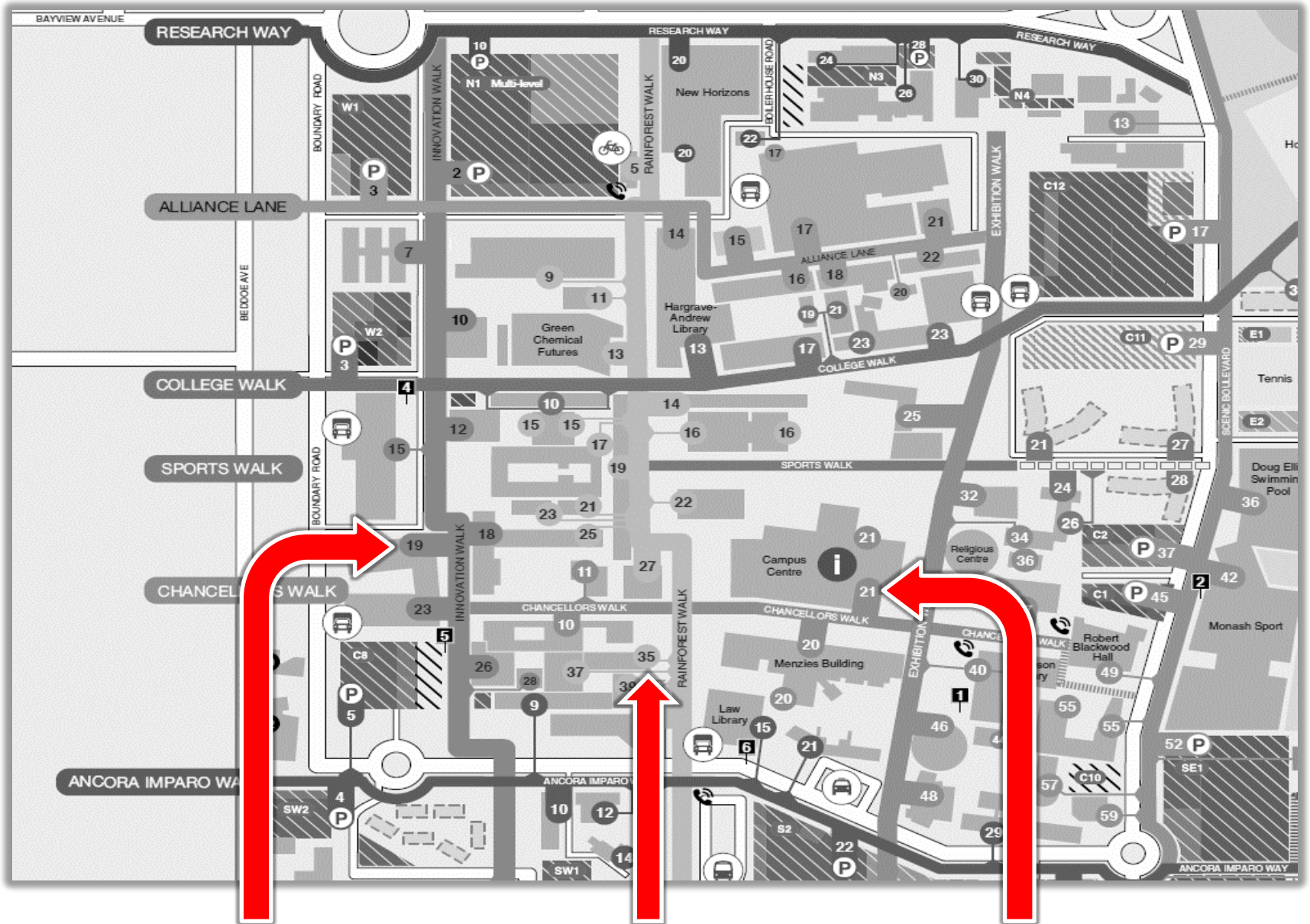




# **ADMINISTRATIVE MATTERS**



**PSYCHOLOGY  
STAFF**

**EDUCATION OFFICE**

**MONASH CONNECT**

# Your computer account



- **Access via [my.monash.edu](https://my.monash.edu)**
- **Monash email – check it twice a week**
- **WES (Web Enrolment System)**
- **Exam results**
- **Allocate Plus (Timetable)**

# Enrolment



- **International students must maintain a full time study load**
- **Credit applications must be submitted as soon as possible**
- **Respect at Monash module complete by April**

# Important Enrolment Dates



**Last day to ADD units:**

- **End of week 2**

**Last day to DISCONTINUE units  
(census date):**

- **March 31<sup>st</sup> / August 31<sup>st</sup>**

# Student Complaints and Grievances

- Monash University is committed to ensuring that all students have a positive relationship with the University and its staff members.
- Matters of concern can be resolved by following the University procedure on Complaints and Grievances
- Student advocacy and support is available.



<http://www.monash.edu/students/support/grievances>

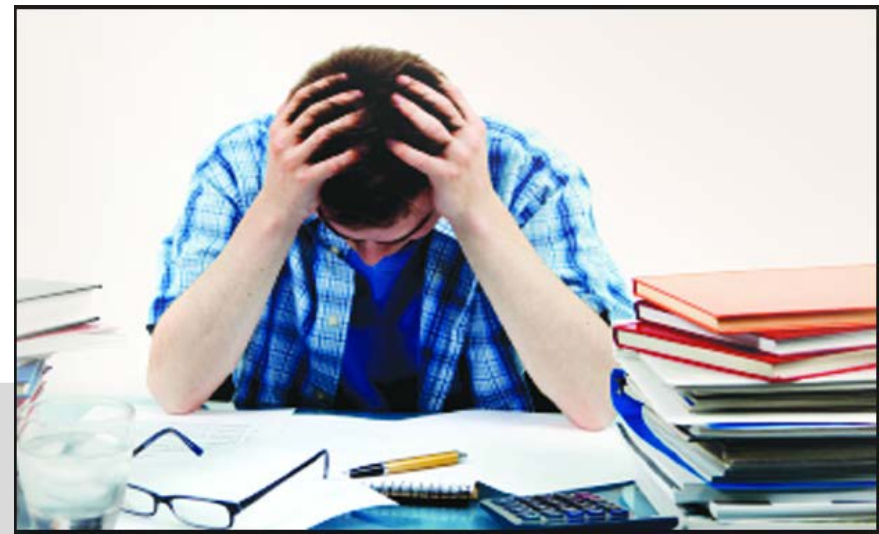
# Unsatisfactory Academic Progress

If you are not progressing satisfactorily through your course you may be sent:

1. At mid-year or end of year, an **Early Warning email**
2. At end of year, a **Notice of Referral and Hearing.**

Further information on academic progress is available on the Academic Progress website:

<https://www.monash.edu/students/unsatisfactory-progress>



# Academic Integrity at Monash



**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.

For more information see the [Monash Student Charter](#):

[www.monash.edu/students/academic/policies/student-charter](http://www.monash.edu/students/academic/policies/student-charter)

## **Why is academic integrity important?**

Academic integrity ensures that you are assessed for your own work and that your future Monash degree reflects your fitness to practice as a psychology professional.



# Academic Integrity, Plagiarism and Collusion

**Plagiarism:** using another person's ideas and/or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgment.

**Collusion:** Unauthorised collaboration on assessable work (written, oral or practical) with other people.

**Plagiarism** and **collusion** and other forms of cheating, such as submitting fraudulent medical certificates are **academic misconduct** and are viewed very seriously by the University.

**Penalties** for cheating can include failing one or more units, suspension from your studies or even expulsion from your course.

[www.monash.edu/students/academic/policies/academic-integrity](http://www.monash.edu/students/academic/policies/academic-integrity)

# Academic Integrity: How to avoid cheating

## Understand what plagiarism and collusion are:

- take notes provided in first year units and ask for help from your lecturers and tutors.
- work through the [Academic Integrity online modules](http://moodle.vle.monash.edu/my/) (<http://moodle.vle.monash.edu/my/>).

## Academic writing skills:

- seek help from the [Student Academic Support Unit, SASU](http://www.med.monash.edu.au/current/sasu.html) (<http://www.med.monash.edu.au/current/sasu.html>) and/or a [Monash library Learning Skills Advisor](https://www.monash.edu/library/skills/contacts) (<https://www.monash.edu/library/skills/contacts>)

## English language skills:

- seek help from the [Student Academic Support Unit, SASU](http://www.med.monash.edu.au/current/sasu.html)
- Join a “Let’s Chat” program through [English Connect](https://www.monash.edu/English-connect) (<https://www.monash.edu/English-connect>)

## Time Management skills:

- “Time Management and Prioritisation: Be Organised and Efficient” Monash 101 [online skills program](http://moodle.vle.monash.edu/my/) (<http://moodle.vle.monash.edu/my/>)

## Seek help:

- Seek help from [Monash Counselling Services](http://www.monash.edu/health/counselling) (<http://www.monash.edu/health/counselling>)
- Enrol in a [“Stress Management” skills program](https://www.monash.edu/students/resources/study-programs/study-skills) (<https://www.monash.edu/students/resources/study-programs/study-skills>)





Contact us for any administration enquiries at:

**<https://www.monash.edu/connect/contact-us>**

**[ug.psych@monash.edu](mailto:ug.psych@monash.edu)**