Monash University Malaysia Faculty of Business & Economics

Transfer Information

FREQUENTLY ASKED QUESTIONS:

<table>
<thead>
<tr>
<th>Application closing date</th>
<th>31st October 2014 – 5pm EST</th>
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<tr>
<td>Students notified of outcome</td>
<td>Week commencing 15th December 2014</td>
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<tr>
<td>Offer lapse date</td>
<td>16th January 2015 – 5pm EST</td>
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<td>Result release</td>
<td>8th December 2014</td>
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<tr>
<td>Semester Begins</td>
<td>2nd March 2015</td>
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<tr>
<td>Enrolment date</td>
<td>Please refer to the IRS website for exact enrolment dates <a href="http://www.monash.edu.au/study/international/arriving/enrolment.html">http://www.monash.edu.au/study/international/arriving/enrolment.html</a></td>
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<tr>
<td>Orientation date</td>
<td>Please refer to the IRS website for orientation dates <a href="http://www.monash.edu.au/study/international/enrolment/orientation.html">http://www.monash.edu.au/study/international/enrolment/orientation.html</a></td>
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Q. **How many units do I need left to be eligible to transfer?**

A. All Bus Eco degrees require students to have a minimum of 8 units left to complete following a course transfer.

Students will not be considered for a course transfer if they have already completed more than two thirds of their current course ie: (16 units for the single degree and 24 units for the double degree).

NB: Not all units will necessarily be credited, and this will be taken into account when your application is being assessed. Credits granted will depend on the degree that you are transferring into and the major/s selected.

Q. **What are the requirements for a successful course transfer?**

- Meeting the minimum average requirement
- Meeting the mathematical requirement
- Have not completed more than two thirds of the current degree
- Must have completed at least 12 credit points in the current degree
- Subject to places/capacity and availability

Q. **What is the minimum average I need to be considered for transfer?**

- **Berwick**
  - BBus Administration – MINIMUM of 50%
- **Caulfield/Peninsula**
  - BBus (single degree) – MINIMUM of 60%
  - BBus (double degree) – MINIMUM of 65%
- **Clayton**
  - BCom / BEco (single degrees) – MINIMUM of 70%
  - BCom / BEco (double degrees) – MINIMUM of 75%
Q. Do I need to supply certified copies of my results with my application form?
A. Yes. All results that you are submitting with your application which you have not completed at Monash University must be certified. A certified document is the photocopy of the original which has been stamped, signed and dated with the name and position clearly written to confirm that it is a true copy of the original sighted by one of these authorised persons:

- Your current education institution
- Monash registered representative/agent
- Monash staff
- A solicitor or lawyer
- A commissioner of oath.

To request for the certification of a copy of document, you will need to bring both the original and the copy to your chosen authorized person.

If your documentation is in a language other than English, an official certified translation must be provided.

Q. What happens if I don’t get my average when my semester 2, 2014 results are released?
A. You may be offered a course where you have met the average as per course transfer policy. [http://www.buseco.monash.edu.au/esg/agu/policies/internal-course-transfers.html](http://www.buseco.monash.edu.au/esg/agu/policies/internal-course-transfers.html)

If you do not meet the entry requirements for any of the Australian campuses, you will need to continue your studies at Malaysia Campus.

Q. Can I apply for more than one Monash Australian campus?
A. Yes, you may apply for more than one campus. However, you must submit a separate application for each course/campus and clearly list your order of preference.

Q. I currently meet the minimum average to transfer. Will I be guaranteed a place?
A. No. Course transfer is subject to capacity. Meeting the minimum requirements does not guarantee entry.

Q. I don’t meet the maths requirement to transfer. Are there any units I can take in Malaysia that will make me eligible to transfer?
A. ENG1091 – Mathematics for Engineering is offered at Sunway campus that will allow you to meet the maths requirements to transfer into all campuses.

OR

MTH1020 – Analysis of Change is offered via distance education (online) and will allow you to meet the maths requirement to transfer into all campuses.

MAT1830 – Discrete Mathematics for Computer Science is offered at the Sunway campus and will allow you to meet the maths requirement to transfer into Caulfield, Berwick, OR Peninsula campus. Note: This maths unit does not meet the maths requirement for entry into the Clayton campus.

MAT2003 - Continuous Mathematics for Computer Science is offered at the Sunway campus and will allow you to meet the maths requirement to transfer into Caulfield, Berwick, OR Peninsula campus. Note: This maths unit does not meet the maths requirement for entry into the Clayton campus.
Please discuss your enrolment into these units with the Business and Economics student services staff on the Sunway campus.

Q. I don’t currently meet the maths requirement, but I am enrolled in a unit that will make me eligible. Will I get a conditional offer?
A. The Faculty is unable to make any conditional offers for course transfer. If you have not met the requirements at the time offers are made, you will not be made an offer and therefore, you will need to apply again for the next semester.

If you are doing the maths unit in semester 2, you will be considered for a course transfer as results are released in December which is when offers are made.

Q. I have a deferred exam for semester 2, 2014 can I still transfer?
A. Yes but please take caution.
The final result of the unit from the deferred exam will change to a mark of ‘0’. This mark will be included when calculating the average. The deferred exam will be forfeited.

Q. I am enrolled in a Summer unit, can I still transfer?
A. No. Results for summer are released in March.

Q. What date do I enrol?
A. Please check the International Recruitment Service website for the full list of enrolment dates, times and locations.
http://www.monash.edu.au/study/international/arriving/enrolment.html

You must be physically present on enrolment day.
If you do not enrol on your allocated date and time, your offer will lapse.
Proxies are not permitted to enrol on your behalf.

NB: The Faculty of Business and Economics does not allow students to enrol late.

Q. When is Orientation week?
A. Orientation week is 23rd – 27th February 2015. It is compulsory for all students to attend.

Q. How do I apply?
A. An internal course transfer application form http://www.adm.monash.edu.au/admissions/undergrad/application/internal-course-transfer.html must be submitted to each campus you are applying to. You are required to include your course and campus preferences. The form must be completed in full.

All applications must be submitted via email to the address listed below. Proof of mathematics completion must be included if not completed at Monash University.

For further information or to submit your application please contact:

Berwick: enquiries.berwick@monash.edu +61 3 990 47045
Caulfield: enquiries.caulfield@monash.edu +61 3 990 31400
Clayton: enquiries.clayton@monash.edu +61 3 990 52327
Peninsula: enquiries.peninsula@monash.edu +61 3 990 44314