



# MONASH University

## Arts

### Application to the Faculty of Arts Honours Convenor for Change of Enrolment

Lodge this form at the Arts Coursework/Faculty Office on your home campus.

**Personal Details**

ID <input type="text"/>	Date of Birth / /	Are you an International Student on a Student Visa? Yes <input type="checkbox"/> No <input type="checkbox"/>
Title:	Family Name:	Given Names:

**Correspondence Details** I agree to be contacted about my application by e-mail Yes  No 

It is essential for you to keep the university informed of your current personal/address details. Please ensure that the university has your current details at all times by amending your record via your Monash portal: <http://my.monash.edu.au>.

**Course Details**

Course Code <input type="text"/>	Course Title:
Campus Berwick <input type="checkbox"/> Caulfield <input type="checkbox"/> Clayton <input type="checkbox"/> Gippsland <input type="checkbox"/> Malaysia <input type="checkbox"/> South Africa <input type="checkbox"/>	Attendance Type: FT <input type="checkbox"/> PT <input type="checkbox"/>
Honours Discipline(s):	Supervisor:

**I am seeking approval to:** (please tick appropriate box)

- Change from full-time to part-time Honours
- Change from part-time to full-time Honours
- Take Intermission from the Honours program (granted only under exceptional circumstances – usually granted for medical reasons)
- Study another unit concurrently with the Honours program (maximum 12 points – usually only granted to Arts/Law students)
- Other (please specify):

**Reason for Request** (Attach supporting documentation)

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**My revised program would be** – to be completed in consultation with the Honours Co-ordinator or Nominated Representative of the relevant School/Centre.

Please list all your honour units including units that you have completed and the units you have left to complete

Unit Code	Unit Title	Credit Points	Semester	Year
<b>Total Points</b>				

The information on this form is collected for the primary purpose of assessing your application to change your Honours enrolment. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Arts to assess your application. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

**Student's Signature** Date / /**Recommendation from your School Honours Coordinator or Nominated Representative:**

(This section must be completed prior to submitting your application).

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Name of Honours Coordinator:	Signature:
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School/Centre:	Date / /
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**Honours Convenor Approval: Request approved  Not approved** 

Signature of Honours Convenor:	Date / /
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