Monash University Malaysia Faculty of Business & Economics
Transfer Information

FREQUENTLY ASKED QUESTIONS:

<table>
<thead>
<tr>
<th>Closing Date</th>
<th>29 April 2016 – 5:00 pm AEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notified of outcome</td>
<td>Week commencing 16 May 2016</td>
</tr>
<tr>
<td>Offer lapse date</td>
<td>31 May 2016 – 5:00 pm AEST</td>
</tr>
<tr>
<td>Result release</td>
<td>11 July 2016</td>
</tr>
<tr>
<td>Semester Begins</td>
<td>25 July 2016</td>
</tr>
<tr>
<td>Enrolment date</td>
<td>Please refer to the IRS website for exact enrolment dates: <a href="http://www.study.monash/student-life/getting-started">http://www.study.monash/student-life/getting-started</a></td>
</tr>
<tr>
<td>Orientation date</td>
<td>Please refer to the IRS website for orientation dates: <a href="http://www.study.monash/student-life/getting-started">http://www.study.monash/student-life/getting-started</a></td>
</tr>
</tbody>
</table>

Q. How many units do I need left to be eligible to transfer?
A. All Faculty of Business and Economics degrees require students to have a minimum of eight units (48 credit points) remaining 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 i.e.: (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?
A. To be eligible to course transfer, students must:
   o Meet the minimum average requirement
   o Meet the mathematical requirement
   o Have a satisfactory academic record
   o Have not completed more than two-thirds of their current degree
   o Must have completed at least two units (12 credit points) in their current degree

Eligibility to course transfer is also subject to places/capacity and availability.

Q. What is the minimum course average I need to be considered for transfer?
A. Berwick
   Bachelor of Business Administration – minimum of 50%
   Bachelor of Business (single degree) – minimum of 60%
   Bachelor of Business Specialist (single degree) – minimum of 60%
   Bachelor of Business (double degrees) – minimum of 65%
   Bachelor of Business Specialist (double degrees) – minimum of 65%

Caufield/Peninsula
   Bachelor of Commerce (single degree) – minimum of 70%
   Bachelor of Commerce Specialist (single degree) – minimum of 70%
   Bachelor of Commerce (double degrees) – minimum of 75%
   Bachelor of Commerce Specialist (double degrees) – minimum of 75%

Clayton
   Bachelor of Commerce (single degree) – minimum of 70%
   Bachelor of Commerce Specialist (single degree) – minimum of 70%
   Bachelor of Commerce (double degrees) – minimum of 75%
   Bachelor of Commerce Specialist (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 have not been 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, which has been sighted by one of these authorised persons:
   o Your current education institution
   o Monash registered representative/agent
   o Monash staff (e.g. Student Services Office staff at the Sunway campus)
   o A solicitor or lawyer
   o A Commissioner of Oath.

To request for the documentation to be certified, you will need to provide both the original and the copy to your chosen authorised person.

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

Q. What happens if I don’t get my average when my Semester 1, 2016 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

If you do not meet the entry requirements for any of the Australian campuses, you will need to continue your studies at the Sunway 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. Can I apply for a course which is not listed as being offered in 2016 on Find-a-Course?
A. No. You may only apply for a course which is listed on the Find-a-Course website as being offered in 2016. If you submit an internal course transfer application for a course which is not listed on Find-a-Course, this will be rejected and you will be asked to submit a new application for assessment.

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 do not meet the mathematics 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 the Sunway campus that will allow you to meet the mathematics requirements to transfer into all campuses.

MAT1830 – Discrete mathematics for computer science is offered at the Sunway campus and will allow you to meet the mathematics requirement to transfer into Caulfield, Berwick, or Peninsula campus. 
Note: This mathematics unit does not meet the mathematics 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 mathematics requirement to transfer into Caulfield, Berwick, or Peninsula campus. 
Note: This mathematics unit does not meet the mathematics requirement for entry into the Clayton campus.

Please discuss your enrolment into these units with the Faculty of Business and Economics Student Services Office staff on the Sunway campus.
Q. I do not currently meet the mathematics requirement, but I am enrolled in a unit that will make me eligible. Will I get a conditional offer?
A. If you are currently enrolled in the mathematics unit in Semester 1, 2016 you are still able to be considered for a course transfer. If you are made a conditional offer, one of the conditions which must be met will be to successfully complete the mathematics unit. If you do not successfully complete the mathematics unit, you will not be able to course transfer.

Q. I have a deferred exam for Semester 1, 2016 can I still transfer?
A. No, the results for deferred exams for Semester 1, 2016 are released in August.

Q. I am enrolled in a Winter Semester unit, can I still transfer?
A. No, the results for Winter Semester are released in September.

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.study.monash/student-life/getting-started](http://www.study.monash/student-life/getting-started)

You must be physically present on your allocated enrolment day. Proxies are not permitted to enrol on your behalf. Your offer will lapse if you do not attend and enrol on your allocated date and time for your degree.

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

Q. When is Orientation week?
A. Orientation week is 18 July to 22 July 2016. It is compulsory for all students to attend.

Q. How do I apply?
A. You must complete and submit one internal course transfer application (including the required supporting documentation) for each course that you are applying for directly to the relevant campus. All applications must be submitted via Monash student email account to the relevant email address listed below. Proof of mathematics completion must be included if not completed at Monash University.

The internal course transfer application form can be found at the following website link: [http://www.monash.edu.au/connect/forms.html](http://www.monash.edu.au/connect/forms.html)

For further information or to submit your application please contact:

**Berwick**  
[enquiries.berwick@monash.edu](mailto:enquiries.berwick@monash.edu)  
+61 3 9904 7045

**Caulfield**  
[enquiries.caulfield@monash.edu](mailto:enquiries.caulfield@monash.edu)  
+61 3 9903 1400

**Clayton**  
[enquiries.clayton@monash.edu](mailto:enquiries.clayton@monash.edu)  
+61 3 9905 2327

**Peninsula**  
[enquiries.peninsula@monash.edu](mailto:enquiries.peninsula@monash.edu)  
+61 3 9904 4314