Important information about this publication

While the information provided was correct at the time of publication (June 2017), Monash University reserves the right to alter procedures, fees and regulations should the need arise. Students should carefully read all official correspondence, other sources of information for students and the official University noticeboards to be aware of any changes. This information booklet can be accessed online on the Faculty of Information Technology Current Student website.
Welcome to the Faculty of Information Technology

Dear student,

Welcome to the Faculty of Information Technology at Monash University! We are delighted to have you with us as you begin what is sure to be a rewarding and fruitful educational experience.

Information Technology is central to modern day society and already pervades every aspect of our lives. From healthcare to cars, from finance to manufacturing, from energy to education, almost every business is now reliant on innovations in IT. This means that your degree will not only equip you for a career in traditional IT companies but for every sector of industry: every company, regardless of industry, is transforming to a software company. Society is rapidly turning digital, with software tools and internet-based services supporting and connecting the lives of billions of people, ubiquitously and instantaneously.

As a future IT professional, you will have a wealth of exciting and varied career opportunities available, and you will operate in a rapidly evolving landscape, where technology capabilities grow exponentially and employers compete aggressively to attract and retain the best IT talent. Monash IT graduates have gone on to establish themselves in a variety of world-changing roles: as CEOs and CIOs of Fortune 500 companies, as founders of start-ups, as inspiring educators, and as public servants. Wherever your own path takes you, you will be a member of this unique network of Monash IT alumni.

Your Monash IT degree will give you a solid foundation of knowledge and skills across all major IT disciplines. It will equip you for continuous learning, enabling you to adapt and respond to rapid change. During your studies, you can further specialise according to your interests, and you will learn how to develop and manage IT projects in different contexts. Furthermore, your degree will help you refine your interpersonal and communications skills and, critically important, provide you with the opportunities to obtain the practical experience necessary to make you job-ready and a valuable asset to any employer.

Throughout your educational journey, we are here to help you achieve your dreams. I wish you all the best from myself and all the staff at the Faculty of Information Technology as you embark on this exciting new chapter of your life.

Go change the world!

Professor Jon Whittle

Dean
Faculty of Information Technology
Monash University
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Forgotten Password
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Reading lists
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Library locations

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Social Justice Unit

Disability Support Services

Learning Skills
Drop-in sessions
Workshops and Classes

Peer Mentor Program

Maths Learning Centre (MLC)

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Monash University Student Charter

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

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

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

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

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

Academic engagement and integrity

As a Monash student, you are expected to:

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

Students can expect that Monash will:

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

As a Monash student, you are expected to:

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

Students can expect that Monash will:

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

Faculty student services

Student Services Staff in the Faculty offices are available to assist students with any issues related to their enrolment in the Faculty of Information Technology.

- general course advice, enrolment, re-enrolment, course progression
- manual unit enrolment
- applications for special consideration, under loading, credit transfer etc.
- approval for cross-institutional studies and study abroad
- timetable changes
- viewing of past semester exams
- collection/viewing of assignments

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>Building H, Level 6</td>
<td>03 9903 1004 or 03 9903 2535</td>
</tr>
<tr>
<td>Clayton</td>
<td>25 Exhibition Walk</td>
<td>03 9905 5200</td>
</tr>
</tbody>
</table>
Monash Connect

Monash Connect is located on every campus and acts as an interface between the University, students and staff.

Monash Connect’s range of services includes:

- official letters and transcripts
- general advice on admissions, scholarships, enrolments, fees, examinations and graduations
- international student support
- finance advice and aid
- enrolment statements
- payments
- housing
- replacement of ID cards and travel concessions
- bookings and referrals – Chaplaincy, Counselling, OSHC, Legal, AUSaid

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>Building B, Ground Floor</td>
<td>Phone: 03 9902 6011</td>
</tr>
<tr>
<td>Clayton</td>
<td>21 Chancellors Walk (campus centre)</td>
<td>Phone: 03 9902 6011</td>
</tr>
</tbody>
</table>

Faculty current student web page

The Faculty of Information Technology Current Student web page provides you with links to all the important information you will need during your course enrolment. Refer to the Current Student web page at: http://www.monash.edu/it/current-students

You will find information on:

- courses and unit offerings
- admissions and enrolments
- exams and results
- Faculty policies
- student forms
- IT and computing
- course maps and lists of majors
- support services
- applying for credit
- summer semester
- assignments
- Industry Based Learning (IBL)
- course advice contacts
- honours
University life is an exciting and demanding academic and social experience. The Faculty of Information Technology orientation program will help you to adjust to university study, settle into university life and meet the staff and students with whom you will work in your studies.

Orientation is compulsory and an essential part of your Monash experience.

During O’week you will:

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

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

**Faculty:** [http://monash.edu/it/current-students/orientation](http://monash.edu/it/current-students/orientation)

**University:** [http://monash.edu/orientation/](http://monash.edu/orientation/)
Setting up your Authcate account

Monash University provides a wide range of IT services and facilities which students can access using the on-campus computer labs.

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 computer username and password:
http://intranet.monash.edu/esolutions/students/accounts

Further information

Once your computer account is active, advice regarding any further IT enquiries is available at:
http://intranet.monash.edu/esolutions/students

Your Monash email account

All students are issued with a Monash University email account. This is a common means by which the university will communicate with you on a range of administrative matters such as:

- Updates and important news
- Fee assessment and changes to enrolment
- Changes to University procedure
- Course advice and application outcomes

It is an essential requirement that you check your Monash email account on a regular basis. All students agree to this requirement when they enrol and re-enrol. Using this account helps to ensure the identity and validity of the communication. The University will only communicate with you through the Monash email account, not your personal email account. All hardcopy correspondence will be sent to the address that you list as your postal mailing address.
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.

You can access your portal from any computer that is connected to the Internet, whether you are on campus or sitting in an Internet café in the Greek islands.

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

- Check your Monash email account
- Re-enrol
- Check your exam timetable
- Check important dates
- Access online learning systems
- Access Campus services
- Check the library tab for overdue books, access digital resources and book in for learning skills sessions
- View your internet usage
- Keep up to date with news and events

To access your own my.monash portal you will need your Authcate username and password.
Web Enrolment System (WES)

WES is a vital source of information and resource for students. This site allows students to amend enrolment details online, check examination timetables and academic records among other things. Enrolment information and detailed step-by-step menu guides can be found on the WES web site: http://monash.edu/enrolments/resources/wes

WES login: https://my.monash.edu/wes

Transaction Records

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

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

- Enrolment Questionnaire
- CSP, FEE-HELP
- Unit Enrolment
- SA-HELP

Note:
- International students must complete their initial enrolment in person with their Faculty. All subsequent re-enrolments should be completed via WES.
- Domestic students must have a Tax File Number to enrol (CSP students select the HECS-HELP option only).

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

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.
Enrolment

Course requirements

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

Students will not have completed their course until they have successfully completed all the units and other requirements that are stated in the handbook entry for that course in the year in which they commenced their studies. It is the students’ responsibility to satisfy themselves, in consultation with the Faculty, that they are undertaking the appropriate units in order to complete all of the requirements for their course of study.

If you are in any doubt, consult your Faculty office. Many students have come to grief from not following this simple rule. Course maps are available from the Faculty or online at: http://www.monash.edu/it/current-students/course-information/course-maps-and-handbooks

Refer to the University Handbook for further unit and course information: http://monash.edu/pubs/handbooks/undergrad/ http://monash.edu/pubs/handbooks/postgrad/

Choosing units

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

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

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

Check for timetable clashes: https://monash.edu/timetables

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

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

Off-campus students generally do not attend lecture and tutorial sessions, however, they are expected to spend a total of 12 hours per week working through the relevant resources and participating in relevant activities each week. e.g. listening to class recordings, participating in unit discussion forums etc.
Incompatible (prohibited) unit combinations

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

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

Changing units

If you wish to change your unit enrolment, you will be able to add or drop units in the first two weeks of semester at https://my.monash.edu/wes. After this date it is advisable to contact the office regarding changing your enrolment as the University follows strict cut off dates for adding or discontinuing units and late fees and/or academic penalties may apply.

University Principle dates http://www.monash.edu/students/dates/principal-dates

The Faculty of Information Technology does not permit students to add units after the end of teaching week 2 of the relevant semester.

Re-enrolment

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

Re-enrolment for each academic year will commence for all coursework students in the second week of October of the preceding year. The closing dates will vary from year to year. Please visit the following URL for further information:
http://monash.edu/enrolments/re-enrol

Unless you anticipate completing your course at the end of Semester 1 you must:

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

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

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

Intermission is available to students who wish to apply to take a period of leave from their studies. If you are experiencing difficulties with your studies or you wish to take time off from study for any reason, you can apply for Intermission (leave of absence) for up to a maximum of one academic year at any one time. When granting leave the Faculty reserves students a place in their course. The total period of approved leave is counted in the time limit for completion of the course.

⚠️ If you do not re-enrol or intermit your course, your enrolment will be considered to have lapsed.

If you are discontinuing all your units, you must intermit from studies at the same time. Failure to do so will result in you being discontinued from your course.

Domestic students

Domestic students can apply for Intermission via the Web Enrolment System (WES):
https://my.monash.edu/wes

Remember to record your transaction number.

International students

International students submit a hardcopy Application for Intermission form available from: http://monash.edu/connect/forms-letters/forms to their Faculty Office on their home campus.

Under the ESOS Act, intermission for international students on a student visa can only be approved on grounds of compassionate or compelling reasons e.g. genuine illness. Students are required to seek advice about the possible implications to their student visa from Monash Connect prior to applying for intermission.

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

The Faculty of Information Technology may offer a limited range of units during the Summer Semester on Caulfield or Clayton campuses.

Further information can be found at:
http://monash.edu/it/current-students/planning-your-course/summer-winter-semester

Credit

Credit is granted to a student towards their current degree for previous studies they have successfully completed at an institution such as TAFE, a university, or an accredited college. The credit granted may be in the form of:

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

Credit applications

Students can apply for credit after they have been offered a place in a Faculty course. Students seeking credit transfer should complete the Credit application form, which will be available from the Faculty on enrolment day, or download the form at http://monash.edu/connect/forms-letters/forms.

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 must provide details of the duration of the course, the number of units to be studied each semester to complete the course, the grading system used;
- A copy of the syllabus for the units 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. Monash Extension - http://monash.edu/extension) will generally not need to attach any of the above information to their applications as administrators have access to this information.

Further information regarding policy and how to apply is available at:
https://monash.edu/admissions/credit
Timetable (Allocate+)

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

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

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

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

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

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

- One 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).

How to access Allocate+

1. Log onto http://monash.edu/timetables/login.html
2. Enter your Authcate username and password.
3. 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 and laboratory preferences/allocations.
4. When you have finished, click the Show My Preferences/Show My Allocations button to view your preferences/allocations.
5. When complete, click Logout. It is particularly important to logout to secure your preferences if you are using a computer on campus. If you fail to logout your preferences could be changed by another person using that computer.

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

The Faculty of Information Technology understands that life has its ups and downs. Chances are during the course of your degree you experience something that hampers your ability to study at your best. If so, you can apply for Special Consideration.

For further information refer to the University Special Consideration Page:
http://monash.edu/exams/special-consideration.html

Special Consideration applications

In semester assessment

*Assessments submitted during semester*

Students requesting special consideration for any assessment during semester (e.g. assignments, tests or presentations) are required to submit an application form directly to their lecturer.

End of Semester

*Final piece of assessment for semester e.g. examination*

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

For other types of assessments and non-centrally administered exams you can download a form and submit to the Faculty office:
http://monash.edu/connect/forms-letters/forms

*Students should lodge applications for special consideration together with the appropriate documentation and evidence, no later than two working days after their last scheduled examination, or for other assessment tasks, within two working days of the submission deadline.*

Deferred exams

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

The official University period for the sitting of deferred exams is around the middle of August for Semester 1 units and the end of January the following year for Semester 2 units.

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

Grade Point Average (GPA)

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

Weighted Average Mark (WAM)

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

Calculating your GPA and WAM

Methods for calculating both your GPA and WAM can be found on the examinations website:

http://www.monash.edu/exams/official-record-results/gpa
Result publication dates and a complete results legend can be found at [http://monash.edu/exams](http://monash.edu/exams)

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

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

- Course Director
- Faculty Student Services Office
- Library – Learning Skills Advisors
- Student Life and Support Services

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

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

What happens if any of these reasons apply to me?

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

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

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

What happens if I do not respond?

Failure to respond may result in automatic exclusion from the Faculty.

What if I am away on holidays or I have returned to my home country?

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

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

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

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

Where can I find further information regarding Academic Progress?

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

To apply to transfer to another course within Monash, you must complete an online Course Transfer Application. Please refer to the course or campus transfer page at http://www.monash.edu/admissions/study-options/internal-transfer

Semester 1: You must re-enrol in your current course during the re-enrolment period on WES until you receive confirmation of approval.

Semester 2: You must remain enrolled for semester 2 in your current course until the outcome of your course transfer application has been received.

To be considered for a course transfer students are required to:

- have achieved satisfactory progress in their current degree and completed units totalling at least 12 credit points in a Monash University course
- satisfy the relevant entry requirements of the course you are transferring to
- meet required grade averages.

Course Discontinuation

Students can discontinue their course enrolment via WES or by submitting a Course Discontinuation form with the Faculty. The form is available from the Faculty Office or from: http://monash.edu/connect/forms-letters/forms

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

International Students and ESOS

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

Under loading – International students

International students enrolled in less than a full-time study load (24 credit points per semester) must apply for approval to under load their study. However, there are limited circumstances where a reduced load can be approved by the Faculty. Under load application forms are available from the Faculty Office or from: http://monash.edu/connect/forms-letters/forms.

⚠️ If an international student under loads without Faculty approval and subsequently requires an extension to their COE the Faculty may not be able to approve an extension.
## Course Directors

Course Directors are available at specified consultation times to provide course advice to students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Director</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Computer Science</td>
<td>C2001</td>
<td>Dr Arun Konagurthu</td>
<td>25 Exhibition Walk Room 229</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9905 3227</td>
<td>Clayton</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Arun.Konagurthu@monash.edu">Arun.Konagurthu@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Computer Science Advanced</td>
<td>C3001</td>
<td>Dr Mark Carman</td>
<td>Building H Room 6.46 Caulfield</td>
</tr>
<tr>
<td>(Honours)</td>
<td></td>
<td>03 9905 4329</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Mark.Carman@monash.edu">Mark.Carman@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Information Technology</td>
<td>C2000</td>
<td>Dr John Betts</td>
<td>25 Exhibition Walk Room 136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9905 5804</td>
<td>Clayton</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:John.Betts@monash.edu">John.Betts@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Caulfield Honours Coordinator</td>
<td>C3701</td>
<td>Dr Pari Delir Haghighi</td>
<td>Building H Room 7.26 Caulfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9905 2355</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Pari.Delir.Haghighi@monash.edu">Pari.Delir.Haghighi@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Clayton Honours Coordinator</td>
<td>C3702</td>
<td>Dr Yuan-Fang Li</td>
<td>25 Exhibition Walk Room 121</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9905 9688</td>
<td>Clayton</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Yuanfang.Li@monash.edu">Yuanfang.Li@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Master of Data Science</td>
<td>C6004</td>
<td>Prof Wray Buntine</td>
<td>25 Exhibition Walk Room 139</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9905 1183</td>
<td>Clayton</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Wray.Buntine@monash.edu">Wray.Buntine@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Master of Networks and Security</td>
<td>C6002</td>
<td>Dr Nandita Bhattacharjee</td>
<td>Building H Room 7.25 Caulfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9903 4172</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Nandita.Bhattacharjee@monash.edu">Nandita.Bhattacharjee@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Master of Business Information Systems</td>
<td>C6003</td>
<td>Dr Rob Meredith</td>
<td>Building H Room 7.38 Caulfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9903 2396</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Rob.Meredith@monash.edu">Rob.Meredith@monash.edu</a></td>
<td></td>
</tr>
<tr>
<td>Master of Information Technology</td>
<td>C6001</td>
<td>Dr Maria Indrawan-Santiago</td>
<td>Building H Room 7.27 Caulfield</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03 9903 1916</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Maria.Indrawan@monash.edu">Maria.Indrawan@monash.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Lecturers and Teaching Associates (Tutors)

Lecturers

University lecturers have very different roles from school teachers. Lecturers are often responsible for hundreds of students in any one semester. They also supervise the research of postgraduate students, have major administrative duties and undertake their own research. This means that lecturers can sometimes be hard to find; however, they do have consultation times and you can make an appointment to see them.

Teaching Associates (Tutors)

In some units, your lecturer may also be your tutor; in others, especially the larger classes, your tutor is likely to be a postgraduate student or another staff member. All tutors will be available for consultation during semester and exam periods. Tutor consultation times are advertised on Moodle.

Practicals, laboratories, studios, tutorials and lectures

University classes are conducted in a variety of styles. Units are taught in lecture/tutorial, lecture/laboratory, lecture/studio or lecture/tutorial/laboratory mode.

Students will have one, two or three lectures per week depending on the unit. Lectures cover the core theory of the topic. There may be up to 300 students attending a lecture, which means there is often little opportunity to interact with your lecturer.

As well as lectures, you may have tutorials which are smaller and less formal, more hands-on classes. Tutorials are an organised session of instruction usually involving a greater level of contribution and interaction by the students. Tutors will give you the opportunity to go over the theoretical material covered in lectures, analyse different kinds of evidence and arguments, ask questions and become involved in group discussions.

There are also laboratories often referred to as practical classes or studios. Practical classes run in small groups in computer laboratories. Students will be required to perform computer programming tasks. Tutors will be assigned to lead you through these practical classes.

Students must allocate themselves to lecture, laboratory/practicals, studio and tutorial classes online via Allocate+ prior to the commencement of semester (http://monash.edu/timetables/login.htm)

The Faculty also provides detailed information to students regarding what to expect when attending each class style: http://it.monash.edu/eog/class-expectations
MOODLE

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

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

Getting started

Computer account

If you are a new student you will need to register for a new computer account. See the Monash website (http://monash.edu), click on Current students (bottom of page) and click on IT and computers (from Study resources). You will be given a Monash Authcate username and password.

Forgotten Password

If you have forgotten your password, you can have a new one created. Follow the links to IT and computers described above.

Login to Moodle

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

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

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

Resources and support

Faculty of Information Technology: When you login to Moodle, you will have access to the Faculty of Information Technology – Student resources in your Unit List. This unit provides you with some tips and information.

Moodle Support for Students is available at:
http://vle.monash.edu/moodlesupportforstudents.html

The Service Desk can be contacted on 03 9903 2777 or at:
http://monash.edu/esolutions/contact
Learning Capture (formerly MULO)

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

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

http://www.intranet.monash/learning-capture

Unit Guides

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

Each Unit Guide will:

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

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

Unit Guides for FIT units are available at: https://unitguidemanager.monash.edu/search

Student and Staff Meetings

The Faculty encourages feedback from students. Student and Staff meetings are held twice a semester. The Faculty will call for nomination of student representatives early in the year. These representatives will receive feedback from their fellow students and will represent them at a meeting with staff.

Minutes of meetings and student rep contact details can be found at: http://monash.edu/it/current-students/resources-and-support
The Library at Monash provides information resources and services that will be an integral part of your university experience. Each campus has a library that is open throughout the year where you can study quietly or in groups, use library computers or bring your own laptop and connect to the university’s wireless network. Your Monash Student ID card is required to borrow books and other Library material. Information on library opening hours, contacts, borrowing, online tutorials etc. can be found at: http://lib.monash.edu

Reading lists

If there is a reading list for your unit, you can find it several ways:

From my.monash

1. Click on the Library tab
2. In the ‘Search box’ type in your unit code and the phrase reading list

The library home page

1. Navigate to http://lib.monash.edu
2. Under the heading Resources, click on the Reading lists link

Library locations

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton</td>
<td>13 College Walk</td>
<td>Phone: 03 9905 5054</td>
</tr>
<tr>
<td>Hargrave-Andrew Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caulfield</td>
<td>Levels 1 - 4, Building A</td>
<td>Phone: 03 9905 5054</td>
</tr>
</tbody>
</table>
Student Equity

The Faculty has appointed 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.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Caulfield | Trudi Robinson  
Trudi.Robinson@monash.edu  
Phone: 03 9903 1549  |
| Clayton | Caitlin Slattery  
Caitlin.Slattery@monash.edu  
Phone: 03 9905 5116  |

Social Justice Unit

The Social Justice Unit are committed to social justice and human rights - they provide support to:

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

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

Disability Support Services

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

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

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

For further information: https://www.monash.edu/disability
Learning Skills

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

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

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

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

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

Drop-in sessions

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

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

Workshops and Classes

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

Online resources for use in class or for students’ private study, including tutorials, interactive exercises and examples of writing in information technology, are available at: http://monash.edu.au/lis/llonline
Peer Mentor Program

- *Is this your first time studying at university?*
- *Are you feeling a little nervous?*
- *Would you like a senior Monash IT student to be your mentor for first semester?*

Having a mentor as you start your university journey can be a big help. This peer mentor program will match you with a senior IT student and a few of your fellow students who will help you get settled and connected as you begin your studies. Your mentor can help you discover and become familiar with what’s where, who’s who and the many fun activities you can do.

All new IT students at the Clayton and Caulfield campus will be allocated a mentor in their first semester of undergraduate study.

Maths Learning Centre (MLC)

The MLC is a drop-in centre at Clayton for students to get help with mathematics and statistics. The School of Mathematical Sciences operates the centre as an informal and friendly environment in which to get help with work whilst being able to take the time to sit down and consolidate learning.

The sessional staff employed at MLC possess nominal areas of expertise, however they are also flexible enough to attempt most problems from a wide range of topics in mathematics.

The centre runs on a first-come/first-served basis; however preference is given to first year students, as it is expected that higher year students will have greater self-reliance, advanced study skills and access to their lecturers. This is not to say that higher level students will be turned away, merely that we have a well-defined priority structure.

Please note that students are welcome to get help with assessed work, but they will get only a minimal amount of help, as we want students to learn independently. Hence you may get a little “push” in the right direction or be shown a similar example rather than a complete solution.

The MLC is open 11am – 2pm every weekday (including semester breaks, svot-vac and exam periods, but NOT including University public holidays) in 9 Rainforest Walk, room G 24. The hours of 11am-1pm are principally for first year students and they will take priority over higher-level students during this time.

Contact the School of Mathematical Sciences for more information: http://monash.edu/science/schools/mathematical-sciences/current/learning-centre

Peer Assisted Study Sessions (PASS)

PASS is an academic mentoring program, usually aimed at first year students transitioning from high school to university. It is a program of guided study groups to provide support with difficult units.

PASS is not a remedial program but targets difficult units rather than struggling students. The weekly, guided study groups provide guaranteed study time for these units in addition to regular class times.

The study sessions are run by PASS leaders who are students with a strong academic record and have successfully completed the units.

Sessions usually run from week 3 to 12. Attendance is voluntary but highly recommended to all students studying the targeted units.

http://monash.edu/students/pass-program
Student Volunteering

There are many opportunities to volunteer, some within the Faculty, some within the wider University.

Faculty of Information Technology volunteer opportunities include:

- Open Day (August)
- Orientation Day (February and July)
- Student Representatives
- Information sessions

Volunteering through Monash:

- Monash-Oxfam South Africa Internship Program
- International Peer Mentor Program
- Monash Green Steps Program
- Monash International Development Association
- Monash Oakleigh Legal Service
- Springvale Monash Legal Service
- Team Monash volunteering opportunities

For further information visit: http://www.monash.edu/volunteer

Employment & Career Development

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

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

Career Connect: http://careers.monash.edu

Exchange and Study Abroad

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 Faculty office for further information regarding the Monash Exchange program.

The Faculty of Information Technology recognises the value that an international experience adds to a student’s education. Students taking part in this program are regarded as ambassadors for both the Faculty and the university and the Faculty selection process reflects this view.

Further information on study abroad and exchange study may be found at: http://monash.edu/study-abroad
FIT Computer Labs

The Faculty of Information Technology has a number of computer labs at Caulfield and Clayton campus available to all FIT students or students enrolled in an FIT unit.

All FIT computer laboratories have set opening and closing times. The doors will automatically lock and unlock at the scheduled times, allowing students to exit but not enter.

After-hours access to 24 hour labs is available to students enrolled in at least one FIT unit. Students use their student ID cards to use the proximity card reader.

**The use of the Faculty’s computer labs is governed by Monash University policies. All students must make themselves aware of these rules BEFORE using any FIT or Monash University IT facilities. Please visit [http://intranet.monash.edu.au/esolutions/students/labs/lab-rules.html](http://intranet.monash.edu.au/esolutions/students/labs/lab-rules.html)**

Locating a lab

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

Reporting an issue

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

<table>
<thead>
<tr>
<th>Lab type</th>
<th>Availability</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General access</td>
<td>Monday to Friday 8:00am – 6:00pm</td>
<td>14 Rainforest Walk, Rooms: G11A, G11B, G12B, 142, 143, 144, 145, 146, 147</td>
</tr>
<tr>
<td></td>
<td>Available outside scheduled class times during semester and exam periods.</td>
<td>23 College Walk, Rooms: G44, G45, G46 and G47</td>
</tr>
<tr>
<td></td>
<td>Closed all other times.</td>
<td>22 Alliance Lane. 103 and 104 (PC labs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25 Exhibition Walk, level 1 Foyer</td>
</tr>
</tbody>
</table>

The Faculty will organise after-hours access for all students enrolled in at least one Clayton FIT unit by the end of week 1 of semester in the first instance. This will be updated in week 3.

# Caulfield campus

<table>
<thead>
<tr>
<th>Lab type</th>
<th>Availability</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General access</td>
<td>Building B, K and T: Monday to Friday 8:00am – 10:00pm</td>
<td>Building B, Rooms: 3.42, 3.42B, 3.43, 3.44, 3.45, 3.46, 3.46B, 3.47, 3.48, 3.48B, and 3.50</td>
</tr>
<tr>
<td></td>
<td>Open during semester and exam periods. Closed all other times.</td>
<td>Building T, Rooms: 1.26,1.27,1.31 and 1.34</td>
</tr>
<tr>
<td></td>
<td>Building K is by <strong>swipe card access</strong> outside class times for Industry</td>
<td>Building K, Rooms: 1.07,1.08 and 1.10</td>
</tr>
<tr>
<td></td>
<td>Experience students.</td>
<td></td>
</tr>
<tr>
<td>24 hour access</td>
<td>Swipe card access only, students must be registered.</td>
<td>Building B, Rooms: 3.42B, 3.46, 3.46B, B 348 and T 1.26</td>
</tr>
</tbody>
</table>

Postgraduate students are welcome to use the postgraduate lounge. Refer to the Monash Postgraduate Association (MPA) webpage for more information: http://mpa.monash.edu/coursework-postgrads
Honours

If you survived your first year at university, there is an 80% chance that you will complete your undergraduate degree. If you do well in your undergraduate degree you may choose to go on and do an Honours degree. The honours directors will be happy to discuss this with you.

The Faculty offers the following honours program:

- Bachelor of Computer Science (Honours)
- Bachelor of Information Technology (Honours)

An Honours degree is a recognition that a higher level of work has been undertaken and a higher standard has been reached. It is the usual precursor to postgraduate study and research, which is necessary for a career in industrial research or an academic career. A good Honours degree is necessary if a scholarship such as an Australian Postgraduate Research Award or a Monash Graduate Scholarship is sought. Also, an Honours degree is valued by employers, who appreciate the extra knowledge and skills acquired.

The most important reason, however, is that the Honours degree offers an advanced qualification that is fun to achieve because the studies are largely based on research projects.

Students completing an Honours degree will, at an advanced level, be able to:

- Apply their knowledge of information theory and computer technology to complex problems in industry and research;
- Understand, evaluate and apply emerging new technologies;
- Participate in large scale projects in research and development;
- Communicate effectively in a professional environment.

If you would like more information about the Honours programs talk to the Honours Coordinator at your campus.

Honours Scholarships

The Faculty encourages and supports outstanding students with monetary scholarships to enable these students to continue their education. Check with the Honours Coordinator about selection criteria.

Further information: http://monash.edu/it/future-students/scholarships

Professional Recognition

Depending on their unit choice, students may be eligible for professional accreditation/recognition by the Australian Computer Society (ACS), the Australian Library and Information Association (ALIA), the Australian Society of Archivists (ASA), or the Records and Information Management Professionals Australasia (RIM Professionals Australasia):

http://monash.edu/it/current-students/course-information/accreditation
Industry Based Learning (IBL)

The Faculty offers Industry Based Learning (IBL) placements into each of its undergraduate degrees. Well-rounded students who demonstrate motivation and good interpersonal skills are selected by partners of the program into the Industry Based Learning (IBL) stream.

During their industry placements, students gain invaluable professional and business experience to enhance their education—giving them a competitive edge in the employment market. Our IBL students consistently graduate to exciting, well-paid and prestigious positions.

Students on each 22-week placement receive a $17,000 scholarship. Their industry placement is assessed and credited towards their degree.

IBL students also participate in a number of industry-assisted activities, such as:

- field trips to industry partner companies in first year
- an industry seminar series in second year
- a career start program
- access to an exclusive graduate recruitment program.

Partners of the Industry Based Learning program include IBM, ANZ, NAB, Coles Group and Deloitte.

Students who are not currently part of the program must submit an expression of interest during their first year of study.

For more information on IBL see: http://monash.edu/it/current-students/industry-based-learning
Scholarships and Awards

A number of scholarships and awards are available to both new and current students. For information on scholarship availability, eligibility and closing dates:
http://monash.edu/scholarships

For information on Faculty awards for high achieving students refer to:
http://monash.edu/it/current-students/scholarships-and-awards

Complaints and Grievances

Complaints from students in relation to academic and administrative matters are managed within the framework of the University Academic and Administrative Complaints and Grievances Policy.

Further information on grievance policy and procedure can be found at:
https://www.monash.edu/students/support/grievances

The Dean’s nominee charged with dealing with such matters is the Faculty of Information Technology student grievance officer. The student grievance officer may be contacted for advice or as a facilitator to resolve issues of concern at: grievanceofficerfit@monash.edu.

Academic Integrity and Plagiarism

“Plagiarism” means to take and use another person’s ideas or work and pass these off as one’s own by failing to give appropriate acknowledgement.

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

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

The above actions are considered serious offences. They may result in your work not being marked and your action could be referred to a Committee of Inquiry for investigation. Such investigation may result in the matter being referred to the Faculty Discipline Committee, which has the power to exclude a student.

All students are expected to sign a plagiarism declaration when submitting assessments stating they have read and understood the university’s Plagiarism policy and Procedures and have not plagiarised the work of others or participated in unauthorised collaboration when preparing their work.

http://it.monash.edu/eog/academic-integrity

You can learn more about Academic Integrity by enrolling in the Academic Integrity awareness training unit on Moodle at http://it.monash.edu/eog/academic-integrity-unit. The enrolment key: Integrity

Occupational Health and Safety Manual

The Faculty of Information Technology safety manual for students can be viewed at:
http://it.monash.edu/eog/safety-manual
Monash University Student Associations

The Monash University Student Associations provide services, activities and representation on academic affairs for students at all Monash campuses.

Further information on what your Student Association can offer can be found at: http://monash.edu/students/associations/student.html

<table>
<thead>
<tr>
<th>Campus</th>
<th>Association</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>MONSU</td>
<td>Level 2, Building S</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Telephone:</strong> 03 9903 2525</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Email:</strong> <a href="mailto:servicedesk@monsucaulfield.org.au">servicedesk@monsucaulfield.org.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Website:</strong> <a href="http://monsucaulfield.org.au">http://monsucaulfield.org.au</a></td>
</tr>
<tr>
<td>Clayton</td>
<td>MSA</td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Telephone:</strong> 03 9905 3138</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Email:</strong> <a href="mailto:msacard@monash.edu.au">msacard@monash.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Website:</strong> <a href="http://monashstudentassociation.com">http://monashstudentassociation.com</a></td>
</tr>
</tbody>
</table>

Health and Medical Services

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>Building B, Level 1 (Ground)</td>
</tr>
<tr>
<td></td>
<td><strong>Telephone:</strong> 03 9903 1177</td>
</tr>
<tr>
<td></td>
<td><strong>Website:</strong> <a href="http://www.monash.edu/health">http://www.monash.edu/health</a></td>
</tr>
<tr>
<td>Clayton</td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td></td>
<td><strong>Telephone:</strong> 03 9905 3175</td>
</tr>
<tr>
<td></td>
<td><strong>Website:</strong> <a href="http://www.monash.edu/health">http://www.monash.edu/health</a></td>
</tr>
</tbody>
</table>
Counselling Service

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>B Block, Level 1 (ground floor)</td>
</tr>
<tr>
<td>Telephone: 03 9905 3020</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.monash.edu/health/counselling">http://www.monash.edu/health/counselling</a></td>
<td></td>
</tr>
<tr>
<td>Clayton</td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td>Telephone: 03 9905 3020</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.monash.edu/health/counselling">http://www.monash.edu/health/counselling</a></td>
<td></td>
</tr>
</tbody>
</table>

Other Monash Support Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family and Childcare</td>
<td><a href="http://www.monash.edu/childcare">http://www.monash.edu/childcare</a></td>
</tr>
<tr>
<td>Financial aid</td>
<td><a href="http://www.monash.edu/financial-assistance">http://www.monash.edu/financial-assistance</a></td>
</tr>
<tr>
<td>International student support</td>
<td><a href="http://monash.edu.au/study/international">http://monash.edu.au/study/international</a></td>
</tr>
<tr>
<td>Legal aid</td>
<td><a href="https://msa.monash.edu/services/support-programs/monash-oakleigh-legal-service-mols/">https://msa.monash.edu/services/support-programs/monash-oakleigh-legal-service-mols/</a></td>
</tr>
<tr>
<td>Monash Residential Services</td>
<td><a href="http://www.monash.edu/accommodation">http://www.monash.edu/accommodation</a></td>
</tr>
<tr>
<td>Motivation, stress and time management</td>
<td><a href="http://www.monash.edu/health/counselling">http://www.monash.edu/health/counselling</a></td>
</tr>
<tr>
<td>Safer community</td>
<td><a href="http://www.monash.edu/safer-community">http://www.monash.edu/safer-community</a></td>
</tr>
<tr>
<td>Safety and security</td>
<td><a href="http://monash.edu/about/who/safety-security">http://monash.edu/about/who/safety-security</a></td>
</tr>
<tr>
<td>Student Advocacy and Support</td>
<td><a href="https://msa.monash.edu/services/student-advocacy-support/">https://msa.monash.edu/services/student-advocacy-support/</a></td>
</tr>
<tr>
<td>University Heath Service</td>
<td><a href="http://www.monash.edu/health">http://www.monash.edu/health</a></td>
</tr>
</tbody>
</table>
Bookshop

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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>The Campus Bookstore</td>
</tr>
<tr>
<td></td>
<td>Level 2, Building K</td>
</tr>
<tr>
<td></td>
<td>Telephone: 03 8573 5300</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:caulfield@thecampusbookstore.com">caulfield@thecampusbookstore.com</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://thecampusbookstore.com">http://thecampusbookstore.com</a></td>
</tr>
<tr>
<td>Clayton</td>
<td>The Clayton Bookshop</td>
</tr>
<tr>
<td></td>
<td>21 Chancellors Walk (campus centre)</td>
</tr>
<tr>
<td></td>
<td>Telephone: 03 9905 3111</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:clayton@bookshop.monash.edu">clayton@bookshop.monash.edu</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.monash.edu/retail">http://www.monash.edu/retail</a></td>
</tr>
</tbody>
</table>

Monash Sport

Monash Sport offer services and memberships to Monash University students, staff, graduates and the general public with Monash students receiving discounted prices. For further information on what is available on your campus visit:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location and contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caulfield</td>
<td>Caulfield Health and Fitness Centre</td>
</tr>
<tr>
<td></td>
<td>Level 1, S Building, Caulfield campus</td>
</tr>
<tr>
<td></td>
<td>Telephone: 03 9903 2358</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://monash.edu/sport">http://monash.edu/sport</a></td>
</tr>
<tr>
<td>Clayton</td>
<td>Clayton Health and Fitness Centre</td>
</tr>
<tr>
<td></td>
<td>42 Scenic Boulevard, Clayton campus</td>
</tr>
<tr>
<td></td>
<td>Telephone: 03 9905 4102</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://monash.edu/sport">http://monash.edu/sport</a></td>
</tr>
</tbody>
</table>
Parking

Permit and meter parking

**Caulfield campus** - A user-pays, multi-level car park is available on campus for staff, students and the general public. Entry to the car park is from Princes Avenue. Ticket machine parking from one to five hours is also available in the surrounding streets, but this can be expensive and spaces are extremely limited. Some (very limited) free restricted parking is available in surrounding streets. Ticket machine parking is also available in the Guineas car park – entry via Normanby Road.

Blue Permits are available for parking in the Caulfield Racecourse MRC Guineas and MRC Members No. 1 car parks.

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

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

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

Car-pool parking

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

Motorbike parking

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

Inter-campus Shuttle Bus

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

What you need to know

Remember the internet is not a copyright-free zone

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

Check you have permission to download or upload material

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

Stay within the fair dealing rules

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

Get permission to use Peer-to-Peer

Peer-to-Peer file sharing programs, like BitTorrent, are banned at Monash, unless you have permission from your head of school. ITS can easily identify when you are using or installing Peer-to-Peer programs.

Don’t download pirate copies

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

Don’t copy CDs and DVDs

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

Don’t use unlicensed software and databases

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

Don’t distribute course material

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

Further information

Australian Copyright Council: http://copyright.org.au

Web: http://copyright.monash.edu
Email: University.Copyright@monash.edu
What is ask.monash?

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

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

How to access ask.monash

Simply visit the ask.monash website and log in using your Authcate username and password: http://ask.monash.edu
### Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic misconduct</strong></td>
<td>Student cheating or assisting to cheat whether in an examination or non-examination context.</td>
</tr>
<tr>
<td><strong>Academic year</strong></td>
<td>The standard academic year is divided into two semesters. Each semester consists of twelve teaching weeks followed by SWOT Vac and an examination period.</td>
</tr>
<tr>
<td><strong>ATAR</strong></td>
<td>Australian Tertiary Admission Rank: an overall percentile ranking reflecting the comparative performance of Year 12 candidates amongst the relevant national age group in a given year.</td>
</tr>
<tr>
<td><strong>Authcate</strong></td>
<td>A Monash term for a student computer account that is used to access protected internet resources.</td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td>Credit which is given in one course on the basis of prior formal studies in another course at the same or another higher education or post-secondary institution.</td>
</tr>
<tr>
<td><strong>Credit points</strong></td>
<td>The value given to a unit. Units are normally 6 credit points or a multiple of 6, for example 12 or 18 credit points.</td>
</tr>
<tr>
<td><strong>Allocate+</strong></td>
<td>Online class allocation system accessible from any computer in the world that has Internet access. Students browse available timeslots for all enrolled activities and specify personal preferences.</td>
</tr>
<tr>
<td><strong>APC</strong></td>
<td>Academic Progress Committee</td>
</tr>
<tr>
<td><strong>Board of Examiners</strong></td>
<td>Faculty committee responsible for determining the results of the performances of all candidates enrolled in the faculty.</td>
</tr>
<tr>
<td><strong>CAN</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Census date</strong></td>
<td>The date on which a student’s enrolment is taken to be finalised. HECS-HELP and FEE-HELP debts are incurred and SLE is consumed on census dates. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date.</td>
</tr>
<tr>
<td><strong>Cheating</strong></td>
<td>Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.</td>
</tr>
<tr>
<td><strong>Chief Examiner</strong></td>
<td>Person responsible for assessment of a unit.</td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td>The accumulation of units according to a set of rules that leads to the award of a qualification.</td>
</tr>
<tr>
<td><strong>Course Advisor</strong></td>
<td>A staff member assigned to assist students with the planning of their course.</td>
</tr>
<tr>
<td><strong>Co-requisite</strong></td>
<td>A unit that must be studied simultaneously with another unit.</td>
</tr>
<tr>
<td><strong>Cross-institutional</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>CSP</strong></td>
<td>Commonwealth Supported Place: higher education place for which the Commonwealth makes a contribution towards the cost of the student’s education.</td>
</tr>
<tr>
<td><strong>DEEWR</strong></td>
<td>Department of Education, Employment and Workplace Relations</td>
</tr>
<tr>
<td><strong>Deferral (or deferment)</strong></td>
<td>An adjournment of the starting date for study which allows a student’s place in a course to be held for a nominated length of time, usually one year.</td>
</tr>
<tr>
<td><strong>Deferred examination</strong></td>
<td>A deferred exam is an exam that has been postponed to a later date.</td>
</tr>
<tr>
<td><strong>Degree</strong></td>
<td>The faculty which owns the course in which a student is enrolled, even though students may be enrolled in units from another faculty.</td>
</tr>
<tr>
<td><strong>DIBP</strong></td>
<td>Department of Immigration and Border Protection</td>
</tr>
<tr>
<td><strong>Discipline – student</strong></td>
<td>The Discipline Statute encompasses academic, general and research misconduct by students.</td>
</tr>
<tr>
<td><strong>Domestic student</strong></td>
<td>A person enrolled in an undergraduate or postgraduate academic program and who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.</td>
</tr>
<tr>
<td><strong>EFTSL</strong></td>
<td>Equivalent Full-Time Student Load: a measure of the study load, for a year, of a student undertaking a course of study on a full time basis.</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>A unit that is not part of a major or any other compulsory course requirement.</td>
</tr>
<tr>
<td><strong>eSolutions</strong></td>
<td>The University’s division of Information Technology Services.</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>ESOS</strong></td>
<td>Education Services for Overseas Students: regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.</td>
</tr>
<tr>
<td><strong>Exchange student</strong></td>
<td>A student who is participating in a formal exchange program arranged between the university and a non-Australian overseas higher education provider. The student pays fees to the home institution not to the host institution.</td>
</tr>
<tr>
<td><strong>Exemption</strong></td>
<td>Where a student is not required to take a certain unit on the basis of work already completed but is required to undertake an alternative unit of equivalent credit points.</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>The groupings of academic areas within the University.</td>
</tr>
<tr>
<td><strong>FEE-HELP</strong></td>
<td>A loan scheme to help eligible non-Commonwealth supported students pay their tuition fees.</td>
</tr>
<tr>
<td><strong>General misconduct</strong></td>
<td>Any behaviour in relation to people or property which is contrary to generally accepted standards of behaviour.</td>
</tr>
<tr>
<td><strong>Go8</strong></td>
<td>Group of Eight: Group of vice-chancellors of Australia’s eight leading universities.</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Grade Point Average: the average result of all grades achieved by a student during a course of study at tertiary level.</td>
</tr>
<tr>
<td><strong>Grading scale</strong></td>
<td>The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.</td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td>A person on whom the University has conferred an academic award, including honorary awards and awards conferred jointly with another institution.</td>
</tr>
<tr>
<td><strong>HDR</strong></td>
<td>Higher Degrees by Research</td>
</tr>
<tr>
<td><strong>HECS-HELP</strong></td>
<td>A scheme that includes up-front payment discounts and loans to help students in Commonwealth Supported Places pay their student contributions.</td>
</tr>
<tr>
<td><strong>HESA</strong></td>
<td>Higher Education Support Act</td>
</tr>
<tr>
<td><strong>Home institution</strong></td>
<td>The institution at which a student is enrolled for the majority of their course.</td>
</tr>
<tr>
<td><strong>Host institution</strong></td>
<td>The partner institution at which a student is undertaking some part of an exchange, study abroad or cross-institutional program.</td>
</tr>
<tr>
<td><strong>IELTS</strong></td>
<td>International English Language Testing Scheme</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>Intermission</strong></td>
<td>A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrolls during the designated periods.</td>
</tr>
<tr>
<td><strong>International student</strong></td>
<td>A person enrolled in an undergraduate or postgraduate academic program who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.</td>
</tr>
<tr>
<td><strong>Laboratory</strong></td>
<td>A class in a computer lab which practical (or prac) experiments or exercises are conducted under supervision.</td>
</tr>
<tr>
<td><strong>Lecture</strong></td>
<td>A class varying in size assigned to a unit. Consisting mostly of one-way interaction, with the lecturer providing a presentation and students taking notes.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>A minimum of 48 credit points in a field of study or discipline, including a minimum of 12 points at second year and 18 points at third year.</td>
</tr>
<tr>
<td><strong>Major (extended)</strong></td>
<td>A minimum of 72 credit points in a specific area of study or discipline.</td>
</tr>
<tr>
<td><strong>Managing faculty</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Minor</strong></td>
<td>A minimum of 24 credit points in a specific area of study with no more than 12 credit points at first year.</td>
</tr>
<tr>
<td><strong>Misconduct – student</strong></td>
<td>See Discipline – student</td>
</tr>
<tr>
<td><strong>Mode of attendance</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Monash abroad</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Monash Institute of Graduate Research</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MOODLE</strong></td>
<td>Online learning system to support your studies</td>
</tr>
<tr>
<td><strong>MUTTS</strong></td>
<td>Monash University Timetable System</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>OHS</strong></td>
<td>Occupational Health and Safety</td>
</tr>
<tr>
<td><strong>Orientation (O Week)</strong></td>
<td>The beginning of semester for new students: activities (usually of a week’s duration) designed to help students settle into university and provide them with information to prepare them for university life.</td>
</tr>
<tr>
<td><strong>Plagiarism</strong></td>
<td>Using another person’s ideas and or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>A concise, formal and mandatory statement of principle which provides a framework for decision-making and a means by which the university reduces institutional risk.</td>
</tr>
<tr>
<td><strong>Practical session</strong></td>
<td>A class in which practical (or prac) experiments or exercises are conducted under supervision.</td>
</tr>
<tr>
<td><strong>Prerequisite</strong></td>
<td>A prerequisite is a unit which must be successfully completed before a student is permitted to proceed to a further unit.</td>
</tr>
<tr>
<td><strong>Qualification</strong></td>
<td>An award or other form of certification of attainment, competence or attendance.</td>
</tr>
<tr>
<td><strong>Special consideration</strong></td>
<td>Consideration by a board of examiners of students whose assessment has been affected by illness or other serious cause.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>A merit award based on academic performance which provides financial advantage to students undertaking a specified course of study. The advantage is usually in the form of full or partial remission of fees, or meeting of costs associated with the course of study such as living costs, purchase of books, or accommodation.</td>
</tr>
<tr>
<td><strong>Specified credit</strong></td>
<td>Credit granted in the form of specific Monash unit(s).</td>
</tr>
<tr>
<td><strong>Specialisation</strong></td>
<td>A specialisation is available in specialist courses only and allows students to dive deeper into a particular area of study.</td>
</tr>
<tr>
<td><strong>Student – Full-time</strong></td>
<td>A person undertaking 75% or above study load</td>
</tr>
<tr>
<td><strong>Student – Part-time</strong></td>
<td>A person undertaking a study load of less than 75%</td>
</tr>
<tr>
<td><strong>Student – Postgraduate coursework</strong></td>
<td>A person enrolled in a higher degree program based predominantly on coursework study.</td>
</tr>
<tr>
<td><strong>Student – Postgraduate research</strong></td>
<td>A person enrolled in a higher degree program based predominantly or wholly on research rather than coursework.</td>
</tr>
<tr>
<td><strong>Student – Undergraduate</strong></td>
<td>A student enrolled in an academic program designated by the statutes or rules to be an undergraduate program.</td>
</tr>
<tr>
<td><strong>Student Identification (ID) Cards</strong></td>
<td>New students are issued with a card containing their photo and a unique student ID number. The student ID card identifies the person as a member of the Monash Community and enables the holder to borrow from University libraries.</td>
</tr>
<tr>
<td><strong>Student Services and Amenities Fee (SSAF)</strong></td>
<td>A University support services fee calculated and charged based on your enrolment (mode and study load) for the entire calendar year.</td>
</tr>
<tr>
<td><strong>Study Abroad Program</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Supervisor – student</strong></td>
<td>Person responsible for academic supervision of a postgraduate research student.</td>
</tr>
<tr>
<td><strong>TAFE</strong></td>
<td>Technical and Further Education</td>
</tr>
<tr>
<td><strong>Teaching faculty</strong></td>
<td>The faculty in which a unit is owned and taught.</td>
</tr>
<tr>
<td><strong>TOEFL</strong></td>
<td>Test of English as a Foreign Language.</td>
</tr>
<tr>
<td><strong>Tutorial</strong></td>
<td>Small study and discussion group assigned to a unit. Complementary to material studied in a lecture.</td>
</tr>
<tr>
<td><strong>Transition</strong></td>
<td>The adjustment, development and change experienced when progressing to university study.</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
<td>Any single unit of study in which a student enrolls, and in which a grade/mark is recorded. Comparable to ‘subject’ however unit is the official term used at Monash University.</td>
</tr>
<tr>
<td><strong>University Council</strong></td>
<td>The governing body of the university. All University bodies report to the University Council.</td>
</tr>
<tr>
<td><strong>Unspecified credit</strong></td>
<td>Credit which is not matched to a particular unit in the student’s new course at Monash.</td>
</tr>
<tr>
<td><strong>VCE</strong></td>
<td>Victorian Certificate of Education</td>
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<tr>
<td><strong>VTAC</strong></td>
<td>Victorian Tertiary Admissions Centre</td>
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<tr>
<td><strong>WES</strong></td>
<td>Web Enrolment System</td>
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The full Glossary of Monash University Terms is available at: [http://policy.monash.edu/university-glossary.html](http://policy.monash.edu/university-glossary.html)