INTERCAMPUS EXCHANGE PROGRAM

With campuses in Australia and Malaysia, Monash University makes it easy for students to study part of their degree overseas. The intercampus exchange program is open to students in both of these campuses. You continue to pay your tuition fees to your home campus while on the program and receive credit towards your degree.

- Monash Australia students can spend one or two semesters at Monash Malaysia campus during their Monash degree with faculty approval.
- Monash Malaysia students can spend one semester at an Australian campus with faculty approval.

TRANSFERRING TO AN INTERNATIONAL MONASH CAMPUS

- If you decide to permanently transfer to another international campus immediately after your intercampus exchange program you will be charged fees (regardless of same or change of course code), at the commencing rate relevant to the year of transfer at the campus you are transferring to.

The deadlines for applying for a transfer after your intercampus exchange program are:
- 12 June to continue on to semester 2
- 17 October to continue on semester 1 the following year.

ELIGIBILITY

To be eligible for the intercampus exchange program you must have:
- completed at least 48 credit points of your course at Monash (except for Law)
  - Double degree Engineering students should consult with a Faculty Exchange Adviser
  - Double degree Law students must complete 72 credit points in total of which 48 credit points must be Law units
- an active enrolment in a Monash undergraduate or postgraduate coursework degree at any Monash campus
- a minimum credit average (60%) in your results so far in your current course (except art and design which requires a 70% average)
- your overseas study plan approved by your faculty (or faculties if a double degree) so that you receive credit towards your degree
- selected units that will ensure you are doing a full-time load of on-campus units (18 or 24 credit points)
- been assessed by Monash Abroad staff (or representative in Malaysia) as a suitable representative of your home campus
- Some faculties may not permit you to undertake overseas study in the final semester of your course. Check with your faculty before completing this application.

MONASH MALAYSIA CAMPUS STUDENTS

The Engineering, Pharmacy and Medicine, Nursing and Health Sciences faculties have a quota on the number of students from Malaysia who can go to Australia on intercampus exchange each semester. Monash Malaysia engineering students have to lodge an Expression of Interest form at the School of Engineering at Malaysia and be selected before completing this Monash Abroad application form.

CLOSING DATES

Completed applications, with your study plan approved by your faculty and all attachments, must be submitted by:
- For semester 1: 15 October (previous year)
- For semester 2: 31 March

Note that your study plan must be submitted to your Faculty for approval one month prior to the above deadline.

Please contact the Intercampus Exchange Coordinator at Monash Abroad for further information or visit monash.edu/fees/resources/policy/transfers

Please thoroughly read pages 1–3 before completing this application form.
HOW TO APPLY

DO YOUR RESEARCH BEFORE STARTING
THIS APPLICATION FORM BY:
1. Checking the relevant website
2. Attending an Information Session
3. Thoroughly reading the steps below

STEP 1
Select units to study
- Use the online course handbooks for the campus you are applying for to select the units you want to study. The handbook can be found at monash.edu/pubs/handbooks
- Make sure the units are offered at the campus you want to go to and are available in the semester you plan to go. It is often easier to get faculty approval if you study elective units at another campus
- If you are a business student at Monash Malaysia, check the mathematics requirements with your faculty to apply to Monash Australia
- If you are a business and economics student at the Clayton and/or Caulfield campuses you will only be able to study electives while on Intercampus Exchange
- If you want to study core units you will need to find ones that have similar content to the equivalent unit at your home campus. Some faculties require the content to be up to 80% similar
- If you are not sure whether a unit is suitable, Monash Australia students should speak to their faculty/school exchange adviser (contact details available from Monash Abroad
- Monash Malaysia students planning to study in Australia check carefully the campus on which your Australian units are taught. You can choose units on both Clayton and Caulfield campuses. For Peninsula or Berwick you must study all your units at those campuses. Only pharmacy is taught at the Parkville campus.

STEP 2
Prepare your study plan
Enter details of the overseas units you have chosen in Section 4 of this application form.
You must enrol in a full-time load (18–24 credit points) of on-campus units only.
You should select two or three spare units in case your faculty does not approve all your choices, or there are timetable clashes or some units are cancelled after you arrive at your host campus. It is much easier to get alternative units approved before you leave rather than by email after you arrive, although it is possible to do this.

STEP 3
Obtain two academic referees
You will need to provide contact details of two referees (section 7) from any of your Monash lecturers or tutors in any area of your study at Monash regardless of what you will be studying overseas. These lecturers or tutors must have taught you for a minimum of six weeks.
These referees may be contacted to determine your suitability for the Monash Abroad program in which you are applying.

STEP 4
Get your study plan approved by your faculty or school
You need to get your completed study plan and the entire application approved by your faculty.
Monash Australia students:
Your faculty exchange adviser (contact details at: monash.edu/study-abroad/contact-us/faculty-contacts)
Monash Malaysia students:
Your School course management office.
Engineering students at Monash Malaysia must complete an Expression of Interest form and be selected by your school before completing this application. Pharmacy and MBBS students must submit their applications directly to their faculty for pre-approval. If and when their application is approved it will then be sent to Monash Abroad.

STEP 5
Obtain passport photos
Students applying to go to Monash Australia must include two standard size, colour passport photos in white background. These photos need to be 45mm high x 35mm wide. The best place to get these is the Post Office at Monash Clayton campus.

STEP 6
Complete this application form
All students
Complete all other sections of the form in black ink and block letters. Complete your financial plan (section 6) carefully.
The plan will help you understand the costs involved and whether you can afford to study overseas. Attach supporting documents (see checklist page 7).

Students from Monash Australia:
- Attach a recent bank statement
  We use this to pay your travel scholarships and loans; we do not need to know how much money you have in the bank. The statement must clearly show the account name and full account number including the six digit BSB number. If you do on-line banking you can print off the page that shows your BSB and Account number.
  - Include one colour and one black & white photocopy of every page of your passport, including front, back and blank pages (with two passport pages per A4 sheet) and no enlargement, reduction or double sided copies.
  Your passport must be valid for at least 14 months from your arrival in Malaysia.
  - The visa application fee of RM 2008 or approx AUD600, which includes medical examination, student pass fee, processing fee and medical insurance, will be paid by Monash Abroad. If you withdraw your application, you will have to refund the visa fee to the Monash Abroad office.

STEP 7
Australian campus students only
Thoroughly read through the Acknowledgment of Conditions form and sign.
TRAVEL SCHOLARSHIPS

Most Monash Australia students who are accepted on the intercampus exchange program receive a travel scholarship from the University, although there are a small number of exceptions. Please note that Monash Malaysia students are not eligible for a travel scholarship.

INSURANCE

Students from Malaysia going to Australia:

It is a condition of your participation in the program that you have comprehensive travel insurance for the whole of your overseas study period. You will be asked to provide Monash Abroad or your home campus with a copy of your insurance certificate before you leave your home campus. A comprehensive travel policy will include coverage for: medical and hospital (should be unlimited); emergency evacuation; emergency dental; repatriation; disability; liability; baggage and travel document loss. Students going to Australia are also required by Australian visa rules to purchase Overseas Student Health Cover (OSHC). Monash Abroad will provide additional information at a later date.

Monash Australia students going to Malaysia

Students will receive complimentary travel insurance as part of your scholarship package. Please check the following website for further information on your travel insurance policy: monash.edu/study-abroad/outbound/financial/insurance.

VISAS

For Monash Australia students planning to study in Malaysia:

Monash Malaysia will apply for a Student Pass on your behalf, using the copy of your passport that you include with this application.

Students who are Australian citizens and enter Malaysia on an Australian passport need not apply for an entry visa before leaving home.

Passport holders of other countries may need to apply for a visa before you leave home. You will be advised of this at a later date by the Coordinator of your host campus.

Students coming from Australia, Japan, South Korea, U.K., U.S.A and studying at Monash Malaysia for less than 12 months are exempt from the pre-arrival medical examination. Students from other nationalities must undergo a pre-arrival medical screening.

Within seven working days of arriving in Malaysia, you will have to undergo a medical screening and hand in your passport to the university to obtain a Student Pass endorsement. The endorsement process takes between 6–8 weeks, during which time you cannot travel outside of Peninsula Malaysia.

The Malaysian Immigration Office will issue a six-month student’s pass for students staying for one semester, and a 12-month pass for students staying for two semesters. Students who wish to extend their exchange for another semester will have to re-apply for a student’s pass.

For Monash Malaysia students planning to study in Australia:

You must obtain an Australian student visa (sub-class 500) before you leave home. Depending on your country of citizenship, you may have to submit an IELTS or TOEFL test result to prove your English proficiency. If so, allow plenty of time as it could take eight weeks or longer to obtain a visa. Full details can be found at border.gov.au/Trav/Stud and Monash Abroad will give you guidance on how to apply.

CONTACT DETAILS AND SUBMISSION LOCATIONS

monash.edu/study-abroad

Australia

Monash Abroad
Level 1, 21 Chancellors Walk
Campus Centre
Clayton Campus
Monash University
VIC 3800
Australia
T: + 61 3 9905 1551
F: + 61 3 9905 8334
E: monash.abroad@monash.edu

Malaysia

Monash Abroad coordinator
Level 2, Building 2
Monash University
Malaysia Campus
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan
Malaysia
T: +60 3 5515 9644 / +60 3 5514 5895
E: monashabroad.malaysia@monash.edu
MONASH ABROAD APPLICATION FORM
INTERCAMPUS EXCHANGE

1. Personal information

Title: ____________________________

Given names: ____________________________

Surname: ____________________________

Monash ID number: ________________

Male ☐ Female ☐

Date of birth day   /   month   /   year

Place of birth

Telephone home: ____________________________

Telephone work: ____________________________

Mobile: ____________________________

Monash email: ____________________________

Personal email: ____________________________

Country of citizenship: ____________________________

Country where passport was issued: ____________________________

Passport number: ____________________________

Are you a permanent resident of Australia?   Yes ☐ No ☐

Are you an international student at your home campus?   Yes ☐ No ☐

Are you registered with the Disability Liaison Unit?   Yes ☐ No ☐

Emergency contact details

Name: ____________________________

Telephone home: ____________________________

Telephone work: ____________________________

Mobile: ____________________________

Relationship to student: ____________________________

2. Current enrolment information

Course code: ____________________________

Course title: ____________________________

Campus: Berwick ☐ Caulfield ☐ Clayton ☐ City ☐ Parkville ☐ Peninsula ☐ Malaysia ☐ Double degree?   Yes ☐ No ☐

Managing faculty: ____________________________

Second faculty: ____________________________

Major: ____________________________

Minor: ____________________________

I am studying: Part-time ☐ Full-time ☐ Off-campus learning ☐

3. Preferred host campus details

Student names: ____________________________

ID number: ____________________________

Overseas Monash campus: ____________________________

Country: ____________________________

I am applying to commence the program in Monash semester: One ☐ Two ☐ Year: ____________________________

Program duration: One semester ☐ Two semesters ☐
4. Proposed study plan Select at least six units per semester of program

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Semester</th>
<th>Credit points</th>
<th>Faculty/dept approval (sign)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Note: Students must have approval from the Faculty Exchange Advisor (or School Management Office for Malaysia) for their proposed study plan.

5. Faculty approval (Double degree students should seek approval from both faculties)

Managing faculty:

☐ Managing faculty/school does approve this application and the above study plan which will be credited to the students degree upon successful completion.

☐ Managing faculty/school does not approve this application due to:

Name: ___________________________ Signature: ___________________________ Date: __________ day / month / year

Second faculty: ☐ does ☐ does not approve this applicant in the exchange program.

Reason not approved: ___________________________

Name: ___________________________ Signature: ___________________________ Date: __________ day / month / year

6. Financial plan

The purpose of the financial plan is to encourage students to research the costs associated with studying overseas.

<table>
<thead>
<tr>
<th>Estimated funds available</th>
<th>AUD/MYR</th>
<th>Estimated expenses</th>
<th>AUD/MYR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings to date</td>
<td></td>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Expected savings now to departure</td>
<td></td>
<td>Visa(s)/passport</td>
<td></td>
</tr>
<tr>
<td>Family/other contribution</td>
<td></td>
<td>Travel insurance</td>
<td></td>
</tr>
<tr>
<td>Centrelink (Australian students only)</td>
<td></td>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Scholarships – please specify:</td>
<td></td>
<td>Living costs (food, transport, spending money)</td>
<td></td>
</tr>
<tr>
<td>OS HELP loan (Australian students only)</td>
<td></td>
<td>Books/stationery</td>
<td></td>
</tr>
<tr>
<td>Other – please specify:</td>
<td></td>
<td>Other – please specify:</td>
<td></td>
</tr>
<tr>
<td>Total funds available</td>
<td></td>
<td>Total expenses</td>
<td></td>
</tr>
</tbody>
</table>

One semester in Australia will cost you approximately AUD15,000
One semester in Malaysia will cost you approximately MYR14,500
Please ensure that you have enough funds for your semester/s abroad and that your total funds available exceeds your total expenses.
7. Academic Referees

1st Academic Referee
Title: 
Given names: 
Surname: 
Position: 
Faculty: 
Email: 
Phone number: 
Length of time known: 

2nd Academic Referee
Title: 
Given names: 
Surname: 
Position: 
Faculty: 
Email: 
Phone number: 
Length of time known: 

8. Accommodation

University accommodation is available at some Monash campuses (excluding Caulfield and Parkville in Australia).

Do you wish to live in Monash University accommodation?  
Yes  
No

Students going to Monash Australia: Monash University Australia has on-campus accommodation at all campuses except Caulfield and Parkville. Every effort is made to place those students who apply for on-campus accommodation at their choice of location, however it is competitive and we cannot guarantee intercampus exchange students will be offered housing. If you are studying at Caulfield you can stay on-campus at Clayton and catch the free Monash shuttle bus between the two campuses. The bus takes approximately 15 minutes. You can find out more information on the following website: mrs.monash.edu

Do not apply directly to MRS at this stage. The Monash Abroad Office will send you instructions on how to apply online at the time they send your application acknowledgement email.

Students going to Monash Malaysia: On-campus accommodation is guaranteed for all students going to Monash Malaysia. You will be provided with information regarding your accommodation upon being approved for the program.

9. Student declaration

- I understand that the information on this form is collected for the primary purpose of approving my application to undertake an overseas study program. It will also be used to ensure my safety and welfare while overseas. If I choose not to complete all the questions on this form, it may not be possible for Monash Abroad to approve my application and I will not be able to travel overseas to participate in the program. My personal information may be disclosed to overseas universities and other organisations hosting my program, the emergency contacts I have provided, or Australian, Malaysian or foreign government agencies, in order to protect my safety and welfare. I have a right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of my information, I can contact the University Privacy Officer at privacyofficer@monash.edu. I agree to be bound by the Statutes, regulations and policies of the university as amended from time to time and agree to access the correspondence of my Monash University email account on a regular basis.

- I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

- I hereby confirm that I have adequate financial resources to enable me to participate in the Monash Abroad program.

- I declare that the information I have supplied in this form is, to the best of my knowledge, complete and correct.

- I acknowledge that Monash University may terminate any scholarship and/or my exchange program if I have misrepresented my past and/or present circumstances.

- I understand that approval of my application is dependant on final approval by Monash Abroad, my faculty and the host university, and the granting of a student visa by the host country. I understand I am responsible for all immigration issues.

- I authorise the Monash Abroad Office to distribute my name and email address to other Monash University students interested in joining the program.

- I acknowledge that it is my responsibility to ensure that I am enrolled correctly at Monash by my faculty/s before I depart for my exchange.

- I acknowledge that I will not be paid my scholarship (if eligible) until my Monash enrolment for the overseas program is correct.

- I agree to enrol only in units at my host campus which have been approved on my study plan by my faculty/school and to maintain the equivalent of a full-time, on-campus study load (18 – 24 Monash credit points) at my host university.
9. Student declaration (continued)

■ I acknowledge that if I need to enrol in any units at my host campus which were not approved by my faculty/school on my original study plan, that it is my responsibility to obtain my faculty/school approval in writing, notify the Monash Abroad office and ensure that my Monash enrolment is adjusted by my faculty/s before the relevant Monash census dates.

■ I understand that if my enrolment is encumbered at any stage the processing of my application will be suspended and, my participation in the program may be cancelled.

Applicant’s Signature: ___________________________ Date: ____________ / ____________ / ____________

Checklist

Hand in your application to the relevant office (see page 3) when you have completed all of the following:

☐ Completed application form (all questions).
☐ Study Plan signed by my faculty, or both faculties if a double degree.
☐ Copy of the information page of your passport.
☐ I have kept a photocopy of my application for my own records.

Students from Monash Australia:

☐ Copy of bank statement supplied by bank that clearly shows the account name, BSB number, and account number.
☐ OS-HELP loan application (if you are applying for an OS-HELP loan).
☐ One colour and one black & white photocopy of entire passport – all pages including front, back and blank pages (with two passport pages per A4 sheet) and no enlargement, reduction or double-sided copies. Passport must be valid for at least 14 months after your arrival date in Malaysia.
☐ 2 x colour passport photos taken against a WHITE background (not blue). They should be 45mm high x 35mm wide. The best place to get these is the Post Office at Monash Clayton campus.
☐ Signed Acknowledgment of Conditions form (Australian campus students only to complete)

Please Note: If you have not ticked all of the above boxes your application will be incomplete and will not be accepted by Monash Abroad.

Monash University reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash University website for updates (monash.edu). All information reflects prescriptions, policy and practice in force at time of publication. Published July 2016.

CRICOS provider: Monash University 00008C
Australian campus students only to complete

MONASH ABROAD – ACKNOWLEDGEMENT OF CONDITIONS

Student ID Number

I, (print your name in full)

Acknowledge that:

1. All the details in my Monash Abroad Application form are correct.
2. I have met all faculty requirements for participation in this program.
3. I have accessed the online copy of the Monash Abroad Survival Kit (MASK). I have read and noted the conditions and advice it contains.
4. I understand that the terms of the Monash Abroad Survival Kit apply to me whether or not I receive a Monash Abroad travel scholarship.
5. In travelling overseas to undertake my program I must assume personal responsibility for my own safety and security.
6. I will update all my contact details in WES prior to my overseas departure and I will keep them up to date while I am overseas. I will check my Monash email regularly while overseas.
7. Monash University may use the information I have provided to Monash Abroad in any way it deems necessary to ensure my safe and successful participation in the overseas study program, including disclosing that information to third parties.
8. I am responsible for ensuring that I am correctly enrolled at Monash whilst I am away, in order to receive credit towards my Monash degree for the overseas study which I am undertaking. I understand that Monash Abroad will not pay my travel grant until I am correctly enrolled.
9. I am responsible to clear all debt incurred at my host institution and if I fail to do so an encumbrance will be placed on my Monash account.
10. I am responsible for ensuring the Faculty has recorded my overseas credit on my Monash academic record within six months of my return.
11. If I do not complete my overseas study program I may be required to repay the Monash Abroad travel scholarship, and if I fail to do so an encumbrance may be placed on my Monash enrolment.
12. I understand that if my enrolment is encumbered while I am applying for or participating in the program my participation may be cancelled.

Insurance coverage:

13. I have provided all information requested by Monash Abroad to enable Monash University insurance coverage to be extended to me.
14. I have reviewed and understand my insurance coverage (monash.edu/study-abroad/outbound/financial/insurance) including the travel insurance policy and travel insurance schedule documents online.
15. I understand the extent and any limitations of the coverage provided to me by Monash University and that it is my individual responsibility to seek independent advice or further coverage at my own cost if this policy fails to meet any of my individual requirements.

Security and Safety:

16. Through the Australian Government DFAT smart traveller site (smarttraveller.gov.au) I confirm I will:
a) Subscribe to travel advice updates covering my region(s) of travel
b) Register my travel plans
17. I understand and acknowledge the 24 hour worldwide emergency assistance provided and is available to me via Dynamiq Assist and that contact information for this service has been provided to me by Monash University.
18. I acknowledge that attendance at pre-departure sessions delivered by Monash Abroad form an integral part of my international education experience. My absence at these sessions may influence travel approval, result in non-continuance or lead to other academic sanctions as listed under university representation and conduct (below).

Travel approval:

19. Independent of my academic approval for this mobility program, all travel approval is provided through Monash Abroad under the Monash student travel policy.
20. If I am required by Monash Abroad to submit a detailed travel plan for review and approval by Monash Security I understand this is a further pre-requisite to my travel approval. This may also require an individual interview with Monash Security staff to assess my capacity for travel on this program and subsequent approval or otherwise.

University representation and conduct

21. In undertaking this mobility program I represent the University internationally, with my conduct remaining subject to Monash statues and regulations (Chapter 4 – student discipline monash.edu/legal/legislation/chapter-four). I understand that any breach of these regulations may lead to encumbrance or other academic penalty as administered by my enrolling Faculty. A hard-copy of this document is available for my review via the Monash Abroad office.
22. Throughout this international program I am subject to laws and customs of the local land and regulations and policy of any partner University or host organisation forming a part of my program.
23. As part of my individual preparation I have utilised resources internal and external to Monash to inform myself of these requirements and sought advice from both Monash Abroad, my Faculty and other service providers as required.

Applicant’s Signature:  
Date: day / month / year