Monash Business School Student Services

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

- Course advice
- Complementary study
- Course discontinuation
- Course transfers
- Credit
- Enrolment amendments
- Intermission
- 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
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
Monash Business School, 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/

Course advice booking system for Monash Business School students

The BusEco Course Advice portal supports students who are enrolled in the Monash Business School at Berwick, Caulfield, Clayton, Peninsula campuses and those enrolled in the City Location. 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/

Monash - Caulfield

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

Monash 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/connect

CRICOS provider: Monash University 00008C
Important dates for 2016

Principal dates
Important University dates include:
• semester dates and University holidays
• important events and deadlines
• Victorian tertiary dates
monash.edu/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/enrolments/dates/census

Dates for WES access
monash.edu/enrolments/dates/wes-access

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/enrolments/dates/wes-access/new-enrolments

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

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

Late or failure to re-enrol
monash.edu/enrolments/processes/re-enrol/late-or-failure

Re-enrolment for coursework students
We email you in September and October advising you to re-enrol in the Web Enrolment System (WES) or to use a faculty course enrolment form (available from your Monash Business School Student Services office).

During the re-enrolment period you must re-enrol for the entire following year or apply for intermission. This means that if you plan to take intermission in one semester only, you need to enrol in the other semester.
monash.edu/enrolments/processes/re-enrol/coursework
This booklet will provide you with information regarding your studies here at Monash Business School and 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 Monash Business School website: business.monash.edu
- the information page for all current Monash Business School students: busaco.monash.edu.au/student

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- Social Justice Unit including Disability services, Equity and social inclusion
- University health services, Counsellor
- Monash Sport - Caulfield Fitness Centre
- Travelling to the Caulfield Campus

Useful Websites and A-Z List

Caulfield campus map

While the information provided herein was correct at the time of publication (November 2015), 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

Monash Business School engages in the highest quality research and education to have a positive impact on a changing world.

We pursue our 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

Monash Business School will be recognised 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, Monash Business School upholds the values of human rights, social justice, and respect for diversity in individuals, communities and ideas. While pursuing its mission and vision, Monash Business School is committed to:

- providing a collegiate and respectful environment for all staff and students
- integrity, transparency and accountability in its internal governance
- recognising and rewarding excellence in research, education and everything it does
- upholding the principles for responsible management education and effective global citizenship
- engaging collaboratively with all its local, national and international stakeholders.


An internationally recognised business education

Monash Business School is one of the world’s leading business schools. We are internationally recognised for excellence in research and education.

We are one of the few business schools across the globe with the esteemed ‘triple crown’ accreditation of AACSB, EQUIS and AMBA. This globally-recognised accreditation places the Faculty in the one per cent of business education providers in the world with this level of success. We are the only Victorian university and the only Group of Eight university with this accreditation.

business.monash.edu.au/the-school/rankings-and-accreditation

Monash Business School takes a strategic and focused approach to international engagement for the purpose of enhancing research, teaching and learning outcomes.

We have developed extensive links with business faculties, corporate organisations and government bodies around the world, offering a wide range of opportunities to staff and students to develop and broaden their research and study experience.

Monash Business School is a member of:

- Association of Asia Pacific Business Schools (AAPBS)
- Global Business Schools Network (GBSN)
- Globally Responsible Leadership Initiative Accreditation (GRLI)
- Principles for Responsible Management Education (PRME)
- Quantitative Techniques for Economics and Management (QTEM)

business.monash.edu.au/the-school/partnerships-and-advisory-boards/partnerships
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/students/policies/student-charter

Monash Business School 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.

policy.monash.edu/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-and-learning
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/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.

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.

my.monash is accessible from an internet connection anywhere in the world.

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 ecoe, 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/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
2. Emergency Contact Details Updated
3. Mailing Name Format
4. Enrolment Questionnaire
5. Unit Enrolment

Transaction 
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

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>1</td>
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Semester 2 Enrolment

<table>
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<th>Unit Code</th>
<th>Unit Name</th>
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<td>3</td>
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</tbody>
</table>

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.
Class Timetable

Class Timetable provides dates and teaching modes and will be updated on a regular basis. As all class times and venues are subject to alteration without notice, please check the timetable carefully just prior to your first attendance in each unit. Room and lecture theatres are subject to change up until the end of the second week in each semester.

class timetable.monash.edu/2016/

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 (i.e. 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.

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.

Schedule of Allocate+ dates 2016

Allocate+ opening and closing dates can be found at: monash.edu/timetables/allocate/dates
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.
Orientation

Our Monash Business School 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, Monash Business School, 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.

buseco.monash.edu.au/student/sdo/orientation/postgrad

Create a personalised orientation program using the online Orientation ePlanner

Once you enrol in your course, you’ll need to plan your orientation and find out which days you need to attend as some events are compulsory. Most orientation activities take place during Orientation Week but some are held in the weeks before and after O Week. Check the Orientation ePlanner for a full list of events.

orientation.monash/

New to Monash?

Join with other new students in a space for questions, conversation and get connected on the NewtoMonash2016 Facebook page.
Complementing your postgraduate academic studies, Student Development in the Monash Business School 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 our postgraduate students with academic skills 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 Monash Business School, and 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:


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, 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](http://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](http://twitter.com/MonashBusEcoSDO)

Email: [student.development@monash.edu](mailto:student.development@monash.edu)

### Postgraduate Student Development Programs

**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](http://buseco.monash.edu.au/student/sdo/academic-skills-development)

#### ADEPT program

The ADEPT program is exclusively for our current Monash Business School 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 Monash Business School postgraduate coursework 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 your Monash Business School Orientation.

#### Q Manual

The purpose of the Q (for Quality) Manual is to provide new students with practical and easily accessible information regarding university-level study. Commencing Monash Business School students receive the Business and Economics Q Manual at our Orientation program. You can also download the Q Manual.

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.

[Professional and personal development](http://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 Monash Business School postgraduate students who have genuine work experience.

**Leadership Program**

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


**Journeys to Success 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.

You will be able to register for these leadership program events through the [Monash Business School Student Development booking system](http://my.monash.edu.au/news-and-events/bookings/mbssd/).

**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.


**Professional transitions program for career starters**

This program developed by Career Education Consultants in Career Connect is aimed at our final year Monash Business School students. Our 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 Monash Business School students by Career Education Consultants in Career Connect, our professional transitions program for career professionals is tailored for our 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 Career Connect offers face-to-face on campus. Our program has been developed with you in mind.

All you need to do is self-enrol in the Professional Transitions Moodle unit through your my.monash portal 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. You can find the Professional Transitions Moodle unit at [moodle.vle.monash.edu/course/view.php?id=16681](http://moodle.vle.monash.edu/course/view.php?id=16681).

**Mentoring program**

The Monash Business School Alumni-Student Mentoring Program focuses on career and work/life mentoring and may help you find direction in your studies and refine your career goals.

This strategic network will give our students an opportunity to receive guidance and support to assist with professional skills and career advice. It will also facilitate personal and professional growth by increasing students' access to experienced mentors.

As a mentee, you will be individually matched with a mentor appropriate to your professional goals and academic pursuits. Over the course of six months, you will meet with your mentor. This opportunity will enable you to learn strategies for success in a supportive environment.

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 2016 Monash University Handbook online, available at monash.edu/pubs/handbooks to familiarise yourself with your new course structure. You will remain on the 2016 course structure until you have completed the requirements of your course, unless you are otherwise advised in writing by Student Services - Monash Business School.

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 our Monash Business School website or from our Monash Business School Student Services Office on your home campus. buseco.monash.edu.au/student/progression/pg-course-maps/

Course advisers

Our Monash Business School 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.

Course Advice booking system for Monash Business School in your my.monash portal

The BusEco Course Advice portal supports students who are enrolled in the Monash Business School. 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/

How to access the Course Advice booking system

- log into your my.monash portal with your authcate details
- under the Booking systems heading, click on Buseco
- Course Advice booking system
- under Find events, search for your campus and select and available appointment.

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 Connect monash.edu/connect/forms-letters/forms and bring the completed form with you on enrolment day.

Please refer to the Monash Connect website for submission closing dates when applying for credit monash.edu/connect/forms-letters/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 our Monash Business School course adviser on your home campus.

Professional recognition

Many Monash Business School degrees enable graduates to satisfy educational requirements of professional registration or membership. 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 our course advisers.

business.monash.edu/the-school/partnerships-and-advisory-boards/professional-recognition

Intermission

Intermission (study leave) 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 re-enrol your course within two years, your enrolment will be considered lapsed and you will be discontinued from your course.

Further information about intermission can be found at monash.edu/enrolments/processes/change/intermission

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.

When applying for intermission, students should be aware of the key dates to ensure they do not incur any academic or financial penalty for discontinuing their studies.

**Domestic students** can apply for intermission via WES. Remember to record your transaction number.

**International students** must submit a hardcopy Intermission Application form available from: monash.edu/connect/forms-letters/forms to Monash Business School Student Services on your home campus. Supporting documentation must be attached to the application. You are encouraged to speak to a Monash Student Services course adviser before submitting an application for intermission.

Under the ESOS Act, intermission for international students on a student visa can only be approved on grounds of compassionate or compelling circumstances e.g. exceptional circumstances that are generally outside of the student's control. See visa conditions for international students:

study.monash/how-to-apply/international-student-applications/visa-requirements

Students who have been granted an intermission should seek advice about the possible implications to their student visa from Monash Connect monash.edu/connect on their campus BEFORE departing Australia.

Discontinue your Course

Most students can discontinue their course via WES. Other students who wish to withdraw from all units and discontinue their course must complete and lodge an Course Discontinuation form which is available from Monash Connect or from Monash Business School Student Services Office on your home campus.

International students studying in Australia on a student visa are protected under the Education Services for Overseas Students (ESOS) Act 2000.

Under the ESOS Act, intermission for international students on a student visa can only be approved on grounds of compassionate or compelling circumstances e.g. exceptional circumstances that are generally outside of the student's control. See visa conditions for international students:

study.monash/how-to-apply/international-student-applications/visa-requirements

Students who have been granted an intermission should seek advice about the possible implications to their student visa from Monash Connect monash.edu/connect on their campus BEFORE departing Australia.

Education Services for Overseas Students (ESOS)

International students studying in Australia on a student visa are protected under the Education Services for Overseas Students (ESOS) Act 2000.

Further information can be found at: monash.edu/students/esos

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 Monash Business School Student Services.
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 of their courses and they meet any special requirements of the host faculty. You will need to discuss your options first with the host faculty, and then with the Monash Business School Student Services office on your home campus as cross-faculty enrolment is not available via WES. You will need to submit an Enrolment Amendment form to Monash Business School Student Services.

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 Monash Business School Student Services.

The Course Transfer Application form can be downloaded from: monash.edu/connect/forms-letters/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 - Monash Business School 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/study-abroad/contact-us/

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/study-abroad/outbound/faculty-programs/ 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/connect/forms-letters/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 Monash Business School Student Services for assistance.

In-semmter

Your completed Special Consideration Application (in-semmter 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 Monash Business School Student Services 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

Further information regarding this policy can be found at: buseco.monash.edu.au/esg/agu/policies/assessment

The final grade that will be awarded for supplementary assessment that is successfully completed is 50 (P). Further information regarding the Special Consideration policy can be found at: monash.edu/connect/forms-letters/forms
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](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](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. [buseco.monash.edu.au/esg/agu/policies/acad-progress](buseco.monash.edu.au/esg/agu/policies/acad-progress)

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](buseco.monash.edu.au/esg/agu/policies/acad-progress) [adm.monash.edu.au/execserv/progress](adm.monash.edu.au/execserv/progress)

When you complete your studies

Graduation

Monash is proud to celebrate your academic achievements with family and friends. It’s a time to recognise your efforts and receive your certificate (testamur).

As graduation is not automatic, you need to apply before the closing dates, whether you plan to attend a ceremony or not. [monash.edu/graduations](monash.edu/graduations)

We look forward to celebrating your wonderful success and for you to become the newest alumni of Monash Business School and Monash 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 the activities, events, contacts and benefits offered by the University’s alumni program: [monash.edu/alumni](monash.edu/alumni)
Departments and centres

Department of Accounting

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

Telephone: +61 3 9903 4566
Monday to Friday: 9am - 5pm
Email: acc-enquiries@monash.edu
Website: business.monash.edu/accounting

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: business.monash.edu/banking-and-finance

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: business.monash.edu/business-law-and-taxation

Department of Econometrics and Business Statistics

Clayton campus
Menzies Building (Building 11E)
Level 7, Room 757
20 Chancellors Walk
Clayton VIC 3800

Telephone: +61 3 9905 2390
Monday to Friday: 9am - 4.30pm
Email: econometrics@monash.edu
Website: business.monash.edu/econometrics-and-business-statistics

Department of Economics

Clayton campus
Menzies Building (Building 11)
Level 8
20 Chancellors Walk
Clayton VIC 3800

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

Centre for Health Economics

Clayton campus
Building 75, Level 2
15 Innovation Walk
Clayton VIC 3800

Telephone: +61 3 9905 0733
Monday to Friday: 9am - 5pm
Email: che-enquiries@monash.edu
Website: business.monash.edu/centre-for-health-economics

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: business.monash.edu/management

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: business.monash.edu/marketing

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: business.monash.edu/mba
Course Directors

Master of Accounting (B6002)
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.ohare@monash.edu

Master of Advanced Marketing (4431)
Dr Stephen Saunders  
Telephone: +61 3 9903 47028  
Email: stephen.saunders@monash.edu

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

Master of Applied Economics and Econometrics (B6001)
Associate Professor He-Ling Shi  
Telephone: +61 3 9905 5045  
Email: he-ling.shi@monash.edu  
Dr Xibin Zhang, Econometrics  
Telephone: +61 3 9903 2130  
Email: xibin.zhang@monash.edu

Master of Applied Finance (B6003)
Dr John Watson  
Telephone: +61 3 9903 2171  
Email: jr.watson@monash.edu

Master of Applied Finance and Master of Applied Econometrics (4412)
Dr John Watson, Applied Finance  
Telephone: +61 3 9903 2171  
Email: jr.watson@monash.edu  
Dr Xibin Zhang, Applied Econometrics  
Telephone: +61 3 9903 2130  
Email: xibin.zhang@monash.edu

Master of Banking and Finance (B6004)
Prof Michael Skully  
Telephone: +61 3 9903 1443  
Email: michael.skully@monash.edu

Graduate Certificate in Business (1679)  
Graduate Diploma in Business (3848)  
Postgraduate Diploma in Business and Commerce (2778)
Dr Neil Kimberley  
Telephone: +61 3 9903 2249  
Email: neil.kimberley@monash.edu

Master of Business (B6005)
Dr Neil Kimberley  
Telephone: +61 3 9903 2249  
Email: neil.kimberley@monash.edu

Master of Business specialisations include:

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.oneil@monash.edu

Marketing specialisation  
Dr Stephen Saunders  
Telephone: +61 3 9903 47028  
Email: stephen.saunders@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.oneil@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.oneil@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 (B6013)
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

Graduate Certificate in Pharmacoeconomics (2681)
Graduate Diploma in Health Economics and Policy (3807)
Associate Professor Duncan Mortimer
Telephone: +61 3 990 50735
Email: duncan.mortimer@monash.edu

Master of Human Resource Management (B6006)
Graduate Diploma in Human Resource Management (2778)
Associate Professor Cathy Sheehan
Telephone: +61 3 9903 2228
Email: cathy.sheehan@monash.edu

Master of International Business (B6007)
Master of International Business (2098)
Dr Paul Kalfadelli
Telephone: +61 3 9903 1527
Email: paul.kalfadelli@monash.edu

Master of Management (B6009)
Dr Tui McKeown
Telephone: +61 3 9905 2347
Email: tui.mckeown@monash.edu

Master of Marketing (B6010)
Dr Stephen Saunders
Telephone: +61 3 990 47028
Email: stephen.saunders@monash.edu

Master of Professional Accounting (B6011)
Dr Andrzej Ceglowski
Telephone: +61 3 9903 4569
Email: andrzej.ceglowski@monash.edu

Master of Professional Accounting and Master of Business Law (3843)
Dr Andrzej Ceglowski
Telephone: +61 3 9903 4569
Email: andrzej.ceglowski@monash.edu
Nicola Charwat
Telephone: +61 3 9903 1564
Email: nicola.charwat@monash.edu

Master of Public Policy and Management (B6012)
Dr Linda McGuire
Telephone: +61 3 9905 5177
Email: linda.mcguire@monash.edu
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/

Students can find out who to contact in the Business and Economics faculty team at: monash.edu/library/skills/contacts/fac-buseco

Mastering Academic and Research Skills (MARS)
Designed by the Library for Monash Business School postgraduate coursework 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 your Monash Business School Orientation.

Q Manual
The purpose of the Q (for Quality) Manual is to provide new students with practical and easily accessible information regarding university-level study. Commencing Monash Business School students receive the Business and Economics Q Manual at our Orientation program. You can also download the Q Manual: buseco.monash.edu.au/qmanual/qmanual.pdf

Convosational English Programs
If you want to further develop your English language skills, join any of the Conversational English Programs. They are a fun, free way to meet and talk with other students, ask questions and share a learning experience.
monash.edu/students/conversational-english/

Study Areas and General Spaces
Specifically for Postgraduate Students

- Caulfield Campus
  - Postgraduate Lounge
    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 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.

  For more information and to arrange 24 hour swipe card access please go to intranet.monash.edu.au/isolutions/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.

Bookshops - Caulfield Campus

- The Campus Bookstore
  Building K, Level 2
  28 Sir John Monash Drive
  Telephone: +61 3 9903 2147
  Email: caulfield@thecampusbookstore.com
  Website: thecampusbookstore.com

- Monash University Bookshop (MUB) - opening Feb 2016
  Cnr Sir John Monash Drive and Queens Avenue
  Telephone: +61 3 9905 3111 (Clayton)
  Email: clayton@bookshop.monash.edu.au
  retail.monash.edu.au
Social Justice Unit
Monash is passionate about fairness and social equity, and seeks to improve the human condition by advancing knowledge and fostering creativity. It does so through research and education that is framed by a commitment to social justice, human rights, sustainable progress and enduring well-being.

Disability services, the Ally Network, Diversity and Inclusion Week and cultural inclusion events are some of the support and services supported.

Telephone: +61 3 9905 5704
Website: monash.edu/social-justice/

Disability Services
A part of the Social Justice Unit, 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

Telephone: +61 3 9905 5704
Website: monash.edu/social-justice/disability/

Equity and Social Inclusion
We support the University's goals to provide a fair environment, respectful of different cultures, religions, genders, and sexual preferences, and supportive of people with disabilities and chronic medical conditions.

The Dean of Monash Business School and 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. Our Student Equity Officers will also work closely with the Monash Social Justice 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/

Student Life and Support Services
University Health Services - Caulfield Campus
The University 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.

Building B, Level 1
Sir John Monash Drive
Caulfield East VIC

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

Counsellor
A dedicated counselling service is provided free of charge to our Monash Business School 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 - Monash Business School, 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 busco.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.

Check the website for opening hours on weekdays and weekends.

Building S, Level 1
2 Princes Avenue
Caulfield East VIC

Telephone: +61 3 9903 2358
Website: monash.edu/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 – Monash Business School
buseco.monash.edu.au/student

Course Advice booking system for Monash Business School students
my.monash.edu.au/news-and-events/bookings/busecoadv/

Student Development Office - Monash Business School
buseco.monash.edu.au/student/sgdo

BusEco Postgrad booking system

Monash Business School Student Development booking system
my.monash.edu.au/news-and-events/bookings/mbssd/

Monash Business School homepage
business.monash.edu

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

Monash University homepage
monash.edu

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

A-Z list

Academic transcript
monash.edu/connect/official-documents/academic-transcripts

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

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

Allocate +
monash.edu/timetables

Bookshops
thecampusbookstore.com
retail.monash.edu.au

Career Connect
monash.edu.au/students/career-connect/

Class Timetable
class timetable.monash.edu/2016/

Current Students
monash.edu.au/students

Conversational English programs
monash.edu/students/conversational-english/

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

Graduation
monash.edu.au/graduations

Handbooks
monash.edu.au/pubs/handbooks

Monash Connect
monash.edu/connect

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

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

Moodle
my.monash.edu.au

my.monash portal
my.monash.edu.au

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

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

Scholarships
study.monash/fees-scholarships/scholarships

Web Enrolment System (WES)
my.monash.edu.au/wes
Monash Business School
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 3 9904 4314
Email: enquiries.peninsula@monash.edu

Our international campuses

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

business.monash.edu

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