



MONASH
University

MONASH
PUBLIC HEALTH
AND PREVENTIVE
MEDICINE

ORIENTATION GUIDE

POSTGRADUATE COURSEWORK



This booklet will assist you with academic and administrative enrolment requirements from the time you receive a Monash offer through to the first week of semester.

PLEASE READ THE CONTENTS OF THIS PACKAGE CAREFULLY.

Note: Please check your course structure and note that you should complete core units before undertaking elective units.

CAUTION

While the information provided herein was correct at the time of publication, Monash University reserves the right to alter procedures, fees and regulations should the need arise. Students should carefully read all official correspondence, other sources of information for students and the official University noticeboards to be aware of changes to the information contained herein.

The information in this booklet is correct as at September 2026.

GLOSSARY

Authcate	Monash eSolutions (IT Services) Username and Password
Commonwealth Higher Education Student Support Number (CHESSN)	CSP and FEE-HELP students will receive a 10-digit number which is retained for life (as with a Tax File Number). The CHESSN is a unique, lifelong identifier used by all higher education providers. It allows you to view details of your Commonwealth-assisted study, including any HELP debts incurred. Your CHESSN is on your Commonwealth Assistance Notice. This Notice is available in the Web Enrolment System (WES) by 28 days after the census date. To view information on how much Commonwealth assistance you have received, login to myUniAssist app.heims.education.gov.au/myuniassist/forms/logon.aspx
Enrolment Questionnaire (EQ)	Used to gather Higher Education data for the Department of Education
FEE-HELP	Government loan scheme for non-CSP students. Available to undergraduate and postgraduate Australian citizens and Permanent Humanitarian Visa holders. To find out more, please visit: studyassist.gov.au/help-loans/fee-help .
Student Learning Entitlement (SLE)	All Australian and New Zealand citizens and permanent visa holders are allocated an SLE. This is comprised of ordinary, additional and lifelong SLE. Your SLE is consumed as you undertake study as a CSP student.
Tax File Number (TFN)	Number obtained from the Australian Taxation Office which is required if you have been a) offered a CSP and wish to choose the deferred payment option or b) have been offered a full-fee place and wish to apply for FEE-HELP. The TFN must be supplied to the University before the census date for the first semester of study.
Tuition fees	Fees payable for each unit of study by a domestic student who is in a full-fee place.
Web Enrolment System (WES)	Resource available to students to fill out enrolment forms, change home address details, etc.

CONTENTS

WELCOME TO MONASH UNIVERSITY	1
STAFF CONTACTS	1
IMPORTANT DATES	2
ENROLLING IN A COURSE AT MONASH UNIVERSITY – GET STARTED	2
M-PASS – IMPORTANT	2
TIMETABLES – PLEASE CHECK REGULARLY FOR CHANGES	2
FEES AND PAYMENT	3
APPLYING FOR CREDIT FOR PREVIOUS STUDY (CREDIT)	3
UNIT CHANGES	3
DISABILITY SUPPORT SERVICES	4
WILLIAM COOPER INSTITUTE	4
AFTER ENROLMENT	4
DISCONTINUE YOUR COURSE	4
SPECIAL CONSIDERATION AND EXTENSIONS	4
MONASH IT RESOURCES	5
LIBRARY, RESEARCH & LEARNING SUPPORT	6
FACILITIES	6
RESOURCES	7
STUDENT ACADEMIC SUCCESS	7
LEARN HQ – YOUR LEARNING HEADQUARTERS	7
ONLINE RESOURCES	7
IN PERSON SUPPORT	8
CURRENT STUDENTS	8
SERVICES FOR STUDENTS	9
LOCATION MAP	10
PARKING AND TRANSPORT AT THE ALFRED	10

WELCOME TO MONASH UNIVERSITY

Welcome to the School of Public Health and Preventive Medicine at Monash University. We look forward to working with you and hope that your studies will be challenging and enjoyable.

Our teaching spaces are located at the following site – a map is located at the end of the booklet:



Monash School of Public Health and Preventive Medicine
Level 3, 509 St Kilda Road
Melbourne VIC 3004

STAFF CONTACTS

MANAGER, SCHOOL EDUCATION PROGRAMS

Ms Maida O'Keefe – pgradenq@monash.edu

POSTGRADUATE COURSE ADMINISTRATOR

Ms Maria Macuare Guzman – Phone: 03 9903 0563 – pgradenq@monash.edu

POSTGRADUATE COURSE COORDINATOR

Dr Stella Talic – Stella.Talic@monash.edu

BIostatISTICS AND HEALTH DATA ANALYTICS COURSE COORDINATOR

Professor Andrew Forbes – Andrew.Forbes@monash.edu

CLINICAL RESEARCH COURSE COORDINATOR

Dr Stella Talic – Stella.Talic@monash.edu

HEALTH MANAGEMENT AND HEALTH ADMINISTRATION COURSE COORDINATORS

Associate Professor Chris Moran – Chris.Moran@monash.edu

Dr Zahra Aziz – Zahra.Aziz@monash.edu

OCCUPATIONAL AND ENVIRONMENTAL HEALTH COURSE COORDINATORS

Professor Karen Walker-Bone – Karen.Walker-Bone@monash.edu

Dr Ewan Macfarlane (Deputy) – Ewan.MacFarlane@monash.edu

PUBLIC HEALTH COURSE COORDINATORS

Professor Dianna Magliano (Multimodal) – Dianna.Magliano@monash.edu

Professor Dragan Ilic (Online) – Dragan.Ilic@monash.edu

PUBLIC HEALTH PROJECT COORDINATOR

Dr Stella Talic – Stella.Talic@monash.edu

INTERNATIONAL STUDENT AMBASSADOR

Dr Roslin Botlero – Roslin.Botlero@monash.edu



NOTE: For further details click on link attached to topic area, generally underlined.

IMPORTANT DATES

- [UNIVERSITY PUBLIC HOLIDAYS](#)
- [SEMESTER DATES](#)
- CENSUS DATES – [STANDARD](#) AND [NON-STANDARD](#)

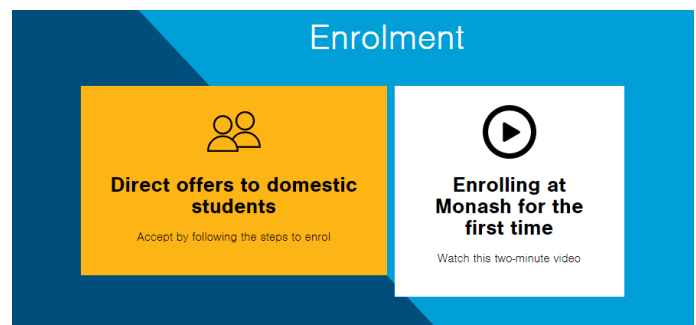
Please be aware of census dates. This is the last date for students to withdraw from a unit without financial or academic penalty. Please be aware that not all units run in a standard semester – so your census date can vary from unit to unit. It is the student's responsibility to be aware of the applicable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

ENROLLING IN A COURSE AT MONASH UNIVERSITY – GET STARTED

The step-by-step guide for enrolling at Monash can be found at:

- [DOMESTIC](#)
- [INTERNATIONAL](#)

The step by step guide contains general enrolment information, all of which may not apply to your course. This may include information that is not relevant to your particular course.



M-PASS – IMPORTANT

All students **MUST** obtain an M-PASS otherwise you won't have access to the SPHPM where your classes are located.

TIMETABLES – PLEASE CHECK REGULARLY FOR CHANGES

The Timetable for your units can be found on the School of Public Health and Preventive Medicine [website](#).

Note: Please check the timetable regularly for any location or date changes. You do not need to be enrolled into units to be able to view their availability.

NOTE: Our [timetable](#) is only available on our webpage, as are our elective units – listed under [MPH electives](#).

You **must** check this website regularly (at least once a week) as any changes or updates to the timetable will be posted here.

It is the student's responsibility to check for their scheduled block days.

FEES AND PAYMENT

Each semester after you enrol we:

- Calculate your fees
- Send an email to your Monash account with your Fee Statement attached
- Also make your Fee Statement available in WES my.monash.edu.au/wes/fees

If you add or drop a unit, you will receive an updated statement via the Web Enrolment System (WES). This may take up to 10 days.

You should check your enrolment details on your statement to ensure it is correct.

On the [Fees and Payments page](#) you will find all the following relevant information:

- Course fees
- Fees statements
- Loans, sponsorship, financial aid
- Other costs and fees
- Payments, discounts, refunds
- Penalties (encumbrances)

APPLYING FOR CREDIT FOR PREVIOUS STUDY (CREDIT)

All the information required if you are considering applying for credit for previous study is available [here](#). This includes supporting documentation, types of credit and links to relevant policies.

CERTIFIED COPIES

Certifying documents (for domestic and international students).

UNIT CHANGES

It is your responsibility to ensure that you complete units that fulfil the requirements of the program you are enrolled in. It is advisable that you complete core units prior to undertaking elective units.

Course descriptions and structures can be found in the [Monash Handbook](#).

[Timetable](#) of units.

Each year you should check your study plan to ensure it matches the requirements listed in the handbook. Students are required to follow the course structure listed in the Handbook for the year they commenced their course, not the current year.

It is possible to change units in which you have enrolled, but you must do so within certain time limits (census dates). You should be aware of these time limits and the correct procedures for changing units so that your academic record is not adversely affected.

DISABILITY SUPPORT SERVICES

Monash promotes access and equity for students who have a disability, ongoing medical or mental health condition. All the information required is available [here](#).



Services for students

Do you have a disability, medical or mental health condition that might affect your studies? Find out how Monash promotes access and equity for all of our students.



Register for assistance

To assist you to study independently, you can access disability services and arrange adjustments. To get started, fill in our registration form and arrange to meet with us.



GradWISE employment program

GradWISE provides graduate employment opportunities for students with disability.

WILLIAM COOPER INSTITUTE

We acknowledge and pay respects to the Elders and Traditional Owners of the land on which our four Australian campuses stand.

All the information required is available [here](#).



Who we are



Our people



Indigenous Advisory Council

AFTER ENROLMENT

DISCONTINUE YOUR COURSE

Information is available [here](#).

Please note that courses must be discontinued prior to the appropriate census dates to avoid academic and financial penalties.

SPECIAL CONSIDERATION AND EXTENSIONS

Information is available [here](#).

You may wish contact your unit coordinator to advise that you are applying for an extension.



MONASH IT RESOURCES

Information is available [here](#).

Monash eSolutions provides a full range of IT support services for Monash staff and students.

At the [eSolutions webpage](#) you can search for solutions to your common IT queries.

New Students are encouraged to explore the [Students new to Monash](#) page and read the [Student Technologies Essentials Handbook](#).

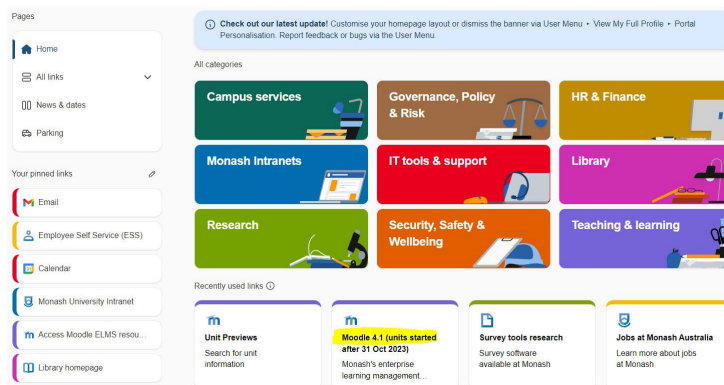
CHECK OUT YOUR FLEXIBLE ACCESS

Monash provides a range of IT access options for students. State-of-the-art facilities are available in the on-campus computer laboratories, some of which provide 24-hour access, while remote access to the Monash network is available to everybody. The University provides wireless access.

Information is available [here](#).

USE MY.MONASH

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



EXPLORE MOODLE

Moodle is Monash University's online learning system where you can:

- Find learning materials for enrolled units
- Access study materials including lecture notes, assignments and quizzes
- Participate in discussion forum
- Submit assessments
- Complete quizzes
- View your grades

Moodle can be accessed via the Moodle tile at [my.monash](#) using your Monash account or [here](#).

Information on Moodle is available [here](#).

TURNITIN

What is [Turnitin](#)?

- Turnitin is a text-matching software.
- Turnitin helps student to demonstrate academic integrity in their work Turnitin does not detect plagiarism.
- A student's work might be stored (anonymously) in a repository and compared against other students' work in the future.

ZOOM

Information on how to set up and access [Zoom](#).

For further support, students can contact the [eSolutions service desk](#).

eSOLUTIONS SERVICE DESK

At the eSolutions website monash.edu/esolutions you can search through common IT help topics.

If you require further assistance, you can contact the [Service Desk](#).

Note: All Student Service Desks are closed over university holidays. (See Important Dates above.)

OPENING HOURS

By phone:

03 9903 2777

Mon to Fri: 8am – 6pm

In person (Caulfield/Clayton)

DURING SEMESTER

Mon to Fri: 9am – 5pm

In person (Caulfield/Clayton)

NON-TEACHING PERIODS

Mon to Fri: 10am – 3pm

FURTHER QUESTIONS

For questions which aren't answered by this booklet you can either contact us or alternatively visit ask.monash and log in using your Authcate username and password.

ask.monash is an online self-help system which enables Monash students to find answers to their questions at a time that suits them by:

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

LIBRARY, RESEARCH & LEARNING SUPPORT

FACILITIES

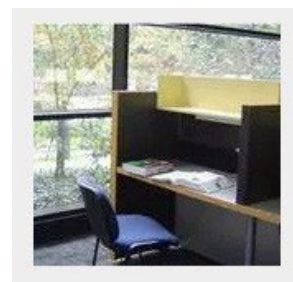
THE IAN POTTER LIBRARY

Ground Floor, Alfred Research Alliance Building (formerly AMREP), Commercial Road, Melbourne.

From main hospital entrance, straight ahead to lifts, turn left, follow signs

Opening staffed hours: Monday – Friday 8.30am – 5pm

Closed Public Holidays



The Ian Potter Library provides an integrated library and information service to staff and students of the Alfred Research Alliance.

MONASH UNIVERSITY LIBRARY SERVICE

Students can access our range of resources and services in a variety of ways - online, in person at Monash University libraries and through Research and Learning skills activities (see RESEARCH AND LEARNING SKILLS) provided by Monash University staff through the academic program.

A list of Monash Library services for students can be found [here](#).

Help using the Monash University Library is available [here](#).

Online: ask.monash enquiry service.

The library has created resources for students undertaking a Master's degree which can be found [here](#).

These include modules on academic writing, referencing, teamwork, communication skills and IT guidance.

LOANS

Find, borrow and access materials for your study and research.

RESOURCES

BOOKS

Students can access both The Alfred Library Service and Monash Library Service catalogues.

ALFRED LIBRARY SERVICE CATALOGUE

MONASH UNIVERSITY LIBRARY CATALOGUE

JOURNAL ARTICLES AND DATABASES

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

A guide to using databases can be found [here](#). This site provides links to subject [specific databases](#) an [A-Z list of databases](#) and an [A-Z list of e-journals](#).

You can also browse available e-journals by [subject](#) (enter your Authcate username and password to access).

Databases include *Medline*, *PsycINFO*, the *Cochrane Library*, *EMBASE*, *CINAHL*, *Sociological Abstracts*, *Proquest* or the *Web of Science*, *MediText*, *APAIS Health* and *Health & Society*.

For online access to journal articles from a wide range of health sciences journals you can use an advanced search of the [Monash University catalogue](#).

STUDENT ACADEMIC SUCCESS

LEARN HQ – YOUR LEARNING HEADQUARTERS

The University provides support through one-on-one consultations, learning resources and engaging workshops that address all the learning and language needs.

ONLINE RESOURCES

A wide range of online resources on skills and strategies for study, assignments, exams and research are available for students at Research and Learning Online.

These include:

STUDY SKILLS FOR UNIVERSITY

- Learning at University
- Studying effectively
- Reading and note-taking
- Time management
- Academic integrity and referencing

EXCEL AT WRITING

- Develop your writing skills for any assessment or task
- Learn new writing strategies
- Master academic writing

LIBRARY GUIDES

Online Library guides are available for a variety of topics including:

- *EndNote
- Citing and Referencing
- Moodle
- Turnitin
- Literature Reviews

IN PERSON SUPPORT

STUDENT ACADEMIC SUPPORT UNIT (SASU)

The Student Academic Support Unit (SASU) provides language and academic support for students in undergraduate and graduate-entry professional courses within the Faculty of Medicine Nursing and Health Sciences. Particular emphasis is placed on clinical and professional communication and the needs of international students and students with English as an additional language.

Contact: Dr Amir Rouhshad, email: amir.rouhshad@monash.edu

DROP IN SESSIONS

10-15 minute consultations with a learning skills adviser and/or librarian are open to all students and are held at the Caulfield Library and Hargrave-Andrew Library (Clayton) during semester.

CLASSES/TUTORIALS

- **IAN POTTER LIBRARY**

The Ian Potter Library holds monthly Database Classes providing training in Electronic Resources and Specific Databases, and also holds monthly EndNote training.

Contact the library for details – Email: library@alfred.org, Phone: (03) 9076 3042

- **MONASH UNIVERSITY LIBRARY**

The library also schedules tutorials to assist you in finding your way around the Monash University Library and its resources. The content of the tutorials is flexible and can be structured to suit your particular information needs. [Book online](#). Search for tutorials using the keywords: **Master of Public Health**.

CURRENT STUDENTS

For a full list of services provided please check [here](#).

ACCOMMODATION

We recommend that your accommodation is close to the Alfred precinct or easily accessible by public transport (trams, buses or trains).

Useful websites include: [real estate](#), [domain](#), [flatmate finders](#) for share accommodation and [Monash residential](#).

COMPLAINTS AND APPEALS PROCESS

The University recognises a student's right to make complaints and is committed to addressing complaints and grievances effectively and fairly.

MONASH CONNECT

Contact Monash Connect for the following services:

- Administrative services: ID card, fees, graduations, scholarships, official letters and transcripts.
- International student support: advice on visas / extension to visas and residency etc.
- Financial assistance: with loans, grants and budgeting advice.

INTERNATIONAL STUDENT – STUDENT LIFE

Monash University offers a wide range of services that support international students before and after you arrive in Australia.

INTERNATIONAL STUDENT – STUDY MELBOURNE STUDENT CENTRE

INTERNATIONAL STUDENT – OVERSEAS STUDENT HEALTH COVER (OSHC)

International students on a student visa must have health cover for the length of their visa while studying in Australia.

POLICIES, PROCEDURES AND GUIDELINES

MONASH GRADUATE ASSOCIATION

The Monash Graduate Association (MGA) is the representative body for all research and coursework postgraduate students at Monash University. The MGA is an independent, not-for-profit association governed by postgraduates, for postgraduates to enhance the quality of your academic experience including an independent advocacy service.

SERVICES FOR STUDENTS

For information on support services please see the [Services for Students](#) site and specific pages for the following areas:

CAREER CONNECT

Students can consult with a career education consultant and participate in other career services.

DISABILITY SUPPORT

Disability Support Services assists students with disabilities, mental health conditions and on-going medical conditions. They also support students who are carers of a person who is aged and frail or has a disability, medical or mental health condition.

FINANCIAL ASSISTANCE

An in-person financial advisory service is available for all students as well as a range of online resources.

HEALTH SERVICES

Medical appointments are available at the Caulfield and Clayton campuses.

Counselling support is available in person, online and via telephone.

The University also runs Mindfulness and Mental Health Programs.

STUDENT DIVERSITY AND INCLUSION

SPIRITUALITY

STUDY SKILLS – See also Student Academic Success

TECHNOLOGY SERVICES

At the [eSolutions website](#) you can search through common IT help topics. [Contacts](#).

Opening Hours:

By phone – 03 9903 2777 – Mon to Fri: 8am – 6pm

In person (Caulfield/Clayton) – During semester: Mon to Fri: 9am – 5pm

In person (Caulfield/Clayton) – Non-teaching periods: Mon to Fri: 10am – 3pm

LOCATION MAP

School of Public Health and Preventive Medicine – Level 3, 509 St Kilda Road, Melbourne
See [Google Maps](#)



PARKING AND TRANSPORT AT THE ALFRED

CAR PARKING

Limited metered parking is available on Commercial Road outside The Alfred Hospital on Commercial Road or parking is available in The Alfred Centre's Visitor Parking [alfred.org.au](https://www.alfred.org.au) – [map](#).

PUBLIC TRANSPORT

The following options are available:

- **Trains:** Prahran Station is a short walk to Commercial Road.
- **Trams:** From Swanston Street City, tram no. 72 stops almost outside the Burnet Building. All trams except no. 8 and 1 travel along St Kilda Road. Get off at the corner of St Kilda Road and Commercial Road for 509 St Kilda Road and The Alfred Centre.
- **Buses:** Bus routes from the city: 216, 219 and 220 will take passengers to The Alfred. The 246 bus from Clifton Hill Interchange also runs along Punt Road close to the Burnet Building.
- **Taxis:** There is a taxi rank on Commercial Road, directly outside The MacFarlane Burnet Centre. A phone booking service is available in the foyer at the main entrance to the Hospital.

For further information regarding train, tram and bus information and timetables call 131 638 or visit ptv.vic.gov.au.



MONASH
University

COURSE ENQUIRIES:

MONASH CONNECT

Phone: +61 3 9902 6011

Online: Search [ask.Monash](#) for answers or submit an enquiry at monash.edu/connect/contact-us

GRADUATE OFFICE

School of Public Health
and Preventive Medicine

509 St Kilda Road

Melbourne VIC 3004

Email: pgradeng@monash.edu

Phone: +61 3 9903 0563

Web: monash.edu/epidemiology/pgrad

Careers Hub: monash.edu/medicine/sphpm/study/public-health-careers

Note: We are located in Melbourne and not at the Clayton or Caulfield campus

