2015
Postgraduate Student Information Booklet
Key Contacts

Student Services - Business and Economics

Our Student Services staff are available to assist you with any issues related to your enrolment in the Faculty of Business and Economics. For example:

- Course advice
- Complementary study
- Course discontinuation
- Course transfers
- Credit
- Enrolment amendments
- Intemission
- Study Abroad/Exchange Program
- Special consideration
- Underload for international students

Building N, Level 4
27 Sir John Monash Drive
Caulfield East VIC 3145

Telephone: +61 3 9903 1400 or +61 3 1300 784 990
Facsimile: +61 3 9903 1357

Monday to Friday: 8.45am - 5pm

Weeks 1 and 2 of semester 1 and semester 2
Monday to Friday: 8.45am - 6pm

Postal address:
Student Services
Faculty of Business and Economics
Monash University
PO Box 197
Caulfield East VIC 3145
Australia

Email: enquiries.caulfield@monash.edu
Website: buseco.monash.edu.au/student/

BusEco Course advice booking system:
The BusEco Course Advice portal supports students who are enrolled in Faculty of Business and Economics at Australian campuses. You can book an appointment online for face-to-face course advice with Student Services.
my.monash.edu.au/news-and-events/bookings/busecoalv/

Monash Connect - Caulfield

Monash Connect is located on every campus and acts as an interface between university staff, students and the general public.

Monash Connect makes it easy to access information and get you the support you need. Services offered include:

- Administrative services - ID cards, enrolments, fees, graduations, exams, scholarships, parking, travel concessions, student forms, official letters and academic transcripts
- International student support - advice on visas, eCOE, and residency
- Financial assistance - with loans and grants
- Off-campus accommodation - information and guidance

Building A, Ground Floor
900 Dandenong Road
Caulfield East VIC 3145

Telephone: 1800 MONASH (1800 666 274) or +61 3 9902 6011
Monday to Friday: 9am - 5pm
Website: monash.edu.au/connect/

CRICOS provider: Monash University 00008C
Important dates for 2015

Principal dates
Important University dates include:
• semester dates and University holidays
• important events and deadlines
• Victorian tertiary dates
monash.edu.au/students/dates/principal-dates

Census dates and teaching periods
The census date is:
• when you become liable for fees for the units you’re enrolled in
• the last day you can discontinue without ‘withdrawn’ showing on your academic record (there are some exceptions)

If you discontinue a unit after certain dates, your academic record can show withdrawn or withdrawn fail. You should understand how discontinuation dates can affect your fees and academic record.
monash.edu.au/enrolments/dates/census

Dates for WES access
monash.edu.au/enrolments/dates/

New enrolments - WES access dates
Most direct entry students can enrol in units online, using the Web Enrolment System (WES).

Some direct entry students need to fill in a ‘Course Enrolment form’. Get this from your managing faculty and have it approved by them (unless otherwise advised).

Your offer letter will provide information on how to enrol in units
monash.edu.au/enrolments/dates/new-enrolments

Re-enrolments - WES access dates
Re-enrol using the Web Enrolment System (WES). A late fee applies for late enrolment.
monash.edu.au/enrolments/dates/re-enrolments

Change units - WES access dates
monash.edu.au/enrolments/dates/change-units

Late or failure to re-enrol
monash.edu.au/enrolments/re-enrol/late-or-failure
Postgraduate Student Booklet 2015

This booklet will provide you with information regarding your studies here at Monash University. It is highly recommended that you read this guide to make your transition to postgraduate study a smooth and enjoyable one.

Please use this guide in conjunction with:
- the online Handbook: monash.edu.au/pubs/handbooks
- the Faculty of Business and Economics website: buseco.monash.edu.au
- the information page for all current Faculty of Business and Economics students: buseco.monash.edu.au/student

Contents

Key Contacts .......................................................................................................................................................................................... 1
Important dates for 2015 ........................................................................................................................................................................ 2
Faculty of Business and Economics ...................................................................................................................................................... 4
  Mission, Vision, Values ......................................................................................................................................................................... 4
  Student Charter, Student Code of Ethics, Student Responsibilities ...................................................................................................................... 5
Steps to enrolling at Monash ................................................................................................................................................................... 6
  IT information - Setting up your Authcater account .............................................................................................................................. 6
  my.monash Portal .................................................................................................................................................................................... 6
  Your Monash Email Account .............................................................................................................................................................. 7
  Web Enrolment System (WES) .......................................................................................................................................................... 6
  Monash University Timetable System (MUTTS) .................................................................................................................................. 8
  Allocate+ .............................................................................................................................................................................................. 8
  Learning Systems (Moodle) .............................................................................................................................................................. 9
Orientation ........................................................................................................................................................................................................... 10
Postgraduate Student Development Programs ............................................................................................................................................... 10
  Academic Skills Development ........................................................................................................................................................... 10
  Professional and Personal Development ............................................................................................................................................... 11
  Leadership ............................................................................................................................................................................................ 12
  Career Development ......................................................................................................................................................................... 12
Course and unit matters .......................................................................................................................................................................... 13
  Handbook - online .............................................................................................................................................................................. 13
  Course maps ...................................................................................................................................................................................... 13
  Course advisers ................................................................................................................................................................................ 13
  Applying for Credit ........................................................................................................................................................................... 13
Recognition of prior learning (RPL) .................................................................................................................................................. 14
  Professional recognition ................................................................................................................................................................. 14
  Discontinuation ................................................................................................................................................................................ 14
  Leave of absence - intermission .................................................................................................................................................. 14
ESOS Act - international students ...................................................................................................................................................... 14
  Request to underload - international students ........................................................................................................................................... 14
Cross-faculty enrolment ........................................................................................................................................................................ 14
  Course transfer ................................................................................................................................................................................ 14
  Exchange/Study Abroad ................................................................................................................................................................. 15
  Special consideration ......................................................................................................................................................................... 15
  Grievance .......................................................................................................................................................................................... 15
  Academic Progress .......................................................................................................................................................................... 16
  When you complete your studies ................................................................................................................................................... 16
Departments and centres .......................................................................................................................................................................... 18
Course Directors .................................................................................................................................................................................... 18
Study Support .................................................................................................................................................................................................. 19
  Library ............................................................................................................................................................................................. 20
  Research and Learning Skills ...................................................................................................................................................... 20
  Bookshop - Caulfield campus ....................................................................................................................................................... 20
  Study areas and general spaces specifically for postgraduate students - Caulfield campus ......................................................... 20
  Monash University Student Associations - MONSU, Business and Economics focussed clubs, MPA, OSS ........................................ 21
  Student life and support services - Medical and health services, Disability services, Equity and social inclusion ..................... 21
  Counsellor ...................................................................................................................................................................................... 22
  Monash Sport - Caulfield Fitness Centre ........................................................................................................................................... 22
  Travelling to the Caulfield Campus ................................................................................................................................................ 22
Useful Websites ..................................................................................................................................................................................... 23
  A-Z list .............................................................................................................................................................................................. 23
  Caulfield campus map ................................................................................................................................................................. 24

While the information provided herein was correct at the time of publication (December 2014), Monash University reserves the right to alter procedures, fees and regulations should the need arise. Students should carefully read all official correspondence, other sources of information for students and the official University noticeboards to be aware of any changes.
Mission, Vision and Values

Our mission

The Faculty of Business and Economics engages in high quality research and education to have a positive impact on a changing world.

The Faculty pursues its mission by:

- recruiting talented staff and students and providing them with a responsive, relevant and challenging intellectual environment that supports academic excellence
- leveraging its scale, scope and international reach to conduct high quality research that extends the boundaries of knowledge
- applying knowledge in a way that helps to address the theoretical and practical challenges that face communities around the world
- delivering degree programs that develop, enhance and reward critical and creative scholarship and global engagement
- embracing a philosophy of continuous improvement driven by rigorous self-assessment and external benchmarking.

Our vision

The Faculty of Business and Economics at Monash University will be recognized as one of the world’s leading academies of scholarship in business, economics and related disciplines, with the standing of its flagship activities verified by the most esteemed international arbiters of quality.

Our values

Consistent with Monash University, the Faculty of Business and Economics upholds the values of human rights, social justice, and respect for diversity in individuals, communities and ideas. While pursuing its mission and vision, the Faculty is committed to:

- excellence in education, research and everything we do
- providing opportunities for staff and students to pursue their individual career aspirations
- providing a collegiate environment in which we treat our students, staff and community with respect
- responsible and effective global citizenship
- local, national and international engagement in its education and research
- integrity, transparency and accountability in our internal governance
- working collaboratively with all our stakeholders
- upholding the principles for responsible management education.

An internationally recognised business education

The Faculty of Business and Economics has been awarded international business school accreditation by the Association to Advance Collegiate Schools of Business (AACSB), the Brussels based European Quality Improvement System (EQUIS), and the Association of MBAs (AMBA).

Monash University is the first Group of Eight university to have achieved the esteemed “triple crown” business school accreditations for its Melbourne-based Business and Economics faculty by AACSB, EQUIS and AMBA. These globally-recognised accreditations place the university in the elite ranks of less than one per cent of business schools worldwide with triple crown accreditation.

The Faculty is also a signatory to the Principles for Responsible Management (PRIME) and is implementing the six principles of PRME through its education, research, strategic partnerships and membership networks. Such accreditations and signatories enhance the Faculty’s links with the professions and accredited institutions across the globe.
Student Charter, Code of Ethics and Responsibilities

Monash University Student Charter

The Monash Student Charter sets out the key expectations of students and the University regarding academic engagement, integrity, behaviour and wellbeing.

monash.edu.au/students/policies/student-charter

Faculty of Business and Economics

Student Code of Ethics

As a student at Monash University:

- I will maintain the highest ethical standards
- I will foster an inclusive and welcoming atmosphere on campus
- I will pursue my academic studies with rigour and proactively enrich my own education
- I will have respect for my peers and for staff at all times
- I will make the most of the opportunities available to me and not leave behind any regrets from my university years.

Student Responsibilities

As a student at Monash University it is your responsibility to:

- apply yourself to your studies to the best of your abilities
- become familiar with the rules and regulations governing the degree in which you are enrolled, and ensure that the units selected meet the degree requirements
- be aware of the policies and practices of the University and of any faculty and department in which you are enrolled and which are contained in the materials and information made available to you
- be aware of the rules and regulations concerning the use of University computing, library and other facilities, as set out in published material
- meet deadlines for work to be submitted
- take the initiative and consult appropriately when problems arise
- submit original work for assessment without plagiarising or cheating
- for on-campus students, attend lectures, tutorials and seminars for each unit in which you are enrolled and, for distance education students, to consider thoroughly all course materials and participate in all prescribed residential schools
- accept joint responsibility for your own learning
- contribute to the development of University programs and policies by participating in consultative and deliberative processes in a responsible and ethical manner
- be aware of the University’s commitment to equal opportunity and to demonstrate tolerance and respect for all members of the University community
- respect the right of staff members to express views and opinions
- respect the working environment of others in all areas of the University.
Steps to enrolling at Monash

IT information – Setting up your Authcate account

Monash University provides a wide range of IT services and facilities which you can access using the on-campus computer labs. Access is also available on campus via the wireless network. Many Monash IT resources are also available via the internet, so you can access them from home or work.

Every student must register for a computer account to enable access to Monash University’s computer services and facilities. The following link guides you through the online process to obtain your Monash Authcate username and password:

monash.edu.au/esolutions/

Should you require any assistance please contact the eSolutions Service Desk. To submit a problem/request to the eSolutions Service Desk go to servicedeskonline.monash.edu or visit one of the on-campus areas below. (A current student ID card is required for all on-campus enquiries.) All Student Service Desks are closed over University closure days.

### All Australian campuses
**Telephone:** +61 3 9903 2777  
**Semester**  
**Mon to Thu:** 8am - 8pm  
**Fri:** 8am - 5pm, **Sat:** 10am - 3pm  
**Exams and Holidays**  
**Mon to Fri:** 9am - 5pm

### Clayton campus
**Campus Centre, 21 Chancellors**  
**Walk, Ground floor with Monash Connect**  
**Semester**  
**Mon to Fri:** 9am - 5pm  
**Semester break**  
**Mon to Fri:** 10am - 3pm

### Peninsula campus
**Building A, Level 2**  
**Semester**  
**Mon to Fri:** 8.30am - 5pm  
**Semester break**  
**Mon to Fri:** 9am - 5pm

### Malaysia campus
**Building 9, Level 3**  
**Telephone:** +60 3 5514 6200  
**Email:** servicedesk@monash.edu.my  
**Semester and Semester break**  
**Mon to Fri:** 8.30am - 5.30pm

### South Africa campus
**Lecture Building L2.22**  
**Telephone:** +27 11 950 4077  
**Email:** sahelpdesk@monash.edu  
**Semester and Semester break**  
**Mon to Fri:** 8am - 5pm

### Caulfield campus
**Service Centre, Building A, Ground floor**  
**Semester**  
**Mon to Thu:** 9am - 8pm  
**Fri:** 9am - 5pm  
**Semester break**  
**Mon to Fri:** 9am - 5pm

### Berwick campus
**Building 901, Learning Commons**  
**Semester and Semester break**  
**Mon to Fri:** 9am - 5pm

### my.monash Portal

The my.monash portal is a one-stop personalised web page for each student and staff member at Monash. It provides a gateway to all the relevant web-based academic, administrative, social and support resources that are of most benefit to you.

You can access your portal from any computer that is connected to the internet, whether you are on campus or sitting in an Internet café in the Greek islands.

By logging in to your portal at my.monash.edu.au you can access:
- Monash email account, including quota usage
- Study and administration such as WES, Moodle, Allocate+, Unit pages
- Library services and resources
- Campus services

- News and events
- Fee assessment
- Make changes to enrolment
- Changes to University procedure
- Course advice and application outcomes
- Buseco Course Advice booking system
- Re-enrol
- Apply to graduate
- Apply to intermit (domestic students)

To access your own my.monash portal, you will need your Authcate username and password and know how to operate a web browser. If you haven’t already received your Authcate details, you can contact your nearest eSolutions Service Desk for assistance. NB. Password changes will not be provided by email or fax.
Your Monash Email Account

The university will only use your university email address when corresponding with you via email. All electronic communication to the University must be sent from your Monash University student email account and must include your full name and student ID number. It is essential that you check your Monash email account on a regular basis.

All hardcopy correspondence will be sent to the address that you have recorded as your postal address. If you need to change your address you may do so online via WES (see below).

Web Enrolment System (WES)

The Enrolment Site
WES is a vital information source and resource for students. This site allows you to amend your enrolment details online, check your examination timetable and academic record, apply to extend your ecce, check fee statements and apply to graduate, among other things.

Enrolment information and detailed step-by-step menu guides can be found on the WES web site: monash.edu.au/enrolments/resources/wes/

Note: International students must complete their initial enrolment in person with their Faculty. All subsequent re-enrolments should be completed via WES.

Transaction Records
If making any amendments to your enrolment, please ensure you submit your enrolment details before logging out of the system.

IT IS CRITICAL THAT YOU PRINT OR SAVE THE TRANSACTION NUMBER AND DETAILS for all transactions performed on this site. They will be required in the event of an enrolment issue.

An email will be sent to your Monash email address with all the details on the enrolment form/s when submitted, including your transaction number.

If you do not see a Transaction Number you have not completed the enrolment step. A transaction number is issued for each of the following forms: Enrolments Questionnaire, FEE-HELP and Unit Enrolment.

WES Enrolment Checklist:
1. Postal Address updated
   Emergency Contact Details Updated
   Mailing Name Format

2. Enrolment Questionnaire

4. Unit Enrolment

Transaction #

Transaction #

Should you have any difficulty completing your enrolment requirements on-line, it is essential that you contact your Faculty Student Services office before the enrolment cut-off dates. International students will be required to enter their Overseas Student Health Cover details.

Enrolment Planner

Semester 1 Enrolment

Unit Code | Unit Name
---|---
1 |
2 |
3 |
4 |

Semester 2 Enrolment

Unit Code | Unit Name
---|---
1 |
2 |
3 |
4 |

Important Enrolment Information

When enrolling and allocating into units, you are responsible for ensuring that you are able to attend all scheduled teaching activities required to study each unit.

Students who are unable to attend scheduled classes throughout the semester should amend their enrolment by the published census date (to avoid any penalty), and withdraw from the unit so they will not be disadvantaged by their inability to attend. If students choose to continue with the unit they accept full responsibility for this decision and undertake to make their own arrangements to ensure they keep up to date with the unit.

No alternative arrangements will be made by the Faculty.

Note: The Faculty of Business and Economics does not permit students to add units after the end of teaching week 2 of the relevant semester.
Access is easy
Allocate+ runs on the internet and can therefore be accessed from anywhere, as long as you have an internet connection and a PC with the following browsers (or later) Firefox 4, Internet Explorer 8, Safari 5, Google Chrome 11 and Opera 9. You may use the computers in the computer labs within the University as long as you have your Authcate username and password.

How to access Allocate+
1. Log onto monash.edu/timetables/login
2. Click on Student.
3. Enter your Authcate username and password.
4. Once logged in, your units will be listed on the left-hand side of the screen. You will only allocate for the current semester. Click on each unit and select your lecture, tutorial and laboratory time.
5. You can adjust your allocation providing there are places available in the lecture, tutorial or laboratory you wish to attend.

Note: The Faculty of Business and Economics does not permit students to add units after the end of teaching week 2 of the relevant semester.

Allocate+
Allocate+ is the online system Monash students use to allocate themselves into lectures, tutorials and laboratories. Allocate+ provides:
- a clash free timetable
- a personal timetable
- an accurate record of the official class list that will be used:
  a. if unallocated students attend a lecture/tutorial, they will be directed to leave
  b. to record attendance and provide assessment lists.

Business and Economics students undertaking the following forms of study are not required to use Allocate+:
- off-campus learning
- flexible learning
- online

If you are studying a combination of units on and off-campus, you are required to allocate into your on-campus unit(s) only.

Domestic students who are unable to attend scheduled classes throughout the semester should amend their enrolment by the published census date (to avoid any penalty) and to withdraw from the unit so as to not be disadvantaged by their inability to attend.

International students must discuss with a course adviser before discontinuing any units from their enrolment due to visa implications.

If students choose to continue with the unit they accept full responsibility for this decision and undertake to make their own arrangements to ensure they keep up-to-date with the unit requirements.

No alternative arrangements will be made by the Faculty.

Allocate+ allocates you into the teaching activities for a unit you are enrolled in. To enrol in a new unit or change an enrolled unit, access WES (Web Enrolment System). After you enrol in units or change your units, you are required to access Allocate+ and update your allocations.

Each unit can comprise of a number of activity groups (ie. lectures, tutorials and computer labs) and you are required to allocate into each activity for that unit.

Allocate+ will automatically allocate students into classes where there is only one single activity and therefore no choice to be made.
Learning Systems (Moodle)

Learning systems refers to a collection of online learning tools, including Moodle.

Moodle
Moodle allows you access to online study-related resources related to the units you are enrolled in at Monash. Resources and features include:

- Unit guide and lecture notes available for download
- Important announcements
- Quizzes and assessment
- Online discussion groups
- Grades
- Calendar of key dates for the semester
- Uploading of assignments

Please explore the information on this site to help you make the most of Moodle. New resources will be added often, and the latest support documents and announcements will be published here.

To login go to: my.monash.edu.au

For computer set-up, login or any problems you are experiencing with Moodle contact the eSolutions Service Desk:

Website: monash.edu/esolutions/contact/

Telephone: +61 3 9903 2777 option 1 for Moodle

Email: esolutions-servicedesks@monash.edu

How do I get access to Moodle?
An account for units you are enrolled in is created automatically by central university systems and can be accessed through your my.monash portal my.monash.edu.au

Changes to student enrolments will be processed overnight and will be reflected the next day in the portal.

What happens to my access if I am sitting a deferred exam?
All Moodle sites will be available to students until after the deferred examination period.
Our Postgraduate Orientation Program is an essential start to your graduate studies at Monash. The program is designed to provide you with an introduction to the University, your Course Director and your fellow students. You will receive a detailed overview of the expectations of postgraduate studies and the services available to help you maximise your study experience.

We also offer our new postgraduate students the opportunity to participate in a selection of short optional workshops during orientation week at Caulfield campus. This orientation workshop series is streamed into three categories aiming to offer something for everyone:

- academic skills development, including library workshops
- personal development
- professional and career development

The workshops are voluntary and although they do not offer any credit towards your field of study, they provide you the chance to help you develop good study habits, meet other new postgraduate students in an informal setting, and begin to create your own networks, all essential elements in giving you a head start with your postgraduate studies.

Create a personalised orientation program using the online Orientation ePlanner

There are academic events and social activities designed to help you get settled, connected and equipped for your Monash experience.

monash.edu.au/orientation

Online resource - Academic orientation

We want to make your transition into university as smooth as possible. So to help you get your university brain engaged, we are offering you an opportunity to participate with an online resource that will help further develop your critical thinking skills as you begin your university journey, prior to commencing with us in orientation week.

Monash provides an online Academic Orientation program. You are invited to join the conversation and start your University intellect now. This online academic orientation does not take the place of your compulsory orientation week program with the Faculty, so you should make sure you have those dates in your diary.

You can enrol in the Academic Orientation Moodle unit in your Moodle units in your my.monash portal.
Postgraduate Student Development Programs

Complementing your postgraduate academic studies, our Student Development Office delivers leading edge workshops and programs to enhance your professional, personal and employability skills resulting in well rounded prospective employees who are able to engage in the global market place.

We provide a suite of targeted programs that assist postgraduates in the faculty with academic skill development, professional and personal development and career planning. Our programs are designed to improve your student experience by:

- facilitating your transition into postgraduate studies
- helping you become part of the Faculty of Business and Economics community
- enhancing your employability
- providing you with help to manage and grow your career
- linking you with the corporate community.

The complete suite of programs and a more detailed selection can be found at our Student Development site:
buseco.monash.edu.au/student/sdo

The range of workshops and programs are designed to assist you with the process of managing life, learning and work by providing you with the knowledge, skills, attitudes and behaviours required to develop and manage your studies and career path more effectively.

You can register for these free workshops and programs via the BusEco Postgrad booking system through your my.monash portal.

The Graduate Success Bulletin blog will keep you informed about student development opportunities, academic, professional and personal development, student ambassador leadership programs, career development, mentor programs, networking and support programs to enhance your student learning experience to get you where you want to go.
blogs.monash.edu/gsbulletin

You can also keep up to date with our Student Development activities and opportunities on our Facebook and on Twitter
twitter.com/MonashBusEcoSDO

Email: student.development@monash.edu

Academic Skills Development

We offer a range of academic skills development programs designed to further develop and enhance your academic skills.
buseco.monash.edu.au/student/sdo/academic-skills-development

ADEPT program

The ADEPT program is exclusively for our current Faculty of Business and Economics postgraduate students and aims to provide you with more opportunities to increase your study abilities and contribute to your study outcomes. ADEPT will help you develop better study habits, deepen your academic analysis skills, and refine and revise your communication skills.

Sometimes embedded into your unit of study, or taken as stand alone workshops through the Library, ADEPT is delivered by highly qualified and experienced staff and encompasses: academic skills needed in all units, support with assignments, and exam skills.
You can register for the academic skills workshops through the Library class booking system in your my.monash portal.

Mastering Academic and Research Skills (MARS)

Designed by the Library for Business and Economics postgraduate course work students, the MARS Moodle site aims to improve your academic performance. MARS contains research and learning skills online lessons and further resources to help you develop some of the key academic and research skills you require to succeed in your postgraduate study.

You will be able to self enrol in the MARS moodle site at the start of semester. Details will be available at our Faculty Orientation.

Professional and Personal Development

The professional and personal development programs are designed to assist you with the process of managing life, learning and work by providing you with the knowledge, skills, attitudes and behaviours required to develop and manage your studies and career path more effectively.
buseco.monash.edu.au/student/sdo/professional-and-personal-development

Professional development program

Combining a mindset for success with practical tools for day to day application our specifically designed professional development program engages participants in a combination of individual, small and large group exercises to apply the learning to each individual's professional situation.

You will be provided an opportunity and share experiences with others who also have practical experiences to draw upon. As a networking and shared learning experience, you will be provided a unique opportunity to work with and learn from the experience of other Faculty of Business and Economics postgraduate students who have genuine work experience.
Leadership Program

Our leadership program is designed to enhance and develop your leadership skills.

buseco.monash.edu.au/student/sdo/leadership/

Postgraduate Leaders Program

The Postgraduate Leaders Program is about developing a deeper understanding of self and society. We will encourage you to investigate your own personal stance on important issues and give you practice in formulating and voicing your opinions. You will reflect on the nature of leadership and the values that determine actions. You are encouraged to become (or continue being) involved with the university and wider community by way of your team project and one other engagement opportunities. The skills and experience gained will be invaluable in both your personal life and future career.

Postgraduate students will join undergraduate leaders program students for part of their development program. An additional range of professional development opportunities will be offered uniquely to postgraduate leaders.

buseco.monash.edu.au/student/pal/leaders/postgrad

Leadership Insights seminars

We also offer a number of seminars throughout the year where business leaders provide insights into leadership and their experiences within their own business.

Career Development

Our career development programs are designed to assist you with the process of managing life, learning and work by providing you with the knowledge, skills, attitudes and behaviours required to develop and manage your studies and career path more effectively.

buseco.monash.edu.au/student/sdo/careers

Professional transitions program for career starters

This program developed by Employment and Career Development (ECD) in conjunction with our Business and Economics faculty is aimed at our final year students. The program designed for career starters (with 0-5 years work experience) aims to increase your ability, confidence and motivation to transition professionally from your degree into the work place. Delivery includes face-to-face activities and online materials.

The program focuses on:
- career management, planning and self awareness
- finding employment
- writing applications
- tips and tricks for interview success
- recruitment testing processes
- in the workforce and career plan

Professional transitions program for career professionals

Specifically developed for our postgraduate Business and Economics students in conjunction with Employment and Career Development (ECD), our professional transitions program for career professionals is tailored for our Business and Economics postgraduate students with previous employment experience looking to make career transitions and aims to build your career planning competencies through resources and activities within a range of career topics.

We realise that many of our postgraduate students, particularly if you are studying part-time and working full-time, or studying via off campus learning, are often unable to take advantage of the career development programs that Monash Employment and Career Development offers face-to-face on campus. This program has been developed with you in mind.

All you need to do is self-enrol in the Professional Transitions Moodle unit and then work through the resources at your own pace choosing modules to suit your career plan. There are no face-to-face workshops and you can complete all the modules online. There is no cost to enrol in the unit and the activities are not assessed.
Course and unit matters

Handbook - online

The Monash University Handbook provides information on the courses and units offered to students at Monash during the academic year. They are primarily a tool to assist students with their studies to plan each stage of their enrolment in their chosen course, so that they can undertake the required program of study.

In order to complete the requirements of your new course you must ensure that you consult the 2015 Monash University Handbook online, available at monash.edu.au/pubs/handbooks to familiarise yourself with your new course structure. You will remain on the 2015 course structure until you have completed the requirements of your course, unless you are otherwise advised in writing by Student Services - Business and Economics.

Course maps

A course map outlines the units you are required to complete in your degree in order to be eligible to graduate.

It is a student’s responsibility to understand and meet all the requirements of your course as stated in the handbook. Course maps are a tool developed to assist you in this task.

During the duration of your course, the degree you have enrolled in may change. You will remain in the course version for the year you commenced your degree.

All course maps can be found on the Faculty of Business and Economics website or from the Faculty Student Services Office on your home campus.
buseco.monash.edu.au/student/progression/

Course advisers

Our course advisers are available to meet you one-on-one as part of our enrolment process. They can help you plan your degree, choose your majors and units and give you advice. You’ll meet with a course adviser at enrolment, but they are also available through your studies if you need advice or want to change direction.

Business and Economics Course Advice booking system in your my.monash portal

The BusEco Course Advice portal supports students who are enrolled in the Faculty of Business and Economics. You can book an appointment online for face-to-face course advice at your home campus with our Student Services staff.
my.monash.edu.au/news-and-events/bookings/busecoadv/

Applying for Credit

Credit is granted for prior study completed at an equivalent level from Monash University or another institution towards a student’s current degree. The credit granted may be in the form of:

- Specific credit, exempting the student from a core unit within the degree;
- Non-specific credit, exempting the student from an elective within the degree.

How can I apply?

All students can apply for credit after they have been offered a place in a Faculty course. Students who have received a credit outcome from the Faculty prior to enrolment day, must bring the letter to their enrolment session. Students seeking credit transfers must complete the Credit application form, which will be available on enrolment day, or to download from monash.edu.au/connect/forms and bring the completed form with you on enrolment day.

Please refer to the following website for submission closing dates when applying for credit
monash.edu.au/connect/forms

What do I include in my application?

The following information should accompany all applications for credit:

- An original or legally certified copy of your academic results (this is sometimes known as an academic transcript or statement of results).
- A copy of a detailed course structure, this will provide details of the duration of the course, the number of units to be studied each semester to complete the course, the grading system used.
- A copy of the syllabus for the units you have studied, which should be from the year the unit was studied (this is sometimes known as a subject/course guide or unit guide, outline or handout). Each syllabus should include a breakdown of topics covered; the number of contact hours; a breakdown of the assessment criteria; a list of recommended textbooks and other references. A handbook subject synopsis is not acceptable.
- Students who are applying for credit for studies completed at Monash University will generally not need to attach any of the above information to their applications as administrators have access to this information.

How many credits will I be entitled to?

- The number of credits you are entitled to depends on your previous study and the course for which you have been made an offer.
Recognition of prior learning (RPL)

What is RPL?
RPL is a process that involves assessment of the individual’s relevant prior learning to determine the credit outcomes of an individual application for credit.

Different types of learning are assessed for equivalency to Monash study or to the prerequisite qualification for admission to a course. These are:

**Formal learning** that takes place through a structured program of learning and assessment that leads to the full or partial attainment of a recognised qualification

**Non-formal learning** that takes place through a structured program of learning but does not lead to an officially accredited qualification

**Informal learning** refers to learning gained through work-related, social, family, hobby or leisure activities and experiences. Unlike formal and non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

If you would like further information on RPL, please book a course advise appointment with a course adviser on your home campus.

Professional recognition

The Faculty of Business and Economics offer degrees that enable graduates to satisfy educational requirements of professional registration or membership.

A list of Professional Recognition available to student can be found at: buseco.monash.edu.au/about/professional-recognition

All students should ensure that the units they take are those required for the profession of their choice. Advice on unit selection is available from course advisers.

Discontinuation

Students who wish to discontinue their course enrolment must complete an Application for Course Discontinuation and lodge it with Student Services - Business and Economics.

The Course Discontinuation application form can be downloaded from monash.edu.au/connect/forms

Important Note for International Students:
Monash is legally obliged to report your course discontinuation to the Department of Immigration and Border Protection (DIBP) and this could result in the cancellation of your student visa. Students should seek advice from Monash Connect on your campus regarding the possible visa impacts before formally discontinuing from the University.

Leave of absence - intermission

Intermission is available to students who wish to apply to take a period of leave from their studies. If you are experiencing difficulties with your studies or you wish to take time off from study, you can apply for Intermission for up to a maximum of one academic year (two semesters). When granting leave the faculty reserves the student a place in their course. If you do not re-enrol or intermit your course when required, your enrolment will be considered lapsed and you will be discontinued from your course.

The Intermission Application form can be downloaded from: monash.edu.au/connect/forms

It is essential that students on Intermission regularly check their Monash student email account as this will be the main way in which the University communicates with students regarding important administrative matters. All students agree to this requirement when they enrol and re-enrol.

**Domestic students** may apply for intermission via WES or by completing the Intermission Application form and submitting it to Student Services - Business and Economics.

**International students** may only apply for intermission by completing the Intermission Application form and submitting it with supporting documentation to Student Services - Business and Economics.

Under the ESOS Act, intermission for international students on a student visa can only be approved on grounds of compassionate or compelling reasons. Students are required to seek advice about the possible implications to their student visa from Monash Connect.

ESOS Act - international students

If you are an international student, and holding a student visa, your time at Monash University is covered not only by the University rules and regulations, but also by the requirements of the Australian Federal Government’s ESOS Act. For further information can be found at: monash.edu.au/international/ausgov

Request to underload - international students

Under ESOS requirements, international students are required to maintain a full time (4 units per semester) load during the course of their degree. Approval to underload may be given to international students in the following circumstances; compelling or compassionate, or as part of an intervention strategy to assist students at risk of unsatisfactory academic progress. Students should seek advice from Monash Connect on the Caulfield campus regarding their application prior to submitting it to Student Services - Business and Economics.

To apply students should submit a complete application, including the Underload Application form and supporting documentation to Student Services - Business and Economics.

The Underload Application form can be downloaded from: monash.edu.au/connect/forms

Cross-faculty enrolment

Subject to the requirements of your course, you may select electives from another faculty across the University. Students must ensure that all electives chosen meet the requirements their course and they meet any special requirements of the host faculty. Please note that you will be unable to enrol yourself in cross-faculty units on WES. You will need to submit an Enrolment Amendment form to Student Services - Business and Economics.
Course transfer

Students wishing to transfer from one postgraduate course to another within the Faculty of Business and Economics may do so by applying for a Course Transfer.

Students need to have undertaken at least one semester of study in their current postgraduate award and should have successfully completed all units attempted in that award.

Successful course transfer will be subject to meeting the entry requirements of the course you wish to transfer into, including English language requirements. Course transfer is also subject to the availability of places in the course you wish to transfer to.

To apply students should submit a complete application, including the Course Transfer Application form and any supporting documentation necessary to Student Services - Business and Economics.

The Course Transfer Application form can be downloaded from: monash.edu.au/connect/forms
If you wish to transfer to a course managed by another faculty you should contact that faculty for further information.

If your course transfer application is successful, enrolment in the new course will be subject to whatever fees, course structure and conditions apply to that course at the time of enrolment. You must re-enrol in your current course during the re-enrolment period on WES.

You will be notified of the outcome of your application by email after your results for this semester are released. If you are successful you must formally accept the offer of the new course by replying to your offer email with an acceptance. Once your transfer has been accepted, Student Services - Business and Economics will transfer you to the new course. You will then be required to log onto WES and complete your unit enrolment in the new course.

Further information regarding course transfers with the Faculty of Business and Economics can be found at: buseco.monash.edu.au/secretariat/policies/internal-course-transfers

Exchange/Study Abroad

Students wishing to study one semester at an overseas partner institution and have that study counted towards their Monash degree should visit monash.edu/study-abroad/outbound/ for information regarding the Monash Exchange program.

Full contact details of the Monash Abroad Office are available on: monash.edu/student/grievance-procedures

The Faculty of Business and Economics recognises the value that an international experience adds to a student’s education. Students taking part in this program are regarded as ambassadors for both the faculty and the University and the faculty selection process reflects this view.

Visit monash.edu/student/grievance-procedures for faculty requirements and contact details for the exchange advisers of your course, who will provide you with advice on your study plan while on exchange.

Special consideration

Special consideration is available for graduate students for overall assessment and end of semester examinations, which have been affected by acute illness or other exceptional cause beyond their control, for a unit studied during the current semester.

The Special Consideration Application forms can be downloaded from: monash.edu.au/connect/forms
Further information regarding the Special Consideration policy can be found at: monash.edu.au/exams/special-consideration

If you are unsure whether or not you are eligible to apply for Special Consideration, please contact Student Services - Business and Economics for assistance.

In-semester

Your completed Special Consideration Application (in-semester assessment task) and attaching all supporting evidence must be submitted to the Chief Examiner at least two working days (48 hours) before the due date of assessment.

End of semester examination period

Your completed Deferred Final Assessment Application (end-of-semester exam) and attaching all supporting evidence must be lodged directly with Student Services - Business and Economics within two working days of your final exam. The only outcome from an approved Special Consideration Application is a deferred exam. Any students who complete the end-of-semester exam are not eligible to apply for Special Consideration.

The Official University period for the sitting of deferred exams is around the middle of January for Semester 2 units and the middle of August for Semester 1 units. It is the responsibility of students to ensure that they are available to sit a deferred examination at the scheduled time.

Supplementary assessment

Under certain circumstances, the Faculty of Business and Economics may allow students to undertake a supplementary assessment for a failed unit. Students are eligible for supplementary assessment where the unit was attempted in the current semester and a mark of at least 45 was obtained, and it is the final unit to complete the course.

If a supplementary assessment is approved, students will have a grade of NS against the unit via WES when the results are released.

The final grade that will be awarded for supplementary assessment that is successfully completed is 50 (P).
Further information regarding this policy can be found at: buseco.monash.edu.au/esg/agu/policies/assessment

Grievance

The university has formal grievance or appeal procedures in the areas of exclusion, discipline and sex-based harassment that are separate from the academic and administrative grievance process. adm.monash.edu.au/execserv/student-grievances

Complaints from students in relation to academic and administrative matters are managed within the framework of the University Academic and Administrative Complaints and Grievances Policy.

The Dean’s nominee charged with dealing with such matters is the Faculty of Business and Economics student grievance officer. The student grievance officer may be contacted for advice or as a facilitator to resolve issues of concern. Further information on grievance policy and procedure and student grievance officer contact details can be found at: buseco.monash.edu.au/student/grievance-procedures
Academic Progress

The Faculty of Business and Economics has a responsibility to monitor the progression of students enrolled in courses managed by the faculty. A review of the academic performance of all students within the Faculty of Business and Economics occurs on a bi-annual basis: mid-year and end of year.

Mid-year intervention
Students will be sent a Mid-Year Early Warning and Intervention Letter who have been identified as failing or having an incomplete result (DEF, WH, blank) against any unit completed in semester one of the year or the summer semester period. The aim of the letter is to encourage students to seek support to improve their academic performance and to advise them of the support services that are available as a Monash University student.

End of year intervention
Students will be sent an End of Year Notice of Referral and Hearing Letter (NOR&H) who have been deemed to have unsatisfactory progress for any of the reasons listed.

Students who receive a Notice of Referral and Hearing Letter from the Faculty are required to respond to the Faculty Academic Progress Committee with a submission in writing with substantiating evidence (e.g. statutory declarations, medical certificates etc) as to why they should not be excluded from their degree and/or the faculty.

Failure to respond to the Notice of Referral and Hearing Letter will result in automatic exclusion from their degree and/or the faculty.

Students who receive a Notice of Referral and Hearing Letter from the Faculty are still required to re-enrol, on the basis that they will not be excluded from their degree and/or the faculty.

All correspondence will be sent via your Monash University email account.

Students will be advised via email your Monash email account if they are required to attend a hearing. The hearing are scheduled during the January to March period at the Caulfield campus. If it is impossible for you to attend your hearing in person, a teleconference may be organised.

International students are able to seek advice from Monash Connect at the Caulfield campus on the possible visa impacts relating to the University’s Academic Progress Rules.

Further information regarding the University and Faculty of Business and Economics Academic Progress Policies can be found at the following web pages:

buseco.monash.edu.au/esg/agu/policies/acad-progress
adm.monash.edu.au/execserv/progress

When you complete your studies

Graduation
Graduation is the culmination of all your hard work, study and experience at Monash University and is a celebration of your academic achievement and is an essential part of the academic experience attended by your family, friends, and staff members.

To ensure the success of your ceremony, we suggest that you go to the Graduations website to access information regarding graduation, especially frequently asked questions:
monash.edu/graduations/

We look forward to celebrating your wonderful success and for you to become the newest alumni of the University.

Monash Alumni
With a Monash University degree or diploma, you are part of the global community of 250,000 Monash University alumni. All Monash graduates can visit the Monash Alumni website to find information for new graduates, gain access to the activities, events, contacts and benefits offered by the University’s alumni program:
monash.edu/alumni
Departments and centres

Department of Accounting

Building H, Level 3
900 Dandenong Road
Caulfield East VIC 3145

Telephone: +61 3 9903 2616
Monday to Friday: 9am - 5pm
Email: acc-enquiries@monash.edu
Website: buseco.monash.edu.au/acc/

Department of Economics

Clayton campus
Building 11, Level 2
Wellington Road
Clayton VIC 3800

Telephone: +61 3 9905 2478
Monday to Friday: 9am - 5pm
Email: enquiries.economics@monash.edu
Website: buseco.monash.edu.au/eco

Department of Banking and Finance

Building H, Level 3
900 Dandenong Road
Caulfield East VIC 3145

Telephone: +61 3 9903 2616
Monday to Friday: 9am - 5pm
Email: baf-enquiries@monash.edu
Website: buseco.monash.edu.au/baf/

Centre for Health Economics

Clayton campus
Centre for Health Economics
Building 75, Level 2
Clayton VIC 3800

Telephone: +61 3 9905 0733
Monday to Friday: 9am - 5pm
Email: che@monash.edu
Website: buseco.monash.edu.au/centres/che

Department of Business Law and Taxation

Building S, Level 3
26 Sir John Monash Drive
Caulfield VIC 3145

Telephone: +61 3 9903 2389
Monday to Friday: 9am - 5pm
Email: enquiries.blt@monash.edu
Website: buseco.monash.edu.au/blt

Department of Management

Building N, Level 7
27 Sir John Monash Drive
Caulfield East VIC 3145

Telephone: +61 3 9903 2807 or 1800 628 242
Monday to Friday: 9am - 5pm
Email: enquiries.mgt@monash.edu
Website: buseco.monash.edu.au/mgt

Department of Marketing

Building S, Level 7
26 Sir John Monash Drive
Caulfield East, VIC 3145

Telephone: +61 3 9903 2653
Monday to Friday: 9am - 5pm
Email: enquiries.mkt@monash.edu
Website: buseco.monash.edu.au/mkt

Department of Econometrics and Business Statistics

Clayton campus
Building 11E, Room 757
Wellington Road
Clayton VIC 3800

Telephone: +61 3 9905 2489
Monday to Friday: 9am - 4.30pm
Email: econometrics@monash.edu
Website: buseco.monash.edu.au/ebs

Monash MBA programs

Building N, Level 4
27 Sir John Monash Drive
Caulfield East VIC 3145

Telephone: +61 3 9903 4355
Monday to Friday: 9am - 5pm
Email: mba@monash.edu
Website: monash.edu/mba/
Course Directors

**Master of Accounting (0503)**
Dr Janto Haman  
Telephone: +61 3 9903 1407  
Email: janto.haman@monash.edu

**Master of Actuarial Studies (4439)**
Associate Professor Colin O’Hare  
Telephone: +61 3 9905 9414  
Email: colin.o'hare@monash.edu

**Master of Advanced Marketing (4431)**
Dr Mauricio Palmiera  
Telephone: +61 3 9903 1592  
Email: mauricio.palmiera@monash.edu

**Master of Applied Econometrics (3822)**
Dr Xibin Zhang  
Telephone: +61 3 9903 2130  
Email: xibin.zhang@monash.edu

**Master of Applied Finance (3818)**
Dr John Watson (Sem 1)  
Telephone: +61 3 9903 2171  
Email: jw.watson@monash.edu  
Dr Jean Pierre Fenech (Sem 2)  
Telephone: +61 3 9903 2140  
Email: jeanpierre.fenech@monash.edu

**Master of Applied Finance and Master of Applied Econometrics (4412)**
Dr John Watson, Applied Finance (Sem 1)  
Telephone: +61 3 9903 2171  
Email: jw.watson@monash.edu  
Dr Jean Pierre Fenech, Applied Finance (Sem 2)  
Telephone: +61 3 9903 2140  
Email: jeanpierre.fenech@monash.edu  
Dr Xibin Zhang, Applied Econometrics  
Telephone: +61 3 9903 2130  
Email: xibin.zhang@monash.edu

**Master of Banking and Finance (4435)**
Prof Michael Skully  
Telephone: +61 3 9903 1443  
Email: michael.skully@monash.edu

**Master of Business (3844)**
Dr Neil Kimberley  
Telephone: +61 3 9903 2249  
Email: neil.kimberley@monash.edu

**Information technology specialisation**
Rob Meredith  
Telephone: +61 3 9903 2396  
Email: rob.meredith@monash.edu

**Law and responsible business specialisation**
Nicola Charwat  
Telephone: +61 3 9903 1564  
Email: nicola.charwat@monash.edu

**Managing human capital specialisation**
Dr Peter O’Neill  
Telephone: +61 3 9903 4701  
Email: peter.onell@monash.edu

**Marketing specialisation**
Dr Mauricio Palmiera  
Telephone: +61 3 9903 1592  
Email: mauricio.palmiera@monash.edu

**Project management specialisation**
Sue Foster  
Telephone: +61 3 9903 2404  
Email: sue.foster@monash.edu

**Responsible management specialisation**
Dr Peter O’Neill  
Telephone: +61 3 9903 4701  
Email: peter.onell@monash.edu

**Risk management specialisation**
Professor Christine Brown  
Telephone: +61 3 9903 1793  
Email: christine.brown@monash.edu

**Supply chain management specialisation**
Dr Peter O’Neill  
Telephone: +61 3 9903 4701  
Email: peter.onell@monash.edu

**Master of Business (Science and Technology) (3840)**
Dr Peter O’Neill  
Telephone: +61 3 9903 4701  
Email: peter.onell@monash.edu

**Master of Business Administration (0028)**
Executive Master of Business Administration (4437)  
Prof Patrick Butler  
Telephone: 990 34880  
Email: patrick.butler@monash.edu

**Master of Business Economics (3842)**
Associate Professor He-Ling Shi  
Telephone: +61 3 9905 5045  
Email: he-ling.shi@monash.edu

**Master of Business Law (3159)**
Nicola Charwat  
Telephone: +61 3 9903 1564  
Email: nicola.charwat@monash.edu

**Master of Diplomacy and Trade (2643)**
Dr Jagjit Plahe  
Telephone: +61 3 9903 4700  
Email: jagjit.plahe@monash.edu
Master of Economics (4427)
Associate Professor He-Ling Shi
Telephone: +61 3 9905 5045
Email: he-ling.shi@monash.edu

Master of Human Resource Management (2099)
Associate Professor Cathy Sheehan
Telephone: +61 3 9903 2228
Email: cathy.sheehan@monash.edu

Master of International Business (2098)
Dr Paul Kalfadellis
Telephone: +61 3 9903 1527
Email: paul.kalfadellis@monash.edu

Master of Management (0105)
Dr Tui McKeown
Telephone: +61 3 9905 2347
Email: tui.mckeown@monash.edu

Master of Marketing (2276)
Dr Mauricio Palmiera
Telephone: +61 3 9903 1592
Email: mauricio.palmiera@monash.edu

Master of Professional Accounting (0790)
Dr Andrzej Ceglowski
Telephone: +61 3 9903 4569
Email: andrzej.ceglowski@monash.edu

Master of Public Policy and Management (1065)
Dr Linda McGuire
Telephone: +61 3 9905 5177
Email: linda.mcguire@monash.edu
Study Support

Library

The Monash University Library provides access to information resources that are an integral part of your University experience. The Library offers generous borrowing conditions, access to expert staff guidance and provision of materials from other libraries and collections. Each campus has a library that is open throughout the year where you can study quietly or in groups, use library computers or bring your own laptop and connect to the University's wireless network. Your Monash Student ID card is required to borrow books and other library material.

Information on library opening hours, contacts, borrowing, online tutorials etc. can be found at: monash.edu/library

Research and Learning Skills

Librarians and learning skills advisers work together with the faculty to develop the research and learning skills of all students. These skills include:

- time management
- effective reading and note-taking
- study methods and exam preparation
- how and where to start researching your topic
- finding, evaluating and using information
- collaboration and team work
- problem-solving and critical thinking
- essay, report and assignment writing
- citing and referencing to avoid plagiarism
- oral communication and presentation

The Library provides education programs for students embedded within academic courses in conjunction with academic staff. In addition at library branches, further activities are offered such as workshops and drop-in sessions.

Visit the Monash Library website for further information: monash.edu/library/skills/

Librarians and learning skills advisers are based at each library and work together in faculty teams. You can find out who to contact in the Business and Economics faculty team at: monash.edu/library/skills/contacts/fac-buseco

Bookshop - Caulfield Campus

The Campus Bookstore supplies students with their prescribed textbooks, general books and stationery supplies.

Monday to Thursday: 9am - 5pm
Friday: 9am - 3pm

Building K, Level 2
28 Sir John Monash Drive
Caulfield East VIC

Telephone:+61 3 9903 2147
Email: caulfield@thecampusbookstore.com
Website: thecampusbookstore.com

Study Areas and General Spaces Specifically for Postgraduate Students – Caulfield Campus

The Caulfield campus provides postgraduate students with access to postgraduate-specific study and general spaces in order to meet other postgraduate students and share common experiences.

Postgraduate Lounges
Building A, Room A1.38. This room is equipped with 4 computers, comfortable chairs and couches, meeting tables, an internal telephone, a noticeboard and a sink. This room is ideal to meet for small group work.

Building H, Room H1.32 on the Ground Floor (Dandenong Road entrance). The lounge has tables and chairs for quiet study, wireless access, a kitchen sink with hot and cold drinking water taps and a drinks vending machine, and laptop charging lockers.

Postgraduate Study Space
Building A, Room A1.39. The study space has 20 computers, a printer, a scanner and wireless access, laptop charging lockers.

Postgraduate Computer Labs
Building H, Rooms H2.23, H2.26 and H2.27. Each room has 25 computers, printers and wireless access.

Building T, Room T2.04. This room has 18 computers, 1 scanner and 1 printer and wireless access.

To arrange 24 hour swipe card access please go to intranet.monash.edu.au/esolutions/students/labs

Syndicate rooms
Ten syndicate rooms are located in the basement and on level 2 of Building H. Postgraduates can book the rooms for small group work sessions using their Google apps calendar. mpa.monash.edu.au/downloads/GoogleCalendarGuide.pdf
Monash University Student Associations

The Monash University Student Associations provide services, activities and representation on academic affairs for students at all Monash campuses.

MONSU - Caulfield Campus

Monday to Friday: 9am - 5pm
Building S, Level 2
2 Princes Avenue
Caulfield East VIC

Telephone: +61 3 9903 2525
Email: servicedesk@monsucaulfield.org.au
Website: monash.edu.au/students/associations/student

Business and Economics focussed clubs include:

- BIA Banking and Investments Association
- BCSS Business and Commerce Student Society
- ESSA Economics Student Society of Australia (Monash University)
- FMMA Financial Management Association
- MAFC Monash Accounting and Finance Club
- MASA Monash Accounting Students Association
- MASS Monash Actuarial Students Society
- MMSS Monash Marketing Students Society

Monash Postgraduate Association Inc. (MPA) - Caulfield Campus

The Monash Postgraduate Association Inc. (MPA) provides services to, and represents the interests of, all postgraduate students enrolled at Monash University. Services include advice and advocacy to students who have problems or grievances and organisation of postgraduate specific events.

Monday to Friday: 10am - 6pm
Building H, Level 2 H2.34
900 Dandenong Road
Caulfield East VIC

Telephone: +61 3 9903 1880
Email: mpa@monash.edu.au
Website: mpa.monash.edu.au

Overseas Student Service (OSS) - Caulfield Campus

Overseas Student Service (OSS) is a student-run department formed under Monash University Student Association (MONSU). Being a representative body for all international students on campus, OSS exists to look after their interest and welfare, so as to better address their needs in unity. All international students currently enrolled at Caulfield have access to OSS membership services and facilities.

Monday to Friday: 10am - 5pm
Building S, Level 2, Room 2.36
2 Princes Avenue
Caulfield East VIC

Telephone: +61 3 9903 2525
Website: monsucaulfield.org.au

Student life and support services
Website: monash.edu.au/students/support/

Medical and Health Services - Caulfield Campus

The Medical and Health Service on the Caulfield campus offers a range of services to students. The aim of the service is to improve the health and wellbeing of clients by providing them with a better understanding of all the factors which impact on their health. A full range of health services are offered, including an emphasis on health education and prevention. The various health services available work cooperatively to offer a holistic approach to health care.

Monday to Friday: 9am - 5pm
Building B, Level 1
Sir John Monash Drive
Caulfield East VIC

Telephone: +61 3 9903 1177
Website: monash.edu.au/health-medical/

Disability Services

Disability Services assists students with disability, medical or mental health conditions to study at Monash.

Disability Advisers can individually discuss and arrange reasonable adjustments to enable students to participate productively and independently in their studies.

Services include:
- academic support, such as notetakers, Auslan interpreters and scribes for exams
- alternative formatting of academic materials including large print format and Braille
- alternative arrangements for assessments such as extra time for reading and writing
- assistive hardware and software
- access to equipment such as motorised scooters and recording devices

For further information: monash.edu/social-justice/disability/
Telephone: +61 3 9905 5704

Equity and Social Inclusion

The Dean of the Faculty of Business and Economics has appointed a number of staff to act as Student Equity Officers. These officers are a contact and referral point for students seeking assistance with student equity and social inclusion issues. All matters discussed will be treated as confidential. The Faculty Student Equity Officers will also work closely with the Monash Equity and Diversity Centre Equity Unit by providing feedback to assist with strategic planning.

Caulfield campus

Telephone: +61 3 9903 1400
Email: equity.caulfield@monash.edu
Website: buseco.monash.edu.au/social-inclusion/
Counsellor

A dedicated counselling service is provided free of charge to our Business and Economics students by a professional psychologist two half days a week. Counselling can be useful for dealing with minor concerns as well as more serious or longstanding problems. This service is in addition to the counselling services offered by Monash Connect Medical and health services.

The counsellor is available to meet with you on Monday afternoon and Thursday morning and he can be found at Student Services - Business and Economics, Building N, Level 4, Caulfield campus on those days.

Your privacy is important and your appointment and discussion with the counsellor is strictly confidential.

To make a confidential appointment for this free counselling service, where you can discuss both academic and personal concerns, go to buseco.monash.edu.au/student/sdo/student-support/counsellor

If you need to access counselling services outside our dedicated Counselling hours you can contact Monash Connect Medical and health services directly. They also offer a free drop in counselling service every weekday during office hours, no appointment is necessary.

Website: monash.edu.au/health-medical/

Monash Sport - Caulfield Fitness Centre

Monash Sport offer services and memberships to Monash University students, staff, graduates and the general public. Student rates are available for all currently enrolled Monash University Students.

The Caulfield Fitness Centre has a fully equipped gymnasium comprising free weights, pin loaded weight machines and a range of cardio equipment. The staff are qualified and experienced professionals who can provide a range of fitness services.

Monday to Thursday: 6.15am - 10pm
Friday: 6.15am - 9pm
Saturday and Sunday: 9am - 6pm

Building S, Level 1
2 Princes Avenue
Caulfield East VIC

Telephone: +61 3 9903 2358
Website: monash.edu.au/sport/about/

Travelling to the Caulfield Campus

Transport and Parking
More information about your options can be found at: monash.edu.au/people/transport-parking/

Car parking – Metered parking at Caulfield Campus
A multi-level car park is available on campus for staff, students and the general public. Entry to the car park is from Princes Avenue.

Ticket machine parking from one to five hours is also available in the surrounding streets, but this can be expensive and spaces are extremely limited. Some (very limited) free restricted parking is available in surrounding streets. monash.edu.au/people/transport-parking/permits/metered-free/

Permit parking
Blue Permits are available for parking in the multi-level car park and in the Caulfield Racecourse MRC Guineas car park and can be purchased online via your my.monash portal. monash.edu.au/people/transport-parking/permits/

Motorcycle parking
You can park on campus for free if you park in an area reserved for motorcycles and follow the guidelines. monash.edu.au/people/transport-parking/permits/motorcycle/

Disability permits
If you have a disability, you can park in the convenient spaces reserved for you if you have a disability permit, which you can get from your local council. VicRoads has more information.

Carpool parking - Rideshare parking
A free parking area is provided at Caulfield campus on the basement level of the multi-story car park for those who choose to carpool. Details can be found at: monash.edu.au/people/transport-parking/carpooling/

Inter-campus shuttle bus
Regular, free shuttle buses (with free wi-fi) link our Clayton campus with our Berwick, Caulfield and Peninsula campuses, and our Peninsula campus to Frankston Railway Station.

Buses run Monday to Friday during semester, but an extended Clayton-Caulfield service operates on a modified timetable outside this period. Just show your valid Monash University student or staff card to use the service. You board on a ‘first-come, first-served’ basis. Buses fill quickly at busy times, so don’t be late if you want a seat.

The shuttle bus can be boarded at the bus loop on the Clayton campus and from the Dandenong Road bustop outside Building H on the Caulfield campus. The shuttle bus runs in both directions from Clayton to Berwick, Clayton to Caulfield and Clayton to Peninsula campuses as well as between Frankston station and Peninsula campus. At Peninsula the shuttle bus leaves from outside the George Jenkins Theatre.

Further information and shuttle bus service timetable can be found at: monash.edu.au/people/transport-parking/inter-campus-shuttle-bus/

Public Transport
In addition to our free inter-campus shuttle bus, which connects Clayton to most other campuses and the Peninsula campus to Frankston railway station, you can find details about public transport options to and between our campuses and maps at this link: monash.edu.au/people/transport-parking/public/
Useful Websites

Student Services – Business and Economics
buseco.monash.edu.au/student

BusEco Course Advice booking system
my.monash.edu.au/news-and-events/bookings/busecoadv/

Student Development Office
buseco.monash.edu.au/student/sdo

BusEco Postgrad booking system

Faculty of Business and Economics homepage
buseco.monash.edu.au

Monash University homepage
monash.edu.au

Student forms
monash.edu.au/connect/forms  OR
buseco.monash.edu.au/student/forms

A-Z list

Academic transcript
monash.edu.au/connectacademic-transcripts

ask.monash
my.monash.edu.au/askmonash

Assignment coversheets
buseco.monash.edu.au/student/forms

Allocate +
allocate.timetable.monash.edu/

Bookshop
thecampusbookstore.com

Current Students
monash.edu.au/students

eSolutions (IT Services)
monash.edu.au/esolutions/

Examinations and results
monash.edu.au/exams

FEE-HELP
studyassist.gov.au/sites/StudyAssist

Fees
monash.edu.au/fees

Graduations
monash.edu.au/graduations

Handbooks
monash.edu.au/pubs/handbooks

Monash Connect
monash.edu.au/connect

Language and Learning Online
monash.edu.au/lls/llonline/

Library (Caulfield)
monash.edu.au/library/libraries/australia/caulfield/

Moodle
my.monash.edu.au

Monash University Timetable System
mutts.timetable.monash.edu/MUTTS/

my.monash portal
my.monash.edu.au

Principal dates
monash.edu.au/students/dates/principal-dates

Q Manual
buseco.monash.edu.au/qmanual/qmanual.pdf

Scholarships
monash.edu.au/study/scholarships

Web Enrolment System (WES)
my.monash.edu.au/wes
Monash University Caulfield campus

Building index

Building

Access Monash 04
Accounting and Finance A3
Advancement A3
Architecture A4
Art, Design and Architecture – Faculty Office A3
Arts B3,D3,E3
Australian Centre for Jewish Civilisation A3
Bookshop B3
Business and Economics B3,D3,E3,A, H, N, S
Business and Economics Computer Laboratories A3
Business Law and Taxation A3
Campus Manager B2
Car Park A2
Caulfield School of Information Technology A3
Child Care Centre A1
(22-24 Derby Road)
Chisholm Hall B2
Computer Laboratories (general use) C2
Counselling Service B3
Design A3
e-Solutions B3
e-Solutions Service Desk C2
Economics and Business Statistics A1
Economics A3
Employment and Career Development A2
English, Communications and Performance Studies C2
Facilities and Services C3
Faculty Gallery B3
Faculty of Information Technology A3
Fine Arts B, C, D, E
Fine Arts/Studios (2D) B4
Fine Arts/Studios (3D) B3
Fitness Centre B2
Graduate Student Office – Business and Economics B2
Health Service A3
Health and Wellbeing Hub A3
Information B3
Information Technology – Computer Laboratories B3
Library B3
Mail and Transportation Services A3
Management A2
Marketing A2
Marketing and Communications (Global Engagement) A2
MBA B2
Monash Asia Institute A3
Monash European and EU Centre A3
Monash Residential Services A2
Monash Sport C2
Monash University Museum of Art (MUMA) B2
Mons U Caulfield B2
Museum of Computing History A3
Office of Future Students (Global Engagement) A1
Office of the Pro-Vice-Chancellor (Learning and Teaching) B3
Office of the Pro-Vice-Chancellor (Social Inclusion) A4
Overseas Student Services (OSS) Lounge B2
Parenting/Disability Room B2
Political and Social Enquiry A3
Postgraduate Computer Laboratories A2,C2
Postgraduate Lounges A3,B3
Postgraduate Office (MFA) A3
Postgraduate Study Space A3
Pro Vice-Chancellor (Office of the Vice-Chancellor) A2
Public Health and Preventive Medicine B2
Reception B3
Security B3
Social Work B3
Student Service Centre B3
Switchboard A3
Food outlets
Bubble Cup B2
Cafe Monsu B1
Camino Coffee House B2
Fresco Juice Bar B3
Gypsy Inn Bar and Bistro B3
MamaDuke Cafe and Restaurant B3
Tower Sushi B2

By train and tram: The Caulfield Railway Station is adjacent to the campus, and four lines stop at the station: Cranbourne, Dandenong, Frankston and Pakenham. The No. 3 tram from Swanston Street will also take you directly to Caulfield campus.

By bus: Bus Route 624 – Kew, Auburn Railway Station, Caulfield Railway Station, Chadstone Shopping Centre, Holmesglen Institute of TAFE, Oakleigh Railway Station, Bus Route 900 – Stud Park Shopping Centre, Waverley Park, Monash University Clayton campus, Huntingdale Station, Oakleigh Railway Station, Chadstone Shopping Centre, Monash University Caulfield campus, Caulfield Railway Station.

An intercampus bus commutes between the Caulfield and Clayton campuses every 25 minutes, between 7:30am and 9:15pm Monday to Friday during the academic year. The pick-up and drop-off point at Caulfield campus is from the bus shelter outside Building H on Dandenong Road.

A free evening security bus is available for staff and students. The bus departs from the Security Office at half hourly intervals from 5.30pm to midnight. The bus operates Monday to Friday from March to mid-November. The bus drops staff and students to carparks and main streets within one and a half kilometres of the campus.

By car: The nine kilometre (six mile) trip from the city of Melbourne will take about 25 minutes in peak hour and 15 minutes at other times. If you are coming from Melbourne airport, add another 45 minutes in peak hour (and 30 minutes at other times). A taxi rank is situated on the railway station side of Sir John Monash Drive.

Travelling to the campus

Pricing

A user pay, multi-level car park is available on campus for staff, students, visitors and the general public. Entry to the car park is from Princes Avenue. Ticket machine parking ranging from one to five hours is also available in surrounding streets.

Updated July 2012
Further information

Faculty of Business and Economics
Monash University
PO Box 197
Caulfield East
Victoria 3145, Australia

Monash Business School, Australia

Berwick campus
Building 901, Level 1, Room 111
Telephone: +61 3 9904 7045
Email: enquiries.berwick@monash.edu

Caulfield campus
Building N, Level 4
Telephone: +61 3 9903 1400
Email: enquiries.caulfield@monash.edu

Clayton campus
Menzies Building (Building 11)
20 Chancellors Walk, Level 2
East Wing, Room 257
Telephone: +61 3 9905 2327
Email: enquiries.clayton@monash.edu

Peninsula campus
Building D, Level 3
Telephone: +61 39904 4314
Email: enquiries.peninsula@monash.edu

School of Business, Malaysia
Monash University Malaysia
Level 4, Building 6
No. 2 Jalan Kolej
Bandar, Sunway 46150
Selangor Darul Ehsan, Malaysia
Telephone: +60 3 5514 6000/
Email: info@monash.my

School of Business and Economics, South Africa
Monash South Africa
Building D, Level Lower Ground,
144 Peter Road, Ruimsig, South Africa
Phone: +27 11 950 4020
Email: inquiries@monash.ac.za

www.buseco.monash.edu.au

CRICOS provider code: Monash University 00008C