



This form is to be used by current graduate students enrolled in a course managed by the Faculty of Business and Economics who have failed the last unit to complete a graduate course and who wish to obtain a pass grade without re-enrolling in the unit.

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### **Graduate students**

Supplementary assessment is available to course-work graduate students who fail a unit, which is the last unit necessary to complete a course of study and which has been undertaken in the last semester of study, provided that they have completed all the work for the unit, have sat the final examination and have obtained a mark of between 40 and 49 per cent in the unit.

Supplementary assessment may involve your being required to

- sit for another examination; or
- it may involve a piece of additional assessment work.

If granted a supplementary examination, you may choose to sit the examination either:

- during the next official deferred and supplementary examination period in September or January; or
- the next time the unit is offered, provided this is earlier than the designated University period for such examinations; or
- in exceptional circumstances, at a time arranged with the chief examiner in the unit.

For further information contact your graduate student administration office on your home campus.

<http://www.buseco.monash.edu.au/student/kiosk/faccon/index.php>

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### **Closing dates for application**

Application for supplementary assessment must be made within five working days of the publication of your last finalised result (i.e. N, P, CR, D or HD).

### **Lodgement of applications**

Applications should be made on the attached form and submitted to the graduate student administration office on your home campus.

### **Notification of outcome**

You will be notified by your graduate student administration office of the outcome of your application by email to your Monash email account.

- If you have been granted additional assessment, it is your responsibility to contact the examiner to confirm arrangements.
- If you have been granted a supplementary examination during the next official university supplementary and deferred examinations period, you should check the examination timetable for details at <http://www.monash.edu.au/exams/>

### **Privacy statement**

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

**SECTION A Personal details**

Date of birth		Title		Monash ID									
Given names				Family name									
Monash email address (the Faculty sends emails to this account ONLY)				_____@student.monash.edu									

**SECTION B Course details**

Course code	Course title

**SECTION C Application details**

Please check that you meet the requirements for the granting of supplementary assessment for the last unit to complete a graduate course, and tick ✓ the boxes below.

I wish to apply for supplementary assessment for the last unit to complete my undergraduate course.

Student to complete	Office use only - eligibility	
I have already passed all other units in my course <input type="checkbox"/>	<input type="checkbox"/> <i>confirmed GSAO</i>	<i>Student administrator (name)</i>
I have completed the unit and received a mark of at least 40 – 49 per cent. <input type="checkbox"/>	<input type="checkbox"/> <i>confirmed GSAO</i>	
I have been enrolled in the unit within the last semester of study. <input type="checkbox"/>	<input type="checkbox"/> <i>confirmed GSAO</i>	<i>Date</i>
I have completed all the work required for the unit, including any examination component, if applicable. <input type="checkbox"/>	<input type="checkbox"/> <i>confirmed Examiner</i>	<i>Examiner (name)</i>
		<i>(signature)</i>
		<i>Date</i>

STUDENT SIGNATURE		Date	
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Office use only – outcome			Examiner to complete and return to GSAO by	(date)
Not eligible <input type="checkbox"/>	Supplementary examination during next supp/def period <input type="checkbox"/>	Additional assessment <input type="checkbox"/>	Other <input type="checkbox"/>	
Notes				

Office use only – outcome (Graduate student administration office to complete)			
Result amended to NS (supp exam granted) <input type="checkbox"/>	<i>Student Administration Officer (name)</i>		
Result amended to WH (additional assessment or exam as arranged with examiner). <input type="checkbox"/>	<i>Signature</i>	<i>Date</i>	
Student notified of outcome by email	<i>Student Administration Officer (name)</i>		
	<i>Signature</i>	<i>Date</i>	