record
- Change your address
- Apply to graduate
- View your Commonwealth Assistance Notice
- View your scholarship details
- Apply for a transport concession card
- Request student letters and other official documentation from the university.

WES is open 24 hours a day, 7 days a week. In order to log into WES, you will need to provide:

- Authcate username and password
- Postcode or date of birth

If you are having problems with your password or login into WES, please contact the eSolutions Service Desk via: [http://monash.edu/esolutions/contact/index.html](http://monash.edu/esolutions/contact/index.html).

When you are logged into WES: [https://my.monash.edu.au/wes/](https://my.monash.edu.au/wes/), you will be presented with the WES main menu.
Click on this to get your Enrolment Summary
Step 3: Check and update your postal address, emergency contact and mailing name format

From the WES main menu, click on the ‘Enrol / Re-Enrol (Enrolment Questionnaire, CSP / HECS / FEE-HELP / SA-Help / Unit Enrolment)’ link. Your Enrolment Summary will appear.

- Click on Postal Address, Emergency Contact Details or Mailing Name format to check the details and update if required

- Postal address (mandatory): This is the address to which the university will send all hardcopy correspondence

- Emergency Contact: Please obtain permission from the person concerned. The university will only use this information in an emergency

- Mailing name format: Update if you wish to change the way your name appears on official university correspondence
Step 4: Complete the Enrolment Questionnaire
Click on the ‘Enrolment Questionnaire’ link and complete all mandatory fields.

Submit your transaction and note transaction number beginning with Q (see below).

Please note if you do not get a transaction number – your transaction has NOT been processed.
Step 5: FEE-HELP Forms

You have been offered a domestic full-fee place (refer to offer letter) you may be presented (if you are an Australian Citizen or holder of an Australian Permanent Humanitarian Visa) with a ‘Request for FEE-HELP’ form which will appear just below the ‘Unit Enrolment’ row. The completion of this form is voluntary and you should read the ‘FEE-HELP Information booklet’ before you complete this form.

The transaction numbers you receive after submitting your ‘Enrolment Questionnaire’ verify that you have completed these tasks should you be required to do so.

Domestic full-fee students

- The ‘Request for FEE-HELP’ form includes a declaration agreeing that you have read and understood the FEE-HELP 2016 Information booklet provided in this package. This booklet contains information about FEE-HELP, obtaining a tax file number (TFN) if required and contact details for further information regarding FEE-HELP.

- A TFN is required if you choose to use FEE-HELP. FEE-HELP forms (including a TFN) must be completed before the census date (i.e. 31 March for semester one or 31 August for semester two) in the semester from which you want it to take effect.

- If you want to pay your tuition fees up-front you could still complete a FEE-HELP form as a safety net. If Monash has your TFN and you cannot pay your tuition fees by the census date, your tuition fees are automatically deferred using FEE-HELP instead of the university cancelling your enrolment for non-payment of fees.

- If you have any further queries regarding FEE-HELP places, please call the Enrolments Unit on +61 3 9902 6011 (option 2).
Step 6: Enrolment
See Course Enrolment form attached

After Enrolment

Student ID card
M-Pass is your student ID card, which is also linked to an online account, so you can use it to:
- Add credit to pay for printing, copying and library fines (the library does not accept cash)
- Borrow books etc. from the library
- Access secure buildings
- Identify yourself on campus and at exams

When you enrol, you’ll need to have enrolled in units in the Web Enrolment System (WES), and received a transaction number beginning with U before you can get an ID card. These can be ordered online or at Monash Connect

Order online and provide your own photo
- Login to the Web Enrolment System
- In the Student Services section, click Submit your photo for an ID card
- Follow the instructions (you’ll need to scan and send proof of ID)
- Choose to have your card posted to you or nominate a campus to pick up your card

Order at Monash Connect and we’ll take your photo
Alternatively, we can take your photo and print your ID on the spot. Simply bring photo ID and your U transaction number to Monash Connect on your campus after enrolling in units.

Information you will receive
1. Within two weeks of enrolling, an email will be sent to your Monash student email account informing you that your fees have been assessed and your ‘Enrolment Details and Fee Statement’ is now available to view and print online. The invoice will outline your course and unit enrolment details and the applicable fees and payment date. Payment options are available at http://www.monash.edu.au/fees/payment/payment-options

2. A ‘Commonwealth Assistance Notice’ will be electronically posted to your my.monash portal if you have chosen to use FEE-HELP).

Check the details on these notices carefully and notify the Postgraduate Office as soon as possible if you think there are any errors in your personal details or unit enrolments.
Taking up a later offer in a different course

After securing your enrolment in the other course (either at Monash or another university) you must discontinue from the course in which you originally enrolled. If you do not discontinue units or courses prior to the census date (e.g. 31 March for semester one and 31 August for semester two) then you will be charged fees for both courses.

There are two ways you can submit an application to discontinue:

1. You can apply for course discontinuation online using the University’s Web Enrolment System (WES).
   - Log into WES (https://my.monash.edu.au/wes/)
   - From the WES main menu, click on Apply for Course Discontinuation
   - A transaction record will appear on your screen. Be sure to record your transaction number for future reference, and you will also receive an email to your Monash student email account if your submission is successful.

2. If WES does not allow you to discontinue your course online you will get a warning message. You must submit to the Postgraduate Office a Discontinuation course form which is available at http://www.monash.edu.au/connect/forms.html or Monash Connect.

Click here to discontinue your course
Timetables – please check regularly for changes

The Timetable for your units can be found on the Department of Epidemiology and Preventive Medicine, School of Public Health and Preventive Medicine website www.monash.edu/medicine/sphpm/epidemiology/teaching/pgrad. You do not need to be enrolled into units to be able to view their availability. You must check this website regularly (at least once a week) as any changes or updates to the timetable will be posted here.

Census dates

Please be aware of Census dates. This is the last date for students to withdraw from a unit without financial or academic penalty. Please be aware that not all units run in a standard semester – so your census date can vary from unit to unit.

You can locate census dates here: http://www.monash.edu/enrolments/dates/census.html.

Some of the international health units have non-standard census dates which are available on: http://www.med.monash.edu.au/enrolments/non-standard-dates.html.

Monash eSolutions resources

1. Check out your flexible access

Monash provides a range of IT access options for students. State-of-the-art facilities are available in the on-campus computer laboratories, some of which provide 24-hour access, while remote access to the Monash network is available to everybody. The university also provides wireless access. Go to http://www.monash.edu/esolutions/contact/ for more information.

2. Use my.monash

The university-wide award-winning intranet portal, my.monash (http://my.monash.edu/) provides all students, whether on-campus, at home or at work, with an immediate gateway to Monash’s online resources, including lectures, study timetables, library resources and email.

3. Find an eSolutions Service Desk

Monash provides comprehensive IT help facilities, including all Moodle issues, through the web, by phone and face-to-face on each campus. Opening times for the eSolutions service desks and the library information desks are listed at http://monash.edu/esolutions/contact-us. In addition, ask.monash at http://ask.monash.edu.au allows you to search for answers to IT questions and submit queries to the service desk at anytime.

Questions which aren’t answered by this booklet

You can either contact us or check the faculty orientation page, view it online at http://www.med.monash.edu.au/orientation/

Alternatively, visit ask.monash (http://ask.monash.edu) and log in using your authcate username and password. Ask.monash is an exciting online self-help system which enables Monash students to find answers to their questions at a time that suits them by:

- Searching a collection of frequently asked questions (FAQs)
- Submitting their questions to support staff online
- Visiting a personalised area where you can monitor the progress of questions you have submitted.
Library Services & Resources for students

All students are invited to undertake the online module SPHPM Research and Writing skills Program available on Moodle at http://moodle.vle.monash.edu/my/.

Facilities

The Ian Potter Library, your home library, is located on the ground floor of the AMREP building, Commercial Road, Prahran. From the Alfred Hospital main entrance, walk straight ahead toward the lifts. Just before the lifts, turn left and walk toward C block and follow the signs.

While the Ian Potter Library (http://www.med.monash.edu/amrep/) is your home library, the Monash University Library (http://monash.edu/library/) is also here to support you with a range of services and resources.

The Monash University Library user’s guide (http://monash.edu/library/services/users/students/) has general information about the library, including the location of all Monash branch libraries.

Resources

Books
Search the SPYDUS catalogue in the Ian Potter Library to find books and audiovisual material held by this library. The library also holds theses written by previous Master of Public Health students.

Search the Monash University Library catalogue at www.monash.edu/library to locate books and audiovisual material held by all branches of the Monash University Library, including some material held in affiliated medical libraries, such as the Ian Potter Library and the Monash Medical Centre Library.

Journal Articles and Databases
An extensive range of electronic resources is available to you in the library, at home or at work – using your authcate username and password.

Locate up-to-date journal articles on a specific topic by searching databases such as Medline, PsycINFO, the Cochrane Library, EMBASE, CINAHL, Sociological Abstracts, Proquest or the Web of Science. Useful databases for Australian health information include MediText, APAIS Health and Health & Society. To search any of these databases, please visit http://www.monash.edu/library/services/users/teaching and select the database name from the A-Z list.

For online access to journal articles from a wide range of health sciences’ journals, visit http://www.monash.edu/library/services/users/teaching. Browse or search for the journal name to access a specific electronic journal.

Loans

Registration, on presentation of a current Monash University ID card, is required before borrowing from the Ian Potter Library. As a postgraduate student, you may apply for after hours’ library access to the Ian Potter Library located in this guide of page 20.

Use your Monash University ID card to borrow in person from any branch of the Monash University Library. Materials for loan can also be requested online via the catalogue’s Loan Requests link at www.monash.edu/library. Items can be picked-up at the Ian Potter Library or posted to you.
If the item is held in a Monash University branch library, allow 3 working days for delivery. If the book is not held by the Monash library or at the Ian Potter Library, allow 10 working days for the item to arrive.

**Note:** Fines apply for the late return of items loaned from the Monash University Library. Fines do not require payment unless they reach $25.00

### Supporting your research

#### Document Delivery

Journal articles that are not available either online or in the Ian Potter Library can be requested via the **Loan Requests** link in the Monash University Library catalogue at [http://search.lib.monash.edu/](http://search.lib.monash.edu/).

If a journal article is held in a Monash branch library, allow 3 working days for delivery. If the item is not held at either the Monash or the Ian Potter Library, allow 5 working days. Journal articles can be delivered electronically to your desktop, by post or by fax.

**Note:** In busy times, processing of requests is limited to 5 per person per week.

#### Off-campus support

As an off-campus student, you can request books or journal articles by phone (+61 3 9905 5054) or by fax (+61 3 9902 6882) and have the item(s) posted to your home address.

Further, you can borrow from other academic libraries in Victoria using a **CAVAL card**. To obtain a CAVAL card, visit your closest branch of the Monash University Library. Check your Monash University Library user’s guide or visit [www.monash.edu/library/reciprocal-membership](http://www.monash.edu/library/reciprocal-membership) for library locations and more information.

#### Research skills

EndNote is a software program that can save you time by storing, citing and formatting references in your assignments. EndNote software is available for download at [www.monash.edu/library](http://www.monash.edu/library).

Training is available:
- via an online tutorial or by attending a class.
- Search for classes titled **EndNote for Medicine** using the keyword: **EndNote**.
- Additional classes can be arranged by request.

The library also schedules tutorials to assist you in finding your way around the Monash University Library and its resources. The content of the tutorials is flexible and can be structured to suit your particular information needs. Book online at [my.monash.edu.au/news-and-events/bookings/library](http://my.monash.edu.au/news-and-events/bookings/library). Search for tutorials using the keyword: **Master of Public Health**.

### More Information

Visit the website at [www.monash.edu/library](http://www.monash.edu/library) for more information about Monash University Library support for your research.

Help using the Monash University Library is available:

- **In person:** visit the information desk at any branch library
- **Phone:** (03) 9905 5054
# AMREP Library Access Card Application Form

**A.M.R.E.P.**
Alfred Medical Research & Education Precinct

**ACCESS CARD REQUEST FORM**

Please take this authority form, with sections completed, to the Alfred Security Office - lower ground floor Alfred Hospital

<table>
<thead>
<tr>
<th>REQUEST FOR:</th>
<th>New Postgraduate Student - Monash University</th>
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<tbody>
<tr>
<td>NEW CARD *</td>
<td>REPLACEMENT CARD *</td>
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<td>GIVEN NAME *#</td>
<td>SURNAME *#</td>
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<tr>
<td>TITLE</td>
<td>Epidemiology &amp; Preventive Medicine - PG Student</td>
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<tr>
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<td>Monash</td>
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<td>CARD FRONT</td>
<td>Monash</td>
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**ACCESS LEVEL DETAILS**

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<tr>
<td>1. Katrina Rajik</td>
<td>1. Dana Herrmann</td>
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<td>2. Pennee Thompson</td>
<td>2. David Anderson</td>
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<td>1. Paul Dover</td>
<td>1. Dana Herrmann</td>
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<td>1. Phuong Nguyen</td>
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<td>2. Simone Schoenwalder</td>
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<tr>
<td>1. Maida O'Keefe</td>
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<td>1. Thomas Hatvani</td>
<td>1. Deb Ramsey</td>
</tr>
<tr>
<td>2.</td>
<td>2. David Spiteri</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
</tbody>
</table>
# Course Discontinuation Form

**MONASH University**

Application for course discontinuation

**ADM22-V04/12**

## Section A  Personal details

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Are you an international student? (Australian campuses only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes    No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
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</table>

<table>
<thead>
<tr>
<th>Full-time</th>
<th>Part-time</th>
<th>On-campus</th>
<th>Off-campus</th>
<th>Multimodal</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Family name

Daytime or mobile number

Given names

## Section B  Reason for discontinuation from course

Have you sought advice about your decision to discontinue from your course?

Yes    No

Please tell us why you are discontinuing from your course. Please tick the most relevant reason (choose one only).

- **I am discontinuing for health reasons**
  - I am not able to balance study with my family commitments
  - There has been a major event in my life (e.g., birth, divorce, death)
  - I am unhappy with campus life

- **I am discontinuing for financial reasons**

- **Personal/family reasons**
  - I am not able to balance study with my family commitments

- **Employment commitments/opportunities**
  - I am not able to balance study with my work commitments
  - I have a new job and/or I am moving to a new location with my job

- **No interest in course/expectations not met**
  - The course is not what I expected

Do not wish to disclose reason

Overall, I was happy with my experience at Monash

Yes  No

I would like to return to Monash again in the future

Yes  No

## Section D  Date of discontinuation

I want to discontinue from my course on

This must be today's date or a future date. Use the first day of the next semester if you intend to complete your current semester.

## Section E  Privacy statement

The information on this form is collected for the primary purpose of processing your application to discontinue your current course or study. Other purposes of collection include the use of de-identified aggregate data for evaluating and improving information and support programs available to students. Personal information may also be disclosed to government agencies, such as the Department of Education, Employment and Workplace Relations, Centrelink, and the Department of Immigration and Citizenship. If you choose not to complete all the questions on this form, it may not be possible for Monash University to discontinue your current course of study.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@monash.edu.

I agree to be contacted by a representative of Monash University regarding the information I have given on this form.

Yes  No

## Section F  Student declaration

I understand that failing to complete Sections A and D of this form means Monash University cannot discontinue me from my course.

I understand that students who voluntarily discontinue from an undergraduate or postgraduate course at Monash and wish to be readmitted, must reapply for entry through the relevant competitive selection process. I declare that the information supplied on this form is correct and complete.

Signed

Date

Office use only (Faculty/department/school)

Callista updated by

Date
Orientation of location at The Alfred site

AMREP and The Alfred site Map

The Postgraduate Office is located at 553 St Kilda Rd.

Teaching spaces are located at:
- Alfred Centre Level 5
- Amrep Education Centre
- Ground Floor, 553 St Kilda RD.
Parking and Transport at The Alfred

Car Parking
Limited metered parking is available on Commercial Road outside the Alfred Hospital on Commercial Road or parking is available in The Alfred Centre’s Visitor Parking [www.alfred.org.au](http://www.alfred.org.au) map.

Public Transport
The following options are available:

- **Trains:** Prahran Station is a short walk to Commercial Road.
- **Trams:** From Swanston Street City, tram no. 72 stops almost outside the Burnet Building. All trams except no.’s 8 and 1 travel along St. Kilda Rd. Get off at the corner of St. Kilda and Commercial Rds.
- **Buses:** Bus routes from the city 216, 219 and 220 will take passengers to The Alfred. The 246 bus from Bundoora also runs along Punt Road close to the Burnet Building.
- **Taxis:** There is a taxi rank on Commercial Rd, directly outside The MacFarlane Burnet Centre. A phone booking service is available in the foyer at the main entrance to the Hospital.

For further information regarding train, tram and bus information and timetables call 131 638 or visit Metlink [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au).
Information for Students

Accommodation Websites:
www.realestate.com.au
www.domain.com.au
www.flatmatefinders.com.au
http://www.monash.edu/accommodation

Accommodation close to trams or trains is recommended.

Useful Reference:

Faculty Policies, Procedures and Guidelines
http://www.med.monash.edu.au/policies/

Complaints and appeals process

International students - Weekly Contact
As part of your visa requirements, international students must have weekly contact with Monash University. For courses such as Public Health, Health Services Management and Occupational and Environmental Health, your allocated weekly contact co-ordinator will advise the day/time of these sessions. These will be located at The Alfred Centre, Melbourne.

International student – Student Life
http://www.study.monash/student-life/services-for-students/international-students

Overseas Student Health Cover (OSHC)
https://www.monash.edu/fees/other-fees-charges/overseas-health-cover

Language and Learning Support

Monash Postgraduate Association
Please see the following site for support and services available, seminars and social events, coursework postgraduates, online orientation, international postgraduates:

Pre-Loved Goods
Red Cross, Sacred Heart Mission or St Vincent De Paul are examples of shops where pre-loved (used) goods can be purchased cheaply. These can be found nearly everywhere however there are number of them in the suburb of Windsor (which is near Prahran).

Services for Students
For information on support services e.g. counselling, study skills, financial assistance, health services, social justice unit, spirituality, disability support, cultural inclusion, specialised services please see the following site: http://www.monash.edu.au/study/life/services.html.

Caution
While the information provided herein was correct at the time of publication, 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 changes to the information contained herein.