

This form is to be used by Australian Citizens and Australian Permanent Residents who wish to apply for a Business and Economics Honours course at Berwick, Caulfield, Clayton, Gippsland or Peninsula campus. This form is **not to be used** by INTERNATIONAL students, who must apply directly to Monash University International Admissions.

Entry requirements

Applicants must have completed a business or commerce single or double bachelor degree from an approved tertiary institution, with a minimum average grade of 65 per cent (or equivalent) in the major business discipline area.

Further information regarding entry requirements can be found at:

<http://www.monash.edu.au/pubs/handbooks/undergrad/>

Please check the particular entry requirements of the Honours degree to which you are seeking admission.

Degree titles and codes

Berwick

- **Bachelor of Business and Commerce (Honours)**
Course Code 3169; available in the disciplines of accounting, economics, e-business, human resource management, management, marketing, marketing communication, public relations and tourism.

Caulfield

- **Bachelor of Business (Honours)**, Course Code 0508; available in the disciplines of management, marketing and taxation.

Clayton

- **Bachelor of Commerce (Honours)**, Course Code 0181; available in the disciplines of accounting & finance, banking & finance, economics, econometrics, management and marketing. Also combined honours in finance/econometrics and economics/econometrics. (Note: some Accounting and Finance units will be offered at Caulfield Campus)
- **Bachelor of Economics (Honours)**, Course Code 0024, same disciplines as BCom (Hons) above.

Gippsland

- **Bachelor of Business and Commerce (Honours)**, Course Code 3169; available in the disciplines of accounting, economics, management and marketing.

Peninsula

- **Bachelor of Business and Commerce (Honours)**, Course Code 3169; available in the disciplines of accounting, economics, management and marketing.

Honours course commencement

All Honours courses commence in semester 1, except the Marketing, Accounting & Finance, Banking & Finance and Finance/Econometrics disciplines of the BCom (Hons) which commence on the first Monday in February. Some courses offer commencement in semester 2. Please check with the relevant campus.

Closing dates

Semester 1 admission: 30 November

Semester 2 admission: 31 May

Applications received after these dates will be accepted only on the approval of the Course Coordinator. Please check with the relevant campus.

Lodgement of applications

Mail or hand-deliver to: The Honours Course Administrator, Student Administration Office, Faculty of Business and Economics at the relevant campus (addresses below).

Further enquiries

Berwick - Ph 9904 7045 Fax 9904 7100

Email: enquiries.berwick@buseco.monash.edu.au

Post: Monash University, PO Box 1070, Narre Warren 3806

Caulfield - Ph 9903 2372 Fax 9903 2955

Email enquiries.caulfield@buseco.monash.edu.au

Post: Monash University PO Box 197, Caulfield East 3145

Clayton - Ph 9905 2327 Fax 9905 5499

Email enquiries.clayton@buseco.monash.edu.au

Post: Monash University, PO Box 11E, Clayton 3800

Gippsland - Ph 9902 6380 Fax 9902 6524

Email enquiries.gippsland@buseco.monash.edu.au

Post: Monash University, Northways Road, Churchill 3842

Peninsula - Ph 9904 4314 Fax 9904 4145

Email enquiries.peninsula@buseco.monash.edu.au

Post: Monash University, PO Box 527, Frankston 3199

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.

Application for HONOURS COURSE ADMISSION

SECTION A. PERSONAL DETAILS

Family name					Monash ID (if applicable)							
Title		Given names					Date of Birth					
Email	(or@student.monash.edu.au)											
Postal address Mob/phone Nos.												
Residency status	Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> (please provide certified evidence)											

SECTION B. PROPOSED HONOURS COURSE

COURSE CODE	COURSE TITLE	DISCIPLINE/MAJOR	CAMPUS

In support of your application, please attach one to two pages covering why you'd like to do honours at Monash, your areas of research interest and, if known, which topic you'd like to pursue in your honours research project. **Please note:** This information is NOT required for Management honours applicants. BBus&Com(Hons) applicants may submit this information, but are not obliged to do so.

SECTION C. PREVIOUS TERTIARY STUDY

NAME OF QUALIFICATION	INSTITUTION	COMPLETION DATE

PREVIOUS TERTIARY STUDY INFORMATION

- Applications must be accompanied by ORIGINAL or CERTIFIED copies of official academic transcripts showing units attempted, results, and where applicable, evidence of successful completion. If you supply original documents and wish these to be returned please include a stamped, self-addressed envelope. **If you are a current Monash undergraduate student or you have completed your undergraduate degree at Monash University you are not required to include your Monash transcripts.**
- Applications which fail to include evidence of previous study WILL NOT BE CONSIDERED.
- If you are currently undertaking studies, forward final results and evidence of completion as soon as this is available.
- List ALL post-secondary courses undertaken, even if transcripts are attached.
- If your present name is different from that on your transcripts, please attach appropriate CERTIFIED legal documentation, eg, deed poll certificate, marriage certificate.

APPLICANT'S SIGNATURE	DATE

SECTION D. OFFICE USE ONLY

Admissions Officer				Course Selection Officer			
Course code				Offer	Reject	(please circle)	
Qualified	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Signed	Dated / /	
Offer	Reject	Pending	(please circle)		Offer letter	Dated / /	
Signed	Dated / /			Signed	Dated / /		