MONASH University

MONASH BUSINESS SCHOOL

UNDERGRADUATE STUDENT INFORMATION BOOKLET 2018

monash.edu/business

WELCOME TO THE MONASH BUSINESS SCHOOL

Monash is home to one of the world's leading research intensive business schools. Our ambition is to transform business by advancing knowledge and addressing the global challenges facing industry, now and in the future.

Monash Business School is one of the world's leading business schools. We are internationally recognised for excellence in research and education in Australia, the Asia-Pacific and around the world, in the US News and World Report's Best Global Universities, the New York Times Higher Education World University Rankings, and QS World University Universities Rankings.

Monash Business School is among the 1% of business schools in the world to have achieved the elite 'triple crown' of accreditation by the three major global business school accreditation bodies: the Association to Advance Collegiate Schools of Business (AACSB) the EFMD Quality Improvement System (EQUIS) and the International Association of MBAs (AMBA) and is the only Group of Eight university to have done so.

Our international connections drive research, teaching and learning innovations and create exciting opportunities for our students, staff, alumni and partners

IMPORTANT INFORMATION ABOUT THIS PUBLICATION

This booklet will provide you with information regarding your studies at Monash University. It is recommended that you read this booklet to make your transition to University study a smooth and enjoyable one.

Please use this booklet in conjunction with the online handbook: monash.edu/pubs/handbooks, the Monash Business School website: monash.edu/business and the information page for all current Monash Business School students: monash.edu/business/current-students.

Online access

This booklet can be accessed online at:
monash.edu/business/current-students/enrolment-and-reenrolment/course-and-unit-information

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While the information provided herein was correct at the time of publication (February 2018), 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.

WELCOME TO MONASH BUSINESS SCHOOL STUDENT SERVICES

The staff in our Monash Business School Student Services Offices are available to assist students with any issues related to your enrolment in the Monash Business School.

Caulfield campus
Building N, Level 4
Telephone: +61 3 9903 1400
Mon to Fri: 8.45am - 5pm
Weeks 1 and 2 first and second semester
Mon to Fri: 8.45am - 6pm

Clayton campus
Menzies Building (Building 11)
20 Chancellors Walk
Level 2, East Wing, Room 257
Telephone: +61 3 9905 2327
Mon, Tue, Thu and Fri: 9am - 5pm
Wed: 10am - 5pm

Peninsula campus
Building D, Level 3
Telephone: +61 3 9904 4314
Mon to Thu: 9am - 5pm
Fri: 9am - 4pm

Monash City location
(Bachelor of International Business students only)
Level 7, 271 Collins Street, Melbourne
Enquiries to Caulfield campus Student Services Office
Building N, Level 4
Telephone: +61 3 9903 1400
Mon to Fri: 8.45am - 5pm
Weeks 1 and 2 first and second semester
Mon to Fri: 8.45am - 6pm

Monash Malaysia - School of Business
Building 6, Level 4,
No. 2 Jalan Kolej
Bandar, Sunway, 46150
Selangor Darul Ehsan, Malaysia
Telephone: +60 3 5514 6000
Mon to Thu: 9am - 5pm
Fri: 9am to 12pm and 2pm - 5pm

Monash South Africa - School of Business and Economics
Building D, Level Lower Ground,
144 Peter Road, Ruimsig, South Africa
Telephone: +27 11 950 4020
Mon to Fri: 9am - 5pm

Our Monash Business School Student Services staff will be able to assist you with all enquiries from admission to graduation. For example:

- courses and units
- course maps and lists of majors
- online unit guides
- course advice
- admissions and enrolments
- orientation
- timetable help and information
- university and faculty specific forms
- applications for intermission and deferment
- approval for cross-institutional studies and study abroad
- information regarding your results and transcripts
- examination queries
- study resources
- student experience
- clubs and associations
- locating staff from within the Monash Business School
- course transfers
- … and much more

Visit the *Monash Business School Current Students* web page at: monash.edu/business/current-students

Course Advice booking system for Monash Business School students is in your my.monash portal
my.monash.edu.au/news-and-events/bookings/busecoadv/

Our Course Advice portal supports students who are enrolled in the Monash Business School at Caulfield, Clayton, Peninsula campuses and those enrolled at the City location. You can book an appointment online for face-to-face course advice at your home campus with our Student Services staff. You will need to login in with your Monash student authcate to access the booking system.

MONASH CONNECT

Monash Connect is located on every campus and acts as an interface between the University, students and the general public. Information on services provided by Monash Connect can be found at: monash.edu/connect

Telephone: 1800 MONASH (1800 666 274)
From outside Australia: +61 3 9902 6011
You can search for answers or ask a staff member a question
ask.monash

Caulfield campus	Building B, Ground Floor 900 Dandenong Road Caulfield East VIC 3145
Clayton campus	21 Chancellors Walk Campus Centre Clayton VIC 3800
Peninsula campus	Building C, Level 2 McMahons Road Frankston VIC 3199

Official documents, student forms and letters

Monash Connect can assist you with official documents such as your academic record (transcript), document certification, visas and eCOEs. Where it's an option, use the Web Enrolment System (WES). If you can't apply using WES, download the form.

There are two types of academic record - unofficial and official. To access these, login to the Web Enrolment System (WES). If you're encumbered, you won't have access to your academic record.
monash.edu/connect/official-documents/academic-transcripts

Fees

When fees are due, you will receive a document advising you of the amount and due date. This will be in the form of one of the following:

- Fee Statement (also available in the Web Enrolment System WES)
- Application form
- International Student Course Agreement.

If you add or drop a unit, we send you an updated statement. This may take up to 10 days.

If you don't pay your fees, charges or fines, we place an encumbrance on your Monash account. This means you won't be able to access library, computer or enrolment services. You cannot see your exam results, request academic records (transcripts) or graduate.
monash.edu/fees

Financial assistance

Financial assistance is available. You may be eligible for an interest-free loan.
monash.edu/financial-assistance

ID cards (M-Pass)

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 no longer accepts cash
- borrow books etc, from the library)
- access secure buildings
- identify yourself on campus and at exams

monash.edu/connect/id-cards

Travel and parking

There are many ways to get to and from our campuses. Find out more about planning your journey, whether you're catching public transport, driving, cycling or carpooling with a friend. You can also consider the free inter-campus shuttle bus.
monash.edu/people/transport-parking

As a Monash University student, you may be eligible to apply for a card that entitles you to cheaper public transport fares. There are different concessions for domestic and international students.

If you're not eligible for any of the travel concessions, the Monash Commuter Club offers a 10 per cent discount on a yearly myki pass.
monash.edu/connect/travel/travel-concessions

Examinations

Your personal exam timetable is available in the Web Enrolment System (WES) six weeks before the start of the exam period. Exams are held from Monday to Friday over a three-week period at the end of semesters one and two. As your exams may be scheduled for any session within this period, you should ensure you are available for the entire three weeks.
monash.edu/exams

Graduation

Monash is proud to celebrate your academic achievements with family and friends. It's a time to recognise your efforts and receive your certificate (testamur).

Be sure to apply to graduate within a year of being eligible - whether you plan to attend a ceremony or not.
monash.edu/graduations

MISSION, VISION AND VALUES

Our mission

Monash Business School engages in the highest quality research and education to have a positive impact on a changing world.

We pursue our mission by:

- recruiting talented staff and students and providing them with a responsive, relevant and challenging intellectual environment that supports academic excellence
- leveraging its scale, scope and international reach to conduct high quality research that extends the boundaries of knowledge
- applying knowledge in a way that helps to address the theoretical and practical challenges that face communities around the world
- delivering degree programs that develop, enhance and reward critical and creative scholarship and global engagement
- embracing a philosophy of continuous improvement driven by rigorous self-assessment and external benchmarking.

Our vision

Monash Business School will be recognised as one of the world's leading academies of scholarship in business, economics and related disciplines, with the standing of its flagship activities verified by the most esteemed international arbiters of quality.

Our values

Consistent with Monash University, Monash Business School upholds the values of human rights, social justice, and respect for diversity in individuals, communities and ideas. While pursuing its mission and vision, Monash Business School is committed to:

- providing a collegiate and respectful environment for all staff and students
- integrity, transparency and accountability in its internal governance
- recognising and rewarding excellence in research, education and everything it does
- upholding the principles for responsible management education and effective global citizenship
- engaging collaboratively with all its local, national and international stakeholders.

monash.edu/business/the-school/about-us/our-mission-vision-and-values

An internationally recognised business education

We are among the 1% of business schools in the world to have achieved the elite 'triple crown' of accreditation by the three major global business school accreditation bodies – AACSB, EQUIS and AMBA – and the only Group of Eight university to have done so.

In addition to its international accreditations and signatories, the School is also a member of:

- Association of Asia Pacific Business Schools (AAPBS)
- Global Business Schools Network (GBSN)
- Globally Responsible Leadership Initiative Accreditation (GRLI)
- Principles for Responsible Management Education (PRME)
- Quantitative Techniques for Economics and Management (QTEM)

monash.edu/business/the-school/about-us

STUDENT CHARTER AND RESPONSIBILITIES

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.
monash.edu/students/academic/policies/student-charter

Student Responsibilities

As a student at Monash University it is your responsibility to:

- apply yourself to your studies to the best of your abilities
- become familiar with the rules and regulations governing the degree in which you are enrolled, and ensure that the units selected meet the degree requirements
- be aware of the policies and practices of the University and of any faculty and department in which you are enrolled and which are contained in the materials and information made available to you
- be aware of the rules and regulations concerning the use of University computing, library and other facilities, as set out in published material
- meet deadlines for work to be submitted
- take the initiative and consult appropriately when problems arise
- submit original work for assessment without plagiarising or cheating
- for on-campus students, attend lectures, tutorials and seminars for each unit in which you are enrolled and, for distance education students, to consider thoroughly all course materials and participate in all prescribed residential schools
- accept joint responsibility for your own learning
- contribute to the development of University programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner
- be aware of the University's commitment to equal opportunity and to demonstrate tolerance and respect for all members of the University community
- respect the right of staff members to express views and opinions
- respect the working environment of others in all areas of the University.

policy.monash.edu/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-and-learning

IT information – Setting up your Authcate account

Monash University provides a wide range of IT services and facilities which you can access using the on-campus computer labs. Access is also available on campus via the wireless network. Many Monash IT resources are also available via the internet, so you can access them from home or work.

Every student must register for a computer account to enable access to Monash University's computer services and facilities. The following link guides you through the online process to obtain your Monash Authcate username and password: monash.edu/esolutions/.

Should you require any assistance please contact the eSolutions Service Desk. To submit a problem/request to the eSolutions Service Desk go to servicedeskonline.monash.edu or visit one of the on-campus areas below. (A current student ID card is required for all on-campus enquiries.) All Student Service Desks are closed over University closure days.

All Australian campuses
Telephone:+61 3 9903 2777
Semester
Mon to Thu: 8am - 8pm
Fri: 8am - 6pm
Sat: 10am - 3pm
Non-teaching period
Mon to Fri: 8am - 6pm

Caulfield campus
Building B, Ground floor
Semester
Mon to Thu: 9am - 8pm
Fri: 9am - 5pm
Non-teaching period
Mon to Fri: 9am - 5pm

Clayton campus
Campus Centre, 21 Chancellors Walk, Ground floor with Monash Connect
Semester
Mon to Fri: 9am - 5pm
Sat: 10am - 3pm
Non-teaching period
Mon to Fri: 9am - 3pm

Peninsula campus
Building C, Level 2
Semester
Mon to Fri: 9am - 5pm all year

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.

my.monash is accessible from an internet connection anywhere in the world.

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

- Monash email account, including quota usage
- Study and administration such as WES, Moodle, Allocate+, Unit pages
- Library services and resources
- Campus services
- News and events
- Fee assessment
- Make changes to enrolment
- Changes to University procedure
- Course advice and application outcomes
- Course Advice booking system for Monash Business School students
- Monash Business School Student Development booking system
- Re-enrol
- Apply to graduate
- Apply to intermit (domestic students)

To access your own my.monash portal, you will need your Authcate username and password and know how to operate a web browser. If you haven't already received your Authcate details, you can contact your nearest eSolutions Service Desk for assistance. NB. Password changes will not be provided by email or fax.

Your Monash Email Account

The university will only use your university email address when corresponding with you via email. All electronic communication to the University **must** be sent from your Monash University student email account and must include your full name and student ID number. It is essential that you check your Monash email account on a regular basis.

All hardcopy correspondence will be sent to the address that you have recorded as your postal address. If you need to change your address you may do so online via WES (see below).

Web Enrolment System (WES)

The Enrolment Site
WES is a vital information source and resource for students. This site allows you to amend your enrolment details online, check your examination timetable and academic record, apply to extend your ecoe, check fee statements and apply to graduate, among other things.

Enrolment information and detailed step-by-step menu guides can be found on the WES web site: monash.edu/enrolments/resources/wes

Note: International students must complete their initial enrolment in person with their Faculty. All subsequent re-enrolments should be completed via WES.

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

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 on the enrolment form/s when submitted, including your transaction number.

Note: You must have a Tax File Number to enrol (CSP students selecting the HECS-HELP option only).

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: Enrolments Questionnaire, CSP, FEE-HELP and Unit Enrolment.

WES Enrolment Checklist:

1. Postal Address updated
   Emergency Contact Details Updated
   Mailing Name Format
2. Tax File Number (CSP students selecting the HECS-HELP option will require a tax file number) — Transaction #
3. Enrolment Questionnaire — Transaction #
4. Unit Enrolment — Transaction #
5. SA-HELP (Domestic Only) — Transaction #

Should you have any difficulty completing your enrolment requirements on-line, it is essential that you contact your Faculty Student Services office before the enrolment cut-off dates. International students will be required to enter their Overseas Student Health Cover details.

Enrolment Planner

Semester 1 Enrolment

Unit Code	Unit Name
1	
2	
3	
4	

Semester 2 Enrolment

Unit Code	Unit Name
1	
2	
3	
4	

Important Enrolment Information

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 amend their enrolment by the published census date (to avoid any penalty), and withdraw from the unit so they will not be disadvantaged by their inability to attend. If students choose to continue with the unit they accept full responsibility for this decision and undertake to make their own arrangements to ensure they keep up to date with the unit.

No alternative arrangements will be made by the Faculty.

Note: The Faculty of Business and Economics does not permit students to add units after the end of teaching week 2 of the relevant semester.

Class Timetable

The Class Timetable allows you to view the timetable for a unit. This timetable provides dates and teaching modes and will be updated on a regular basis. As all class times and venues are subject to alteration, please check the timetable carefully just prior to your first attendance in each unit. Room and lecture theatres are subject to change up until the end of the second week in each semester.

monash.edu/timetables/class

Allocate+

Allocate+ is the online system Monash students use to allocate themselves into your teaching activities. Allocate+ provides:

- a clash free timetable
- 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.

monash.edu/timetables/allocate

Monash Business School students undertaking the following forms of study are not required to use Allocate+:

- off-campus learning
- flexible learning
- online.

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

Domestic students who are unable to attend scheduled classes throughout the semester should amend their enrolment by the published census date (to avoid any penalty) and to withdraw from the unit so as to not be disadvantaged by their inability to attend.

International students must discuss with a course adviser before discontinuing any units from their enrolment due to visa implications.

If students choose to continue with the unit they accept full responsibility for this decision and undertake to make their own arrangements to ensure they keep up-to-date with the unit requirements.

No alternative arrangements will be made by the Faculty.

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 enter preferences 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 (ie. 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 three-hour class on one particular night each week
- one lecture and three tutorials (you will be allocated into the lecture but are required to enter preferences or allocate yourself into a tutorial).

Undergraduate students will not be auto-allocated until the preference sort.

Undergraduate and Honours students at all campuses, will use Preference Mode only. A unit may consist of a number of activity groups, ie. lectures, tutorials etc. You are required to enter six time preferences for each activity group in each unit, if six preferences are available. If not, you must enter as many preferences as are available. The one exception is when only one activity is offered and students are auto allocated.

Access is easy

Allocate+ runs on the internet and can therefore be accessed from anywhere, as long as you have an internet connection and a PC with the following browsers (or later) Firefox 4, Internet Explorer 8, Safari 5, Google Chrome 11 and Opera 9. You may use the computers in the computer labs within the University as long as you have your Authcate username and password.

Please read this information carefully, and ensure that you carry out the steps required by the due dates. Failure to allocate for each unit will result in your personal timetable being incomplete.

How to access Allocate+

1. Log onto monash.edu/timetables/login
2. Click on Student.
3. Enter your Authcate username and password.
4. 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 lecture, tutorial or laboratory preferences.
5. When you have finished, click the Show My Preferences button to view your preferences.
6. 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.
7. After the preference sort you can adjust your allocation providing there are places available in the lecture, tutorial or laboratory you wish to attend.

Note: The Faculty of Business and Economics does not permit students to add units after the end of teaching week 2 of the relevant semester.

Schedule of Allocate+ dates

Allocate+ opening and closing dates can be found at: monash.edu/timetables/allocate/dates

Learning Systems (Moodle)

Learning systems refers to a collection of online learning tools, including Moodle.

Moodle
Moodle allows you access to online study-related resources related to the units you are enrolled in at Monash. Resources and features include:

- unit guide and lecture notes available for download
- pre-class reading
- important announcements
- interactive learning
- quizzes and assessment
- assessment tasks
- online discussion groups
- grades
- calendar of key dates for the semester
- uploading of assignments.

Please explore the information on this site to help you make the most of Moodle. New resources will be added often, and the latest support documents and announcements will be published there.

To login go to: my.monash.edu.au

For computer set-up, login or any problems you are experiencing with Moodle contact the eSolutions Service Desk

monash.edu/esolutions/contact/

Telephone: +61 3 9903 2777 option 1 for Moodle

Email: servicedesk@monash.edu

How do I get access to Moodle?
An account for units you are enrolled in is created automatically by central university systems and can be accessed through your my.monash portal my.monash.edu.au

Changes to student enrolments will be processed overnight and will be reflected the next day in the portal.

What happens to my access if I am sitting a deferred exam?
All Moodle sites will be available to students until after the deferred examination period.

ORIENTATION AND TRANSITION

Orientation program

Monash Business School offers new students the opportunity to attend orientation programs tailored to the needs of our students. The programs give you an advantage by helping you understand the academic side of university life. Orientation is compulsory and all Monash Business School students are required to attend the program at their home campus

Monash Business School: monash.edu/business/current-students/enrolment-and-reenrolment/orientation
Monash University: orientation.monash

There are academic events and social activities designed to help you get settled, connected and equipped for your Monash experience. You can create your own personalised orientation program using the online Orientation ePlanner. The Orientation ePlanner opens in January in Semester 1 and in June in Semester 2.

Student Development

It's never too soon to start thinking about your career. Start growing your job-ready skills with these dedicated programs and resources.
monash.edu/business/student-experience/undergraduate-student-development

Co-curricular program - Our co-curricular workshops and seminars explore the knowledge, skills, attitudes and behaviours required to manage your studies and career path more effectively.

Student professional development symposium - Want to join the next generation of powerful leaders? Working alongside your peers, you'll learn exactly what it means to take a leadership role, and how to discover the leader within you.

Student futures - Develop your employabiity edge. This online platform will help you develop and articulate your employability skills.

Mentoring program - Navigating your way through university and into the working world can be a challenge at times. By getting guidance from someone who's walked a similar path, you'll feel better equipped to make your next move.

Career Development

Too many students leave university with a head full of knowledge, but very few practical skills. We make it a priority to equip you with the real-world experience you need to back up your world-class education.
monash.edu/business/student-experience/career-development

Industry experience

Give yourself a professional advantage with an industry placement, corporate project, community project or study tour that combines business theory with industry practice.

Employers are increasingly looking for graduates with industry experience. Through the Monash Business School Work Integrated Learning program (WIL), students have the opportunity to gain invaluable practical experience working with one of our partner organisations, as well as academic credit towards your degree.
monash.edu/business/student-experience/career-development/industry-experience

Work Integrated Learning (WIL) - Stay one step ahead of the competition by getting practical workplace experience while you study through an internship your employabiity edge.

International industry placements - Employers are looking for graduates with a global perspective - check out the many international experiences on offer from overseas study programs and exchange to discipline based study tours and international internships

International study tours - See international businesses up close on our dedicated tours around the world. edge.

Corporate and community projects - Real world challenges; real world opportunities. Expand your skillset through a corporate or community project.

COURSE AND UNIT MATTERS

Course maps

A course map outlines the units you are required to complete as part of your degree, in order for you to be eligible to graduate. It is your responsibility to understand and meet all the requirements of your course as stated in the handbook. The approval of your enrolment by the faculty does not relieve you this responsibility. Course maps are a tool developed to assist you in this task.

During the duration of your course, the degree you have enrolled in may change. You will remain in the course version for the year you *commenced your degree.*

If you are unsure of which course map you are required to follow, please contact the Monash Business School Student Services who will be able to assist you.

All course maps can be found on the Monash Business School website or from the Monash Business School Student Services Office on your home campus.
monash.edu/business/current-students/enrolment-and-reenrolment/course-and-unit-information/undergraduate-course-map

Course advisers

Our Monash Business School course advisers are available to meet you one-on-one as part of our enrolment process. They can help you plan your degree, choose your majors and units and give you advice. You'll meet with a course adviser at enrolment, but they are also available through your studies if you need advice or want to change direction.

Course Advice booking system for Monash Business School students in your my.monash portal
Our Course Advice portal supports students who are enrolled in the Monash Business School at Caulfield, Clayton, Peninsula campuses and those enrolled at the City location. You can book an appointment online for face-to-face course advice at your home campus with our Student Services staff.
my.monash.edu.au/news-and-events/bookings/busecoadv/

How to access the Course Advice booking system

- log into your **my.monash portal** with your authcate details
- click on the **Campus Life** tile, then **Event bookings**, and select **Monash Business School Course Advice booking system**
- under **Find events**, search for your campus and select an available course advice appointment.

Double degree students
If you are enrolled in a cross faculty double degree, in addition to meeting with a Monash Business School course adviser you should book an appointment with the relevant partner faculty to ensure you are satisfying the requirements of both sides of your degree.

Applying for Credit

What is Credit?
Credit is the recognition of previous study or learning that can be counted towards a qualification. This can reduce the number of units required to complete a course of study.The credit granted may be in the form of:

- Specific credit, exempting the student from a unit within the degree
- Non-specific credit, exempting the student from an elective within the degree.

How can I apply?
All students can apply for credit after they have been offered a place in a Faculty course. Students who have received a credit outcome from the Faculty prior to enrolment day, must bring the letter to their enrolment session. Students seeking credit transfers must complete the Credit application form, which will be available on enrolment day, or to download from monash.edu/connect/forms and bring the completed form with you on enrolment day.

Please refer to the following website for submission closing dates when applying for credit
monash.edu/connect/forms

What do I include in my application?
The following information should accompany all applications for credit:

- an original or legally certified copy of your academic results (this is sometimes known as an academic transcript or statement of results).
- a copy of a detailed course structure, this will 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 you have 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.
- students who are applying for credit for studies completed at Monash University (eg Enhancement Studies) will generally not need to attach any of the above information to their applications as administrators have access to this information.

How many credits will I be entitled to?

- the number of credits you are entitled to depends on your previous study and the course for which you have been made an offer. The Study credit and admissions eligibility search portal (CPAR) will assist you in making a formal credit application.
- CPAR checks whether your previous studies will earn you a credit in a Monash Business and Economics course and provides a personalised course map showing your units and electives.
- the advice given by CPAR is not a formal assessment. monash.edu/prior-study/

Professional recognition

Many Monash Business School degrees enable graduates to satisfy educational requirements of professional registration or membership. You should ensure that the units you take are those required for the profession of your choice. Advice on unit selection is available from our course advisers.
monash.edu/business/the-school/partnerships-and-advisory-boards/professional-recognition

Your Results - when and how

Information about results dates and access can be found at monash.edu/exams/results/dates-access
You can access and print your results in WES, and also register to receive your results by SMS on your mobile phone.

You should also refer to the Faculty Assessment Policy
monash.edu/business/current-students/admin-information/policies-and-procedures

Please find below a definition of grades.

Grade	Mark	Definition
HD	80–100	High Distinction
D	70–79	Distinction
C	60–69	Credit
P	50–59	Pass
N	49 and below	Fail
DEF	N/A	Deferred assessment - If you applied for special consideration, you may have been granted another chance to sit an examination. In this case, the grade DEF will appear on your record.
NS	45–49	Fail, Supplementary Assessment - the faculty will assess and award supplementary assessment to eligible students under special circumstances. If awarded your grade will appear as NS on result release.
NFR	Fail	Not satisfying faculty requirements - fail grade recorded on Monash transcript for Study Abroad/Exchange and complimentary studies units.
SFR	Pass	Satisfied faculty requirements - pass grade recorded on Monash transcript for Study Abroad/Exchange and complimentary studies units.
WDN	N/A	Withdrawn - Students who withdraw or discontinue from a unit after the relevant semester census date will have the grade WDN recorded on their academic transcript.
WH	N/A	Withheld - Your grade has been withheld pending disciplinary action.
WN	N/A	Withdrawn Fail - Students who withdraw after Monday of Week 10 in a standard semester will have the grade WN recorded on their academic transcript.
WI	N/A	Used to indicate that a student was unable to undertake or complete all assessment for a unit due to extreme circumstances beyond his or her control occurring or having effect after the commencement of the relevant Withdrawn Fail period. The WI grade is not a passing grade because the student has not completed the requirements of the unit; but unlike the other fail grades - Fail (N) or a Withdrawn Fail (WN) - the WI is not included in the GPA calculation.

Grade Point Average (GPA) and Weighted Average Mark (WAM)
Students who commenced their studies after 2008 will have both their Grade Point Average (GPA) and Weighted Average Mark (WAM) recorded on their academic transcript.

Grade Point Average (GPA)
The GPA is an internationally recognised calculation used to find the average result of all grades achieved for your course.

Weighted Average Mark (WAM)
The WAM is a more precise measure of your academic performance than the GPA. This is because we base the calculation on your actual marks and the year level of each unit. The WAM is the average mark you achieve across **all** completed units in a course.

Calculating your GPA and WAM
You can find methods for calculating both your GPA and WAM at:

GPA
monash.edu/exams/official-record-results/gpa

WAM calculator:
monash.edu/exams/official-record-results/wam

Intermission (study leave)

Once you have started your course you may choose to apply for study leave. Usually, leave is granted for a maximum of one full year or two consecutive semesters. You can also apply for study leave for one semester.

You are required to complete your degree within a certain timeframe, which includes any periods of study leave.

You should ensure you check your eligibility and how to apply as the criteria differs for domestic coursework and international students.

You can find more detailed information about when to apply, information about fees, the outcomes and notification of your application, your study leave and returning from study leave. monash.edu/enrolments/processes/change/intermission

When to apply
To avoid financial and academic penalties, apply for intermission:

- during the re-enrolment period (for the next academic year)
- before the census date, if you decide to take a break once the semester has started.

If you plan to go on study leave for only one semester, you need to re-enrol in the other semester. Check re-enrolment dates and details.

Penalties incurred after the census date
Applying for study leave after the census date, will result in fees being charged for all enrolled units and a withdrawn or fail grade. For penalty dates, check census dates and teaching periods. WES will also assign your application to the next teaching period, so if you need to apply for intermission after the census date, you must contact your faculty first.

Fees
If you have paid your fees upfront and apply for study leave before the census date, you can apply for a refund. Fees will NOT be refunded if you apply for study leave AFTER the census date. If, for the following year, you fail to re-enrol on time then apply for study leave, you will be charged the late enrolment fee.

Exception
If you can provide proof that exceptional circumstances caused you to apply after the census date, you can apply for a refund or reversal of loan debt (remission of debt).

Outcomes and notification
Domestic students
When you apply for intermission using WES:

- you will receive an email confirming your application
- any enrolled units for the relevant study period will be discontinued by the system or faculty staff
- your faculty will notify you by email within two weeks.

International students on a student visa
Your application is assessed by your managing faculty, who will notify you of the outcome in writing. Do not discontinue any units while waiting for the outcome of your application

During your study leave
While you're on study leave, you:

- remain a student of Monash University with access to University services
- must keep your contact details up to date to receive communication from the University
- must check your Monash email account for important information while you are on intermission.

Returning from study leave
You will receive a reminder to re-enrol in early September. You must re-enrol during the October/November re-enrolment period to avoid a late fee.

International students on a student visa need to apply for a new electronic Confirmation of Enrolment (eCOE) with a revised completion date, before returning from study leave.

Extending or returning early
Contact your faculty if you want to return early.

If you need to take a longer period of study leave, contact your faculty before the re-enrolment period ends. Intermission extensions are approved only in exceptional circumstances and at the discretion of the faculty. You will need to provide supporting documentation

Please note: if you are on intermission for Semester 1 only, you are required to enrol in units for semester 2. If you are on intermission for semester 1 and 2 or semester 2 only: you must enrol into units for the following year to reserve your place in the degree (eg. if you take intermission for semester 2, 2018 you must enrol into units for semester 1 and 2, 2018 where required).

Discontinue your Course

Most students can discontinue their course via WES. Other students who wish to withdraw from all units and discontinue their course must complete and lodge an Course Discontinuation form which is available from the Monash Connect or from Monash Business School Student Services Office on your home campus.

Students should consider seeing a Monash Business School course adviser before deciding to discontinue their studies. monash.edu/enrolments/processes/change/discontinue-course

Alternatively if you are a domestic student, you may submit notification of your discontinuation in writing, addressed to the Monash Business School Student Services Office on your home campus.

Note: Please check the deadlines for submitting forms as discontinuation of a course has implications for the refund of fees.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: Monash University is legally obliged to report your course discontinuation to the Department of Immigration and Border Protection (DIBP) and this could result in the cancellation of your student visa. Students should seek advice from Monash Connect monash.edu/connect on their campus regarding the possible visa impacts BEFORE formally discontinuing from the University.

Special Consideration

If you're unable to complete an assessment or exam, for reasons out of your control, don't panic - you can apply for another chance through special consideration.

Special consideration isn't guaranteed and it doesn't lead to a mark adjustment. What you can get (if you're successful in your application) is an extension, another assessment or a deferred exam.
monash.edu/exams/changes/special-consideration

Eligibility
If you complete the final exam or assessment task, you won't be eligible for special consideration.

You may be eligible if you didn't complete your final exam or assessment, due to exceptional circumstances beyond your control. The reasons may include:

- acute illness
- loss or bereavement
- hardship or trauma.

You may also be eligible for special consideration if you can show your obligation to:

- military service
- jury service
- emergency services such as the Country Fire Authority
- Monash Sport's athlete support program, if you are participating in a key event.

When and how to apply
The application process varies for in-semester assessment and end-of-semester assessment.
monash.edu/exams/changes/special-consideration

Equity and Social Inclusion

We support the University's goals to provide a fair environment, respectful of different cultures, religions, genders, and sexual preferences, and supportive of people with disabilities and chronic medical conditions.

By upholding principles of equity and social inclusion, we help our staff and students to reach their full potential.

We apply Monash University's policies for equity and social inclusion welcoming staff, students and visitors from around the world and a range of socioeconomic backgrounds, who bring a cultural diversity that greatly enriches our faculty.
monash.edu/business/current-students/equity-and-social-inclusion

The Head of Monash Business School has appointed a number of staff to act as student equity officers. These officers are a contact and referral point for staff and students seeking assistance with student equity issues. All matters discussed will be treated as confidential. The Business School student equity officers will also work closely with the university's Student Equity Unit by providing feedback to assist with strategic planning.

Contact details for student equity officers are as follows:

Caulfield campus	Telephone: + 61 3 9903 1400 Email: equity.caulfield@monash.edu
Clayton campus	Telephone: +61 3 9905 2327 Email: equity.clayton@monash.edu
Peninsula campus	Telephone: +61 3 9904 4314 Email: equity.peninsula@monash.edu

Grievance

The university has formal grievance or appeal procedures in the areas of exclusion, discipline and sex-based harassment that are separate from the academic and administrative grievance process. monash.edu/execserv

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. Further information can be found at:
monash.edu/business/current-students/student-complaints-and-grievances

Informal resolution
It is expected that in the first instance, students of Monash Business School will attempt to resolve a complaint with the staff member concerned. If a resolution cannot be reached, the student is encouraged to discuss the difficulty with the appropriate person on a confidential basis.

Any student who has a difficulty may also wish to discuss the matter confidentially with a member of the university counselling or health services or an officer of the appropriate student association.

Formal resolution
If the complaint is not resolved, the student may make a written request for resolution of the matter to the Monash Business School student grievance officer. The matter is now considered a grievance. The student grievance officer may be contacted for advice or as a facilitator to resolve issues of concern at:

Monash Business School student grievance officer:
buseco-student.grievances@monash.edu

Formal grievances can only be actioned if the student has provided their full name, student ID and contact details.

Course Transfer

Students are eligible to apply for a course transfer if prerequisite requirements have been met. See VCE or equivalent prerequisites on the course finder website.

Course transfer is competitive, and approval is subject to the availability of places in each program. There are no guaranteed transfers.

Approval for change of campus is dependent on campus capacity.
monash.edu/business/current-students/enrolment-and-reenrolment/course-transfers

The application process
Semester 1 Intake:
Applications open in mid-September and close on 31 October 2018.

Applicants will be notified of the outcome of their application in January/February. Students must re-enrol into their current course as notification of the outcome of application will not be available until after the closing date for re-enrolment.

Semester 2 Intake:
Applications open in mid-April and close on 11 June 2018.

Applicants will be notified of the outcome of their application as soon as possible after the results release date.

What to submit and where
See the internal course transfer page for details on how to apply.
monash.edu/admissions/study-options/internal-transfer

Please note: applications received after the closing date will not be accepted.

Criteria for course transfer
Please refer to the faculty internal coursework transfer policy for details.
monash.edu/business/current-students/admin-information/policies-and-procedures/internal-coursework-transfers-policy

Accepting or rejecting your course offer
Students may accept or decline a transfer offer by formally advising the Monash Business School Student Services Office via email of their decision.

Cross-faculty Unit Enrolments outside the Monash Business School

Subject to the requirements of your course and unit availability, you may choose cross-faculty electives as part of your degree program. You will need to discuss your options first with the Monash Business School Student Services office on your home campus, and then with the host faculty as cross-faculty enrolment is not available via WES.

Outgoing Monash Abroad or Exchange Students

Students wishing to study one or two semesters at an overseas partner institution and have that study count towards their Monash degree should contact the Monash Business School Student Services office on their home campus for further information regarding the Monash Abroad program.
monash.edu/business/current-students/enrolment-and-reenrolment/additional-study-units

The Monash Business School recognises the value that an international experience adds to a student's education. Students taking part in this program are regarded as ambassadors for the faculty, Monash Business School and the university and the selection process reflects this view.

Please contact your Monash Business School Student Services Office on your home campus before re-enrolling.

Further information on study abroad and exchange study and how to apply may be found at:
monash.edu/study-abroad/
monash.edu/study-abroad/outbound/apply
monash.edu/business/current-students/admin-information/policies-and-procedures/monash-abroad-policy

Education Services for Overseas Students (ESOS)

International students studying in Australia on a student visa are protected under the Education Services for Overseas Students (ESOS) Act 2000. The Act sets out the legal framework for the delivery of quality education by setting standards. The framework also provides tuition and financial assurance through the Tuition Protection Service.

The education providers and the courses they offer to international students must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
monash.edu/students/esos

Underloading – International students
If you're on a student visa you must complete your course in the time stated on your electronic Confirmation of Enrolment (eCOE). To do this, you need to enrol in a full-time study load (24 credit points per semester). The Web Enrolment System (WES) will not allow you to submit your enrolment unless you enrol in enough units to meet your approved study load requirement.

You need to apply for approval to underload under these circumstances:

- compassionate or compelling circumstances
  - illness or exceptional personal circumstances
  - course structure, progression rules or unit availability prevent a standard enrolment load
- implementation of an intervention strategy due to a risk of unsatisfactory academic progress

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

How to apply to underload
You need to submit an Underload application - international students.
monash.edu/connect/forms

Due date
Submit your application by the census date for that teaching period. Wait for formal approval from your faculty before reducing your study load, as this may affect your visa.

If your application is approved, and you need to extend your course duration, you may need a new electronic Confirmation of Enrolment (eCOE).

Approval to underload is not required if you:

- are in your final semester and will complete your course within the time stated on your eCOE
- are enrolled in a combination of standard semester and summer or winter units that total 24 credit points per semester
- have been required to reduce your enrolment load from your faculty Academic Progress Committee.

It is important to check the census and penalty dates for your teaching period before dropping a unit, or you may face academic and financial penalties. These include having a fail recorded on your academic record and incurring fees or a loan debt.
monash.edu/enrolments/processes/change/add-or-discontinue-units

Academic Progress Rules

At the end of each year, a review is conducted of the academic performance of all students in the Faculty of Business and Economics. If your academic progress is found to be unsatisfactory according to the Faculty of Business and Economics academic progress rules, there are three possible outcomes:
1. the Faculty may permit you to continue your course without restriction
2. the Faculty may send you a letter advising you that conditions have been imposed on your continued enrolment OR
3. you may be sent a Notice of Referral advising that you must respond giving reasons why you should not be excluded from the Faculty.
monash.edu/business/current-students/exams-and-results/academic-progress

View the University and Faculty policies at:
monash.edu/execserv/progress
monash.edu/business/current-students/admin-information/policies-and-procedures

What happens if any of these reasons apply to me?
If any of these reasons apply to you, you will receive an email from the Faculty requiring you to "show cause" to the Faculty Academic Progress Committee as to why you should not be excluded from your degree and/or the Faculty.

Do I still re-enrol?
Yes, if you are asked to "show cause" or if you think that any of these reasons apply to you, you must still re-enrol, on the basis that you will not be excluded from your degree and/or the Faculty.

How do I show cause?
The email will advise you how to make a submission in writing, with substantiating evidence (eg. statutory declarations, medical certificates etc) to the Faculty Academic Progress Committee.

What happens if I do not respond?
Failure to respond will result in automatic exclusion from your degree and/or the faculty.

Where will the email be sent to?
All correspondence will be sent to your Monash student email account.

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 the January-March summer period when the Committees are scheduled to hold hearings at each campus. If it is impossible for you to attend your hearing in person contact the academic progress secretary as recorded on the notification of hearing letter.

International students should contact the Monash Connect monash.edu/connect on their campus as early as possible on +61 3 9902 6011 for information and advice on the possible visa impacts relating to the university's academic progress rules.

Conversion from International Student to Full-Fee or CSP

International students who gain permanent residency during their course can apply to convert their fee status. You can download a Change of Residency application form at:
monash.edu/connect/forms

Applications can only be processed upon provision of a certified copy of your permanent residency visa and photo page of your passport. You must notify Monash University of your change in visa status within 14 days of the change.

Any changes that occur prior to your units' census date will affect your fee status for those units. If the change occurs after your units' census date, your fee status will not be affected until the following teaching period.

The Faculty will determine if an international student who has gained permanent residency will be offered a local full-fee paying place or a CSP place.

UNIVERSITY STUDENT ASSOCIATIONS

Student-run clubs and associations are a great way to get involved and meet people. Whether you want to get fit, join a study group or help others, there's a group waiting for your membership.

Further information on what your Student Association can offer can be found at:

monash.edu/students/associations/student

Caulfield campus	MONSU Building S, Level 2 Telephone: +61 39903 2525 monsucaulfield.org.au
Clayton campus	MSA Campus Centre, 21 Chancellors Walk, Level 1 Telephone: +61 9905 3138 msa.monash.edu/
Peninsula campus	MONSU Building U, Level 1 Telephone: +61 3 9904 4217 monsupeninsula.org.au
Malaysia campus	MUSA Office Building B6, Level 1 Telephone: 603 5514 6000 Ext: 61787 musa.monash.edu.my
South Africa campus	Monash South Africa Student Association Learning Commons, Building D, Level 1 Telephone: +27 11 950 4155 monash.ac.za/student-life/clubs-associations/

Business and Economics focussed clubs include:

AISEC Monash International Association of Students in Economics and Business Management
BIA Banking and Investments Association
BCSS Business and Commerce Student Society
CCA Computing and Commerce Association
ESSA Economics Student Society of Australia (Monash University)
ECSS Monash Economics and Commerce Students Society
FMAA Monash Financial Management Association
MAFC Monash Accounting and Finance Club
MASA Monash Accounting Students Association
MASS Monash Actuarial Students Society
MBSS Monash Business Student Society
MMSS Monash Marketing Students Society
PBSS Peninsula Business Students Society

Services for Overseas Students

All international students currently enrolled have access to membership services and facilities on their campus of enrolment.

Caulfield campus	OSS – Overseas Student Service Building S, Level 2 Telephone: +61 3 9903 2525 monsucaulfield.org.au
Clayton campus	MUISS Lounge Campus Centre, 21 Chancellors Walk, Level 1 Telephone: +61 3 9905 4143 msa.monash.edu/new-students/international-students-2/
Peninsula campus	MONSU Service Desk, Building U, Level 1 Telephone: +61 3 9904 4217 monsupeninsula.org.au
Malaysia campus	MUSA Office Building B6, Level 1 Telephone: 603 5514 6000 Ext: 61787 musa.monash.edu.my
South Africa campus	Monash Student Association of South Africa Learning Commons, Building D, Level 1 Telephone: +27 11 950 4155 monash.ac.za/student-life/clubs-associations/

Student Publications

Caulfield campus	**ESPERANTO** – Caulfield student publication MONSU, Building S, Level 2 Caulfield campus Email: esperanto@monsucaulfield.org.au monsucaulfield.org.au
Clayton campus	**LOT'S WIFE** – Clayton student publication Campus Centre, 21 Chancellors Walk, Level 1 Clayton campus Telephone: +61 3 9905 8174 Email: msa-lotswife@monash.edu msa.monash.edu
Peninsula campus	Telephone: +61 3 9904 4217 monsupeninsula.org.au

STUDY SUPPORT

Library

The Monash University Library provides access to information resources that are an integral part of your University experience. The Library offers generous borrowing conditions, access to expert staff guidance and provision of materials from other libraries and collections. 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.

Information on library opening hours, contacts, borrowing, online tutorials etc. can be found at: monash.edu/library

Research and Learning Skills

Librarians and learning skills advisers work together with the Monash Business School to develop the research and learning skills of all students.

These skills include:

- time management
- effective reading and note-taking
- study methods and exam preparation
- how and where to start researching your topic
- finding, evaluating and using information
- collaboration and team work
- problem-solving and critical thinking
- essay, report and assignment writing
- citing and referencing to avoid plagiarism
- oral communication and presentation.

The Library provides education programs for students embedded within academic courses in conjunction with academic staff. In addition at library branches, further activities are offered such as workshops and drop-in sessions.

Visit the Monash Library website for further information:
monash.edu/library/skills

Librarians and learning skills advisers are based at each library and work together in faculty teams. You can find out who to contact in the Business and Economics faculty team at:
monash.edu/library/skills/contacts/fac-buseco

Q Manual

The purpose of the Q (for Quality) Manual is to provide new students with practical and easily accessible information regarding university-level study. Commencing Monash Business School students receive the Monash Business School Q Manual at our Orientation program. You can also download the Q Manual at:
monash.edu/business/current-students/study-resources/

English Connect

If you want to improve and further develop your English language skills, join any of our Monash English Connect programs. They're a fun, free way to meet and talk with other students, ask questions and share a learning experience.

There are no assessment, exams, lectures, or books - just interactive programs delivered by specially trained students. There's no need to bring pen or paper, just a willingness to learn through participation.
monash.edu/English-connect

Disability Support Services

Disability Support Services assists students with disability, medical or mental health conditions to study at Monash.

Disability Advisers can individually discuss and arrange reasonable adjustments to enable you to participate productively and independently in your studies.

Services include:

- academic support, such as notetakers, Auslan interpreters and scribes for exams
- alternative formatting of academic materials including large print format and Braille
- alternative arrangements for assessments such as extra time for reading and writing
- assistive hardware and software
- access to equipment such as motorised scooters and recording devices.

monash.edu/disability
Telephone: +61 3 9905 5704

Scholarships and Sponsorships

Monash offers one of the most comprehensive and generous scholarship programs in Australia offering more than 200 different scholarships for new and current students, from course fee subsidies to travel allowances, and payments for accommodation costs.

There are a range of scholarship and study support options available to Monash Business School students
monash.edu/business/current-students/scholarships-sponsorships-and-awards

Career Connect

Career Connect is your starting point for career, leadership, and volunteer opportunities specific to your education and professional goals.
monash.edu/students/career-connect/

Go to the Career Gateway careergateway.monash.edu.au to access employment opportunites, events such as fairs, forums, seminars, employer information sessions, career development programs, and a range of online career resources. Login with your Monash student ID.

You can also meet with a careers consultant for careers education, career planning, resume and cover letter checking (email and drop-in service).

Search thousands of volunteering opportunities and become an active member of Monash and your community.

Contacts and locations
monash.edu/students/career-connect/contacts
Telephone: +61 3 9905 4170
Email: careerconnect@monash.edu

Caulfield campus	Building B, Ground floor with Monash Connect
Clayton campus	Campus Centre, 21 Chancellors Walk
Peninsula campus	Building A, Ground Floor, Room A1.33

Bookshops

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

Caulfield campus	The Campus Bookstore Building K, Level 2 Telephone: +61 3 8573 5300 Email: caulfield@thecampusbookstore.com thecampusbookstore.com
Clayton campus	Monash University Bookshop (MUB) Campus Centre, Ground Floor, 21 Chancellors Walk Telephone: +61 3 9905 3111 Email: clayton@bookshop.monash.edu.au monash.edu/retail
Peninsula campus	Monash University Bookshop (MUB) Student Union Building, Lower level Telephone: +61 3 8573 5320 Email: peninsula@thecampusbookstore.com thecampusbookstore.com

Monash Sport

Monash Sport provide a wide range of high quality health and wellness services, activities and programs for students, staff and the wider community. For further information on what is available on your campus visit:
monash.edu/sport/

Caulfield campus	Building S, Level 1 Telephone: +61 3 9903 2358
Clayton campus	42 Scenic Boulevard, Monash Sport Telephone: +61 3 9905 4102
Peninsula campus	Monash Peninsula Activity and Recreation Centre (MPARC), Building W Telephone: +61 3 9904 4496

HEALTH SERVICES

University health services

The University health services aims to provide a broad range of general health services to the University community with an emphasis on illness prevention and health education.
monash.edu/health

Our medical clinics at Caulfield, Clayton and Peninsula campuses open from 9am to 5pm weekdays. You need to bring your:

- Monash ID card
- Medicare, OSHC or Health Care Card.

You can book an appointment online at
monash.edu/health/medical-and-dental/medical-appointments

Caulfield campus	Building B, Level 1, Room 146A Telephone: +61 3 9903 1177
Clayton campus	Campus Centre, 21 Chancellors Walk, Ground Floor Telephone: +61 3 9905 3175
Peninsula campus	Building U, Level 1, Room U1.39 Telephone: +61 3 9904 4615

Counselling and mental health

You can find out more about the resources available to you such as counselling, student support programs, mental health resources, mindfulness and self help resources.

Face-to-face counselling appointments are available on campus Monday to Friday 9am - 5pm. Call if you are not able to come during these hours.
Telephone +61 3 9905 3020 (for all campuses).

There is also the option of Counselling Help Online
monash.edu/health/counselling/counselling-help-online

Contacts for emergency and after-hours mental health
monash.edu/health/mental-health-wellbeing/resources/emergency-after-hours-contacts

Safer community unit

You can contact the Safer Community Unit for specialist advice and support when you feel unsafe, or have concerns about someone's behaviour or wellbeing.
monash.edu/safer-community

Counselling

A dedicated counsellor service is provided free of charge to our Monash Business School students by a professional psychologist two half days a week at Caulfield campus.

Counselling can be useful for dealing with minor concerns as well as more serious or longstanding problems. This service is in addition to the counselling services offered by Monash Counselling and mental health.

Your privacy is important and your appointment and discussion with the counsellor is strictly confidential.

More information and to make an appointment:
monash.edu/health/counselling
If you need to access counselling services outside our dedicated Counselling hours you can contact Counselling and mental health directly. They also offer a free drop in counselling service every weekday during business hours.

TRANSPORT AND PARKING AT MONASH

You can get to our campuses around Melbourne in many ways, but for the sake of the environment, your health and limited car spaces, consider public transport, cycling or walking before driving – and if you have to drive, consider carpooling and park on campus for a reduced fee.

More information about your options can be found at:
monash.edu/people/transport-parking/

Parking and permits

If you're coming to a Monash campus by car or motorcycle, you'll find many clearly marked permit, metered, motorcycle, and disability spaces.

But with so many Monash students, staff and visitors, finding a space can be difficult at some campuses without a permit, and they can be hard to get if you don't get in early, especially at Caulfield.

To ease the pressure on limited spaces, consider your other options before applying for a permit, such as the free Rideshare carpooling program, public transport, cycling or walking – you could save time and money, and help the environment.
monash.edu/people/transport-parking/permits/

You can buy or apply for a permit from our purchase parking permits page, which outlines your choices and explains where you can park, based on your permit colour.

Purchasing a Parking Permit
Parking permits can be purchased online via the my.monash portal and are valid for 12 months from the start of semester one. Students who do not want to pay for a full year can make a half-payment.
monash.edu/people/transport-parking/permits/purchase/

Metered parking
All our campuses have metered parking areas, apart from Parkville, which is easy to get to by public transport.
monash.edu.au/people/transport-parking/permits/metered-free/

Visit our maps page to see how to get to any of our Melbourne campuses and to download a map, showing parking areas at each campus. Wherever you park, be sure to obey the signs to avoid a fine.

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

Motorcyle parking
Visit our maps page to see how to get to our campuses in the Melbourne area, and to download campus maps, showing where you can park and follow the guidelines.
monash.edu/people/transport-parking/permits/motorcycle/

Disability permits
If you you have a disability, you can park in the convenient spaces reserved for you if you have a disability permit, which you can get from your local council. VicRoads has more information.

Inter-campus shuttle bus

Regular, free shuttle buses (with free wi-fi) link our Clayton campus with our Caulfield and Peninsula campuses, and our Peninsula campus to Frankston Railway Station.

Buses run Monday to Friday during semester, but an extended Clayton-Caulfield service operates on a modified timetable outside this period. Just show your valid Monash University student card to use the service.

You board on a 'first-come, first-served' basis. Buses fill quickly at busy times, so don't be late if you want a seat.

Clayton-Caulfield: Catch the bus at the first stop on the left if entering the Clayton bus loop from Wellington Road and from outside Building H on Princes Highway (Dandenong Rd) at Caulfield.
Clayton-Peninsula: Board at the intersection of Scenic Boulevard and Sports Walk at Clayton campus and from the George Jenkins Theatre at Peninsula campus. The Clayton–Peninsula shuttle bus connects with PTV bus route 887 Monash University Connector, which operates between Rosebud and the Peninsula campus (standard PTV fares apply).
Frankston Station-Peninsula: One bus operates this 5–15 minute trip between Frankston Station in Fletcher Road (opposite Chisholm TAFE) and the George Jenkins Theatre on Peninsula campus.

Further information and shuttle bus service timetable can be found at:
monash.edu/people/transport-parking/inter-campus-shuttle-bus/

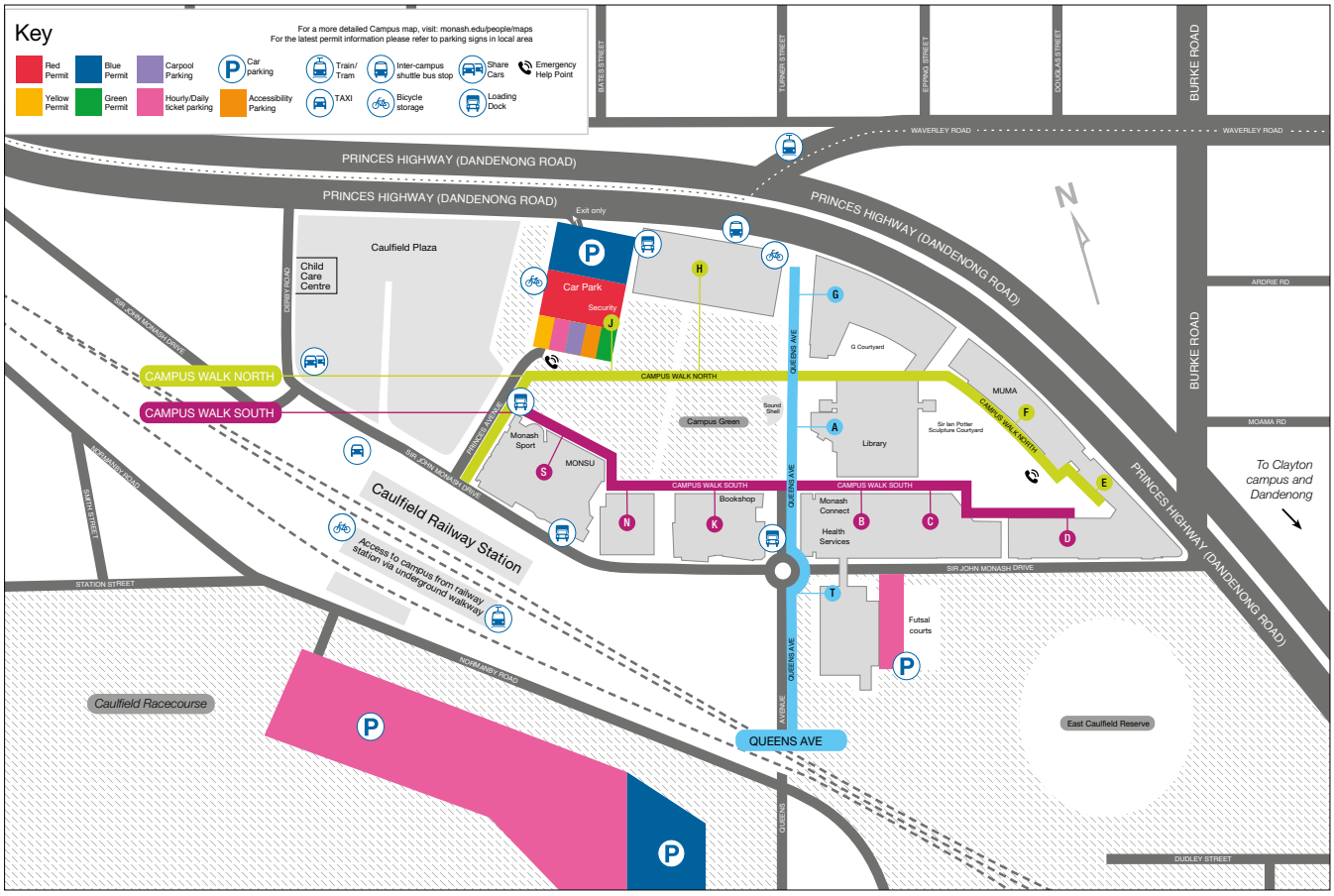
Public transport

In addition to our free inter-campus shuttle bus, which connects our Clayton campus with our Berwick, Caulfield and Peninsula campuses, and our Peninsula campus to Frankston railway station you can find details about public transport options to and between our campuses, public transport concession cards, the Monash Commuter Club and maps at this link:
monash.edu/people/transport-parking/public/

ask.Monash

If you having any questions about parking, visit ask.Monash and type in a question.
ask.monash

Monash University Caulfield campus



Parking

Permit parking

Multi-level car park	J
Caulfield Racecourse car park	Normanby Road

Casual hourly/daily ticket parking

Multi-level car park	J
Building T car park	Between Building T and futsal courts

Building/department name	Address
Access Monash	F
Accounting	H
Architecture	F
Australian Centre for Jewish Civilisation	S
The Australia-Indonesia Centre	S
Australian National Data Service	T
Banking and Finance	H
Bookshop	K
Boost Juice	K
Bubble Cup	S
Buildings and Property	T
Business Law and Taxation	S
Cafe Monsu	S
The Campus Bookstore	K
Career Connect	B
Childcare Centre	22 Derby Rd
Design	G
Econometrics and Business Statistics	H
Economics	H
English Connect	T
eSolutions	F
Fine Arts	B, C, D, E
Flipboard	K
General computer labs	T
Graze on the Green	K
Health Services	B
Industrial Design	G
Information Technology	H
Interior Architecture	E
IT computer labs	B, K, T
Koji Sushi	S
Languages, Literatures, Cultures and Linguistics	H
Library	A
MADA Gallery	D
Mail Services	T
Management	N
Marketing	S
Media, Film and Journalism	B, C
Monash Asia Institute	S
Monash Business School MBA/Executive MBA	H
Monash Business School computer labs	K
Monash College	B
Monash Connect	B
Monash Institute for the Study of Global Movements	H
Monash Media Labs	B
Monash Postgraduate Association computer labs	T
Monash Postgraduate Association (MPA)	C, H, T
Monash Residential Services	B
Monash Sport	S
Monash University Museum of Art (MUMA)	F
MONSU Caulfield Monash Student Union	S
Museum of Computing History	B
Muslim Prayer Room (Men)	T
Muslim Prayer Room (Women)	B
Nursing and Allied Health Student Services	C
Office of Caulfield Campus Community	C
Parenting/Disability Room	S
Pro-Vice Chancellor	C
Public Health and Preventive Medicine	F
Security	J
Social Sciences	H
Standing Room Cafe	C
STA Travel	S
Social Work	C
Sumo Salad	K
Translational Studies Lab	B
Zambrero	K

Major lecture theatres

B214, B215, B218	B, Level 2
E224	E, Level 2
F201	F, Level 2
HB40, HB32, HB39, HB36	H, basement
H125, H126	H, Level 1
H235, H237, H238	H, Level 2
K309, K321	K, Level 3
N305, N306, N322	N, Level 3
S230, S232	S, Level 2

Loading docks

Building H, off Princes Highway (Dandenong Road)	H
Building B, off Queens Walk	B
Building S, off Sir John Monash Drive	S

Public transport

Caulfield Railway Station, Station Street/Normanby Road

Tram stop, Princes Highway/ Waverley Road

Free intercampus shuttle bus

Princes Highway — H

Bicycle storage

Building J, ground level — J

Parkiteer bicycle storage, Caulfield Railway Station

Taxis

Taxi Rank, Sir John Monash Drive near Princes Avenue

Share cars

Sir John Monash Drive/ Derby Road, outside the 7-Eleven

Smoke-free Monash

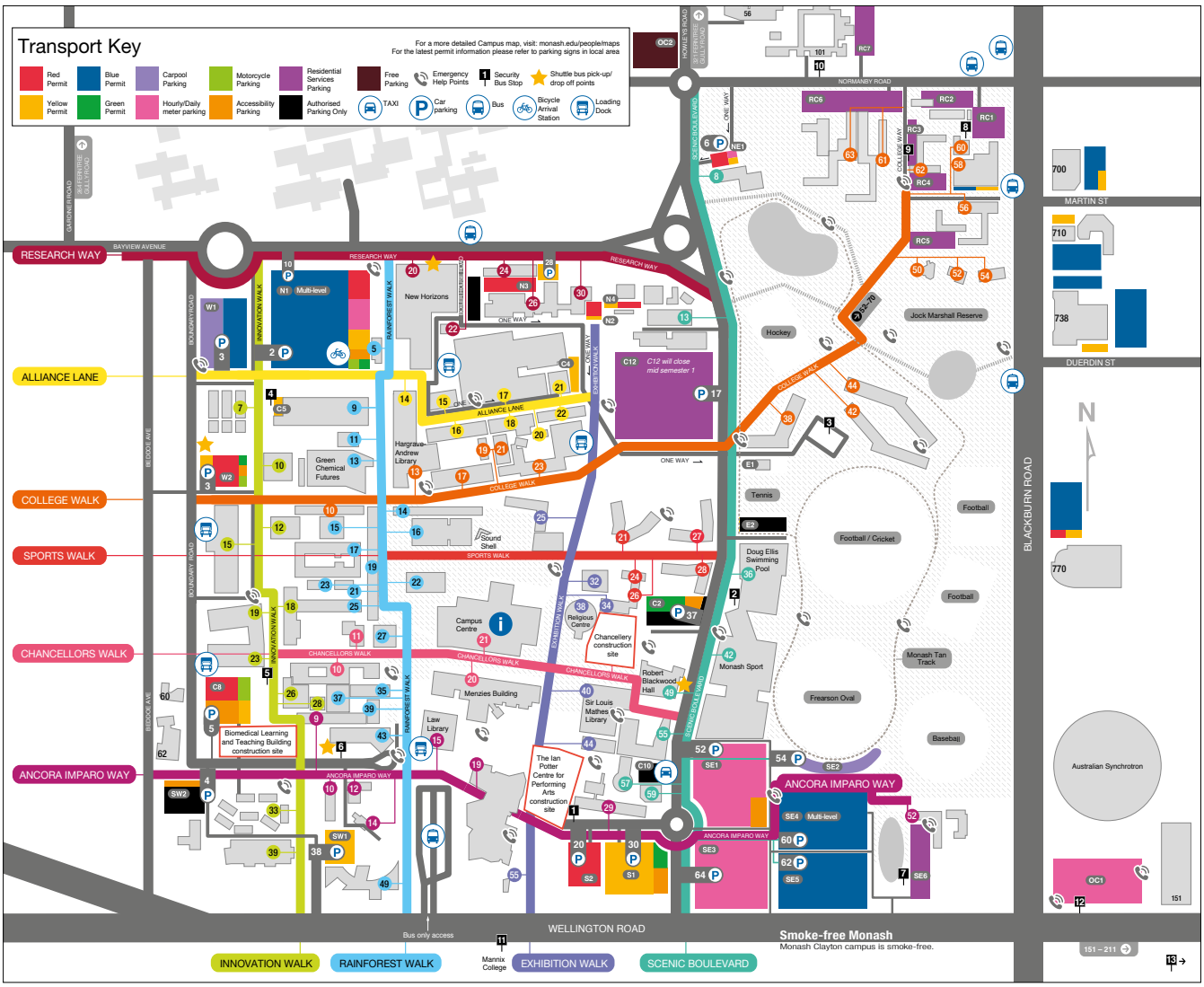
Monash Caulfield campus is smoke-free.

MONASH University

The information in this map was correct at the time of publication (January 2018)

18P-0010

Monash University Clayton campus



Parking — Address

North West Car Parks
enter via Forster Road, Gardiner Road and Bayview Avenue

North One Multi-level – Ground level (N1)	
Casual hourly/daily ticket parking	**10** Research Way
North One Multi-level – Upper levels (N1)	**2** Innovation Walk
North Three (N3)	**28** Research Way
West One (W1)	**3** Alliance Lane
West Two (W2)	**3** College Walk
North Two (N2)	**30** Research Way

South West Car Parks

Central Eight (C8)	**5** Ancora Imparo Way
South-west One (SW1)	**38** Innovation Walk
South-west Two (SW2)	**4** Ancora Imparo Way

North East Car Parks
enter via Howleys Road and Normanby Road

Central Five (C5)	**4** Innovation Walk
Central Twelve (C12)	**17** Scenic Boulevard
East One (E1)	Scenic Boulevard
East Two (E2)	Scenic Boulevard
North Four (N4)	**32** Research Way
North-east One (NE1)	**6** Scenic Boulevard
North-east Two (NE2)	Residential Carpark 6
North-east Three (NE3)	Residential Carpark 7
North-east Four (NE4)	Residential Carpark 3
North-east Five (NE5)	Residential Carpark 1
North-east Six (NE6)	Residential Carpark 2
North-east Seven (NE7)	Residential Carpark 4
North-east Eight (NE8)	Residential Carpark 5

South East Car Parks
enter via Wellington Road

South Two (S2)	**20** Ancora Imparo Way
Central Two (S2)	**37** Scenic Boulevard
South One (S1)	**30** Ancora Imparo Way
South-east One (SE1)	**52** Scenic Boulevard
South-east Two (SE2)	**54** Scenic Boulevard
South-east Three (SE3)	
Casual hourly/daily ticket parking	**64** Scenic Boulevard
South-east Four Multi-level (SE4)	**60** Scenic Boulevard
South-east Five (SE5)	**62** Scenic Boulevard
South-east Six (SE6)	Residential Carpark 8

Off-Campus Car Parks — Address

Off-campus One (OC1)	Wellington Road/ Blackburn Road
Off-campus Two (OC2)	Howleys Road/ Normanby Road

Building/department name — Address

Alexander Theatre	**48** Exhibition Walk
Australian Pulp and Paper Institute	**15** Alliance Lane
Bicycle Arrival Station – James Gormley	**5** Rainforest Walk
Biochemistry Laboratories	**11** Chancellors Walk
Biological Sciences	**25** Rainforest Walk
Biological Sciences Lecture Theatres S7– S8	**21** Rainforest Walk
Biology	**18** Innovation Walk
Boiler House	**22** Research Way
Buildings and Property	**26 & 30** Research Way
Campus Centre	**21** Chancellors Walk
Central Science Block	**19** Rainforest Walk
Chancellery Building C	**34** Exhibition Walk
Chancellery Building D	**26** Sports Walk
Chancellery Building E	**24** Sports Walk
Chemistry	**17** Rainforest Walk
Doug Ellis Swimming Pool	**36** Scenic Boulevard
Education	**19** Ancora Imparo Way
Earth, Atmosphere & Environment - *see Mathematics*	
Engineering 31	**17** College Walk
Engineering 33	**19** College Walk
Engineering 35	**16** Alliance Lane
Engineering 36	**18** Alliance Lane
Engineering 36A	**20** Alliance Lane
Engineering 37	**17** Alliance Lane
Engineering 69	**22** Alliance Lane
Engineering 72	**14** Alliance Lane
Engineering Examination Halls, EH1 – EH4	**23** College Walk
Buildings and Property	**26** Research Way
Faculty of Information Technology	**25** Exhibition Walk
Faculty of Medicine Offices	**43** Rainforest Walk
Faculty Teaching – MBBS	**27** Rainforest Walk
First Year Biology	**23** Rainforest Walk
Green Chemical Futures	**13** Rainforest Walk
Hargrave-Andrew Library	**13** College Walk
Information Services	**44** Exhibition Walk
Japanese Studies Centre	**12** Ancora Imparo Way
Jock Marshall Reserve	
Environmental Laboratories	**52** College Walk
John Monash Science School	**39** Innovation Walk
Krongold Centre	**57** Scenic Boulevard
Law Building	**15** Ancora Imparo Way
Law Library	**15** Ancora Imparo Way
Learning and Teaching building	**19** Ancora Imparo Way
Mathematics & Earth, Atmosphere and Environment	**9** Rainforest Walk
Medicine A	**37** Rainforest Walk
Medicine B	**39** Rainforest Walk
Medicine C	**10** Chancellors Walk
Medicine D	**35** Rainforest Walk
Medicine E	**9** Ancora Imparo Way
Medicine F	**26** Innovation Walk
Medicine Teaching Services Unit	**28** Innovation Walk
Melbourne Centre for Nanofabrication	**151** Wellington Road
Menzies Building	**20** Chancellors Walk
Microbiology & Biological Sciences	**12** Innovation Walk
Monash Biomedical Imaging	**770** Blackburn Road
Monash Centre for Electron Microscopy	**10** Innovation Walk
Monash Children's Centre Co-op	**62** Beddoe Avenue
Monash Club	**32** Exhibition Walk
Monash College	**49** Rainforest Walk
Monash College Learning Village	**33** Innovation Walk
Monash Community Family Co-operative	**56** Howleys Road
Monash House	**14** Ancora Imparo Way
Monash Injury Research Institute	**21** Alliance Lane
Monash Sport	**42** Scenic Boulevard
Monash Sustainability Institute	**8** Scenic Boulevard
Monash University Business Park	**680** Blackburn Road
Monash University Business Park	**710** Blackburn Road
Monash University Business Park	**700** Blackburn Road
Monash University Business Park	**738** Blackburn Road
Monash-Oakleigh Legal Service	**60** Beddoe Avenue
New Horizons	**20** Research Way
Old Science Laboratories	**22** Rainforest Walk
Performing Arts	**55** Scenic Boulevard
Physics	**10** College Walk
Plant Sciences Complex	**54** College Walk
Religious Centre	**38** Exhibition Walk
Robert Blackwood Hall	**49** Scenic Boulevard
Science and IT	**14** Rainforest Walk
Science Instrumentation and Technology Development Platform	**26** Research Way
Science Portables	**7** Innovation Walk
Security & Traffic	**59** Scenic Boulevard
Sir Louis Matheson Library	**40** Exhibition Walk
Monash HR (incl. Staff Development)	**211** Wellington Road
STRIP1 Monash Biotechnology	**15** Innovation Walk
STRIP2 School of Biomedical Sciences	**19** Innovation Walk
STRIP3 School of Biomedical Sciences	**23** Innovation Walk
Yarrawonga	**10** Ancora Imparo Way

Major lecture theatres — Address

Central One Lecture Theatre	**25** Exhibition Walk
Engineering Lecture Theatres E1 – E6	**21** College Walk
Humanities Lecture Theatres H1 – H10	**20** Chancellors Walk
Law Lecture Theatres L1 – 5, G20	**15** Ancora Imparo Way
Medicine Lecture Theatre M1	**35** Rainforest Walk
Medicine Lecture Theatres M2 – M3	**37** Rainforest Walk
Science Lecture Theatres (North), S13 – S15	**11** Rainforest Walk
Science Lecture Theatres (West), S5-S6	**15** Rainforest Walk
Science Lecture Theatres S1 – S4, S9 – S12, STI – 4, ST7	**16** Rainforest Walk
Sir Alexander Stewart Theatre	**14** Alliance Lane
South One Lecture Theatre	**43** Rainforest Walk

Residences — Address

Briggs Hall	**42** College Walk
Deakin Hall	**56** College Way
Farrer Hall	**62** College Way
Howitt Hall	**60** College Way
Jackomos Hall	**44** College Walk
Mannix College	Wellington Road/Parker Street
MRS Administration HOR	**58** College Way
Holman Hall	**27** Sports Walk
Campbell Hall	**21** Sports Walk
Logan Hall	**28** Sports Walk
Turner Hall	**38** College Walk
Normanby House	**101** Normanby Road
Richardson Hall	**63** College Way
Roberts Hall	**61** College Way
South East Flats	**52** Ancora Imparo Way

Loading docks — Address

Boundary Road	Boundary Road x College Walk
Boundary Road	Rear of **23** Innovation Walk
Ancora Imparo Way	Rear of **15** Ancora Imparo Way
Exhibition Walk	Exhibition Walk/ College Walk
Boiler House Road	Boiler House Road

Public transport — Address

Bus Interchange	Ancora Imparo Way/ Rainforest Walk
Bus Stop	Research Way
Bus Stops	Blackburn Road

Bicycle arrival stations — Address

James Gormley	**5** Rainforest Walk
Southern Bicycle Arrival Station	**55** Exhibition Walk

Taxis — Address

Taxi Rank	**C10** car park at **59** Scenic Boulevard

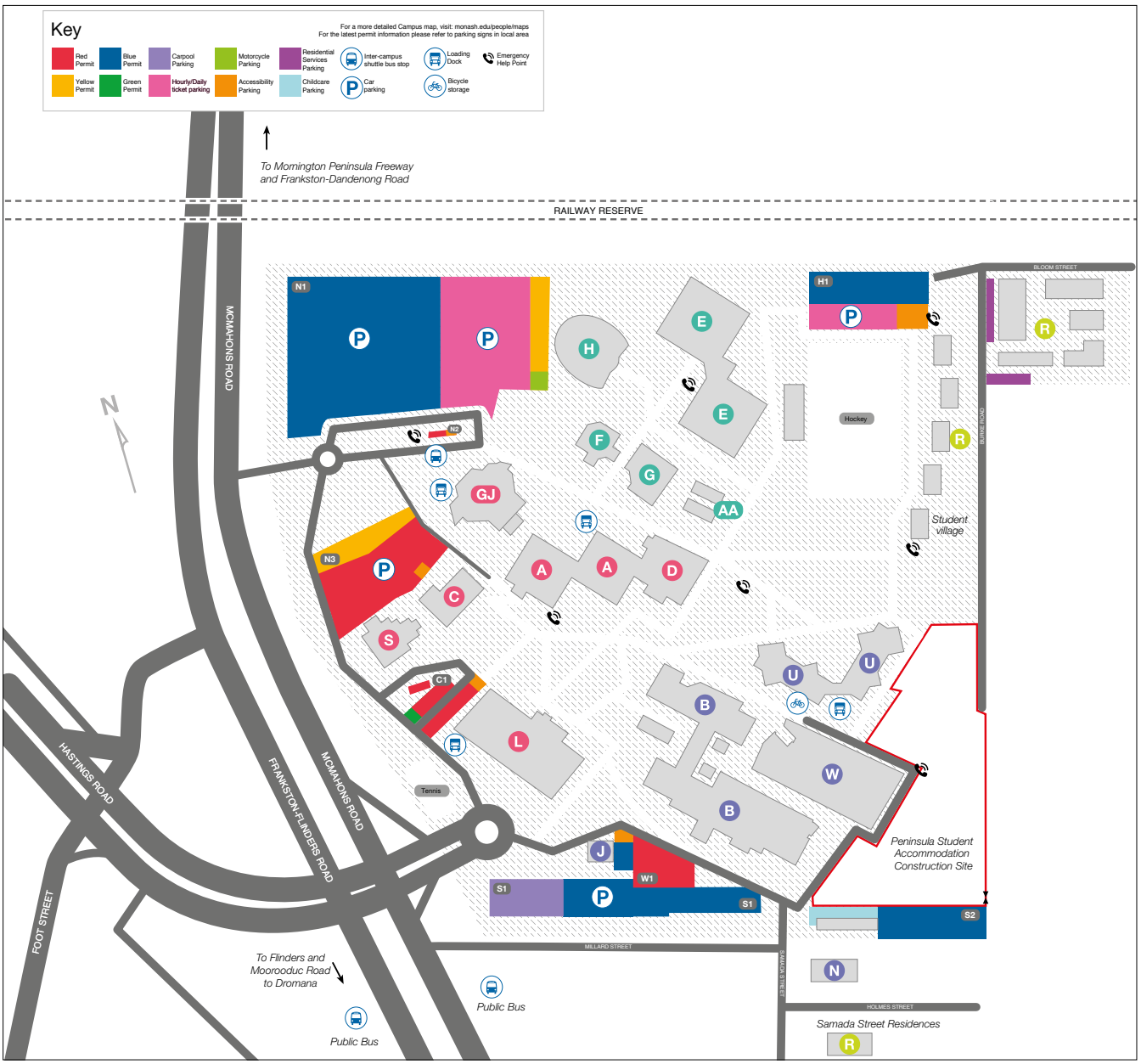
Share cars — Address

Flexicar Bays RC5	**58** College Way

MONASH University

The information in this map was correct at the time of publication (January 2018)

Monash University Peninsula campus



Parking

North 1 car park	N1
North 2 car park	N2
North 3 car park	N3
Administration car park	C1
South 1 car park	S1
South 2 car park	S2
West car park	W1
Hockey car park	H1

Building/department name — Address

Administration	C
Bookshop	U
Buildings and Property	C
Business and Economics	D
Campus Business Lounge	S
Career Connect	A
Community Emergency Health and Paramedic Practice	H
Education	A
eSolutions	A
Garages	N
The George Café	A
George Jenkins Theatre	GJ
Health Services	U
Indigenous Student Lounge	S
Library	L
Monash Connect	C
Monash Peninsula Activity & Recreation Centre (MPARC)	W
Monash Sport	W
Nursing and Midwifery	E
Occupational Therapy	G
Physiotherapy	B
School of Primary and Allied Health Care	G
Seahorse Tavern	U
Security	C
Struan Postgraduate Centre	S
Student Residences	R
Student Union	U
Upperdeck Café	U
Windermere Early Learning Centre	1A Holmes Street
Workshop/maintenance	J

Major lecture theatres

A1.17	A
A2.16	A
A4.16	A
A4.41	A
E2.09	E
F1.01	F

Loading docks

Building A	A
George Jenkins Theatre	GJ
Building L	L
Building U	U

Public transport

Frankston Station (Frankston line, running from Frankston to City)	Beach Street/ Fletcher Road
Leawarra Station (Stony Point line, running between Frankston and Stony Point)	Lardner Road/ Bloom Street
782 Frankston – Flinders via Coolart Road, Hastings bus service	Moorooduc Road/Hastings Road
783 Frankston – Hastings via Coolart Road bus service	Moorooduc Road/Hastings Road
775 Frankston – Lakewood via Heatherhill Road	Moorooduc Road/Hastings Road
887 University connector, Peninsula campus to Rosebud	Leaves from bus loop

Bicycle storage

MPARC Velopod	Adjacent to MPARC, Building W

Smoke-free Monash

Monash Peninsula campus is smoke-free.

MONASH University

The information in this map was correct at the time of publication (January 2018)

18P-0010

GLOSSARY

Academic misconduct	Student cheating or assisting to cheat whether in an examination or non-examination context.
Academic year	The standard academic year is divided into two semesters. Each semester consists of thirteen teaching weeks followed by an examination period.
Authcate	A Monash term for a student computer account that is used to access protected internet resources.
Credit	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.
Credit points	The value given to a unit. Units are normally 6 credit points or a multiple of 6, for example 12 or 18 credit points.
Allocate+	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.
APC	Academic Progress Committee
ATAR	Australian Tertiary Admission Rank: an overall percentile ranking, calculated in steps of 0.05, reflecting the comparative performance of VCE candidates amongst the relevant national age group in a given year.
Board of Examiners	Faculty committee responsible for determining the results of the performances of all candidates enrolled in the faculty.
Callista	Student information system developed by Callista Software Services to accommodate the majority of business functions associated with student administration.
CAN	Commonwealth Assistance Notice: Information sent to Commonwealth supported students after the census date about the units of study for which Commonwealth assistance has been received, their student contribution amounts, their Student Learning Entitlement (SLE) usage, the amount of any up-front payments made, and their HECS-HELP assistance.
Census date	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.
Chancellor	The Chair of University Council, appointed to office by the members of Council The role encompasses ceremonial, statutory, regulatory and executive functions.
Cheating	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.
Chief Examiner	Person responsible for assessment of a unit.
Class Timetable	Monash University Timetable System
Course	The accumulation of units according to a set of rules that leads to the award of a qualification.
Course Advisor	A staff member assigned to assist students with the planning of their course.
Co-requisite	A unit that must be studied simultaneously with another unit.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students lists all providers registered to offer courses to people studying in Australia on student visas and the courses that are approved for offer.
Cross-institutional	External relationships which lead to formal agreements with other tertiary institutions, business, industry, government agencies or schools, both locally, nationally and internationally, based on the joint development and delivery or, and graduation from education and training programs.
CSP	Commonwealth Supported Place: higher education place for which the Commonwealth makes a contribution towards the cost of the student's education.
DET	Department of Education and Training
Deferral (or deferment)	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.
Deferred examination	See Special examination
Degree faculty	The faculty which owns the course in which a student is enrolled, even though students may be enrolled in units from another faculty.
DIBP	Department of Immigration and Border Protection
Discipline	Field of study
Discipline – student	The Discipline Statute encompasses academic, general and research misconduct by students.

Domestic student	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.
EFTSL	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.
Elective	A unit that is not part of a major or any other compulsory course requirement.
eSolutions	Provides IT services at Monash University.
ESOS	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.
Exchange student	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.
Exemption	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.
Faculty	The groupings of academic areas within the University.
FEE-HELP	A loan scheme to help eligible non-Commonwealth supported students pay their tuition fees.
Field of Education	Classification of higher education courses, specialisations and units with the same or similar vocational emphasis or principal subject matter.
Field of study	An approved sequence of units in cognate areas.
General misconduct	Any behaviour in relation to people or property which is contrary to generally accepted standards of behaviour.
Go8	Group of Eight: Group of vice-chancellors of Australia's eight leading universities.
GPA	Grade Point Average: the average result of all grades achieved by a student during a course of study at tertiary level.
Grading scale	The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.
Graduate	A person on whom the University has conferred an academic award, including honorary awards and awards conferred jointly with another institution.
HDR	Higher Degrees by Research
HECS-HELP	A scheme that includes up-front payment discounts and loans to help students in Commonwealth Supported Places pay their student contributions.
HESA	Higher Education Support Act
Home institution	The institution at which a student is enrolled for the majority of their course.
Host institution	The partner institution at which a student is undertaking some part of an exchange, study abroad or cross- institutional program.
IELTS	International English Language Testing Scheme
Intermission	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.
International student	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.
Lecture	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.
Major	A minimum of 48 credit points in a field of study or discipline, including a minimum of 12 points at both second and third year levels respectively.
Managing faculty	The faculty that is assigned responsibility to coordinate administrative matters for each single or double degree program (including but not restricted to admission, enrolment, course advice, academic progress and academic referral).
Misconduct – student	See Discipline – student
Mode of attendance	This is a classification of the way in which a student is undertaking a unit of study, according to whether their enrolment in a unit is Internal (on-campus), External (off-campus) or Multi-modal (both on and off-campus).
Monash abroad	The program that provides exchange and study abroad opportunities for Monash students, and students at overseas institutions who would like to spend one or two semesters studying at Monash.
Monash Business School	Comprises all Australian campuses of the Faculty of Business and Economics
Monash University Institute of Graduate Research (MIGR)	Administers a wide range of doctoral and Master of Philosophy programs and also co-ordinates the university's postgraduate research training activities and research scholarships.

MUSO	Monash University Studies Online system. A web-based course management system that allows students to access information and assessment tasks related to units that they are studying at Monash.
OHS	Occupational Health and Safety
OUA	Open Universities Australia
Orientation (O Week)	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.
OS-HELP	A cash loan available to eligible students who undertake some of their course overseas.
Plagiarism	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.
Policy	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.
Practical session	A class in which practical (or prac) experiments or exercises are conducted under supervision.
Prerequisite	A prerequisite is a unit which must be successfully completed before a student is permitted to proceed to a further unit.
Qualification	An award or other form of certification of attainment, competence or attendance.
RPL	Recognition of Prior Learning
Special consideration	Consideration by a board of examiners of students whose assessment has been affected by illness or other serious cause.
Scholarship	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.
Specified credit	Credit granted in the form of specific Monash unit(s).
Student – Full-time	A person undertaking 75% or above study load
Student – Part-time	A person undertaking a study load of less than 75%
Student – Postgraduate	A person enrolled in a higher degree program based predominantly on coursework study. coursework
Student – Postgraduate research	A person enrolled in a higher degree program based predominantly or wholly on research rather than coursework.
Student – Undergraduate	A student enrolled in an academic program designated by the statutes or rules to be an undergraduate program.
Student identification (ID) Cards	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.
Study Abroad Program	An approved program of study at a host overseas higher education institution that counts as credit towards a course enrolled in which the home higher education provider.
Supervisor – student	Person responsible for academic supervision of a postgraduate research student.
Syllabus+	Syllabus+ together with Allocate+ are used for space management, timetabling and class allocation forming the Class Timetable
Teaching faculty	The faculty in which a unit is owned and taught.
TOEFL	Test of English as a Foreign Language.
Tutorial	Small study and discussion group assigned to a unit. Complementary to material studied in a lecture.
Transition	The adjustment, development and change experienced when progressing to university study.
Unit	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.
University Council	The governing body of the university. All University bodies report to the University Council.
Unspecified credit	Credit which is not matched to a particular unit in the student's new course at Monash.
VCE	Victorian Certificate of Education
VICTER	Victorian Tertiary Entrance Requirements
VTAC	Victorian Tertiary Admissions Centre
WES	Web Enrolment System

Timetable – Semester 1, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
8–9am					
9–10am					
10–11am					
11–12pm					
12–1pm					
1–2pm					
2–3pm					
3–4pm					
4–5pm					
5–6pm					
7–8pm					
8-9pm					

Timetable – Semester 2, 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
8–9am					
9–10am					
10–11am					
11–12pm					
12–1pm					
1–2pm					
2–3pm					
3–4pm					
4–5pm					
5–6pm					
6–7pm					
8-9pm					

MONASH University

MONASH BUSINESS SCHOOL

Further information

Faculty of Business and Economics
Monash University
PO Box 197
Caulfield East
Victoria 3145, Australia

Monash Business School, Australia

www.monash.edu/business

Caulfield campus
Building N, Level 4
Telephone: +61 3 9903 1400

Clayton campus
Menzies Building (Building 11)
20 Chancellors Walk, Level 2
East Wing, Room 257
Telephone: +61 3 9905 2327

Peninsula campus
Building D, Level 3
Telephone: +61 39904 4314

Monash City Location
(Bachelor of International Business students only)
Level 7
271 Colllins Street
Melbourne 3000
Enquiries to Caulfield campus Student Services Office
Building N, Level 4
Telephone: +61 3 9903 1400

School of Business, Malaysia
Monash University Malaysia
Level 4, Building 6
No. 2 Jalan Kolej
Bandar, Sunway 46150
Selangor Darul Ehsan, Malaysia
Telephone: +60 3 5514 6000

School of Business and Economics, South Africa
Monash South Africa
Building D, Level Lower Ground,
144 Peter Road, Ruimsig, South Africa
Phone: +27 11 950 4020

CRICOS provider code: Monash University 00008C
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