## Transfer Information

### FREQUENTLY ASKED QUESTIONS:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application closing date</td>
<td>Tuesday 10th June, 2014 – 5pm EST</td>
</tr>
<tr>
<td>Students notified of outcome</td>
<td>No later than Friday 20th June, 2014 – 5pm EST</td>
</tr>
<tr>
<td>Offer lapse date</td>
<td>Friday 27th June, 2014 – 5pm EST</td>
</tr>
<tr>
<td>Result release</td>
<td>14th July 2014</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>28th July 2014</td>
</tr>
<tr>
<td>Enrolment date</td>
<td>Please refer to the IRS website for exact enrolment dates</td>
</tr>
<tr>
<td>Orientation date</td>
<td>Please refer to the IRS website for orientation dates</td>
</tr>
</tbody>
</table>

Q. **What is different with the offers for semester 2, 2014 intake?**
A. Students will be receiving conditional offers immediately after they submit their application provided they meet the entry requirements and average for the course they are applying for based on their current WAM. After the release of results for semester 1, 2014 your WAM will be checked again to ensure you have met the required average.

Q. **What happens if I don’t get my average when my semester 1, 2014 results are released?**
You may be offered a course where you have met the average as per course transfer policy. [http://www.buseco.monash.edu.au/egs/agu/policies/internal-course-transfers.html](http://www.buseco.monash.edu.au/egs/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. **How many units do I need left to be eligible to transfer?**
A. All BusEco 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. Your conditional offer will include information regarding credit.
Q. **What is the minimum average I need to be considered for transfer?**

- **Berwick**
  - BBus Administration – MINIMUM of 50%
- **Caulfield/Peninsula**
  - BBus (single degrees) – MINIMUM of 60%
  - BBus (double degrees) – MINIMUM of 65%
- **Clayton**
  - BCom/BEco (single degrees) – MINIMUM of 70%
  - BCom/BEco (double degrees) – MINIMUM of 75%

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 on each course transfer application form.

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. The complete academic record is considered including all studies.

Q. **I don’t meet the mathematics requirement to transfer. Are there any units I can take in Malaysia that will allow me 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.
  - 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 will make a conditional offer for course transfer to students who are enrolled in a maths unit but students must meet the minimum requirements at the time of assessment.

Q. **I have a deferred exam for semester 1, 2014 can I still transfer?**

A. No. Students with a deferred exam for semester 1, 2014 will not be able to transfer.

Q. **I am enrolled in a Winter unit, can I still transfer?**

A. No. It is not possible to process the course transfer if students are enrolled in a Winter unit offering.

Q. **What date do I enrol? Am I expected to attend Enrolment Day?**

A. Please check the International Recruitment Service website for the full list of enrolment dates, times and locations.  

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 21st – 25th July 2014. It is compulsory for all students to attend. Further information can be found at this website http://www.buseco.monash.edu.au/student/sdo/orientation/undergrad/index.html

Q. How do I apply for a course transfer?
A. An internal course transfer application form can be found at the web link below http://www.adm.monash.edu.au/admissions/undergrad/application/internal-course-transfer.html

You must submit your application to the campus that you are applying to. You are required to include your course and campus preferences on each application form. The form must be completed in full.

All applications must be submitted via email to the address listed below. A certified copy of your successfully completed maths results must be submitted with your application form if not completed at Monash University.

Q. What is a certified copy mean?
A certified copy of a document is an unaltered copy of an original document that has been certified as being a true copy by an authorised person.

For further information or to submit your application please contact:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berwick</td>
<td><a href="mailto:enquiries.berwick@monash.edu">enquiries.berwick@monash.edu</a></td>
<td>+61 3 990 47045</td>
</tr>
<tr>
<td>Caulfield</td>
<td><a href="mailto:enquiries.caulfield@monash.edu">enquiries.caulfield@monash.edu</a></td>
<td>+ 61 3 990 31400</td>
</tr>
<tr>
<td>Clayton</td>
<td><a href="mailto:enquiries.clayton@monash.edu">enquiries.clayton@monash.edu</a></td>
<td>+ 61 3 990 52327</td>
</tr>
<tr>
<td>Peninsula</td>
<td><a href="mailto:enquiries.peninsula@monash.edu">enquiries.peninsula@monash.edu</a></td>
<td>+61 3 990 44314</td>
</tr>
</tbody>
</table>