IMPORTANT INFORMATION ABOUT THIS PUBLICATION

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

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

Online access
This booklet can be accessed online at: buseco.monash.edu/student
Welcome to the Faculty of Business and Economics

The Faculty of Business and Economics is consistently ranked among the leading business education providers in the world, offering a diverse range of educational and research programs.

Our Faculty comprises:

- Monash Business School, Australia
- School of Business and Economics, South Africa
- School of Business, Malaysia

The staff in our Faculty School Student Services Office are available to assist students with any issues related to your enrolment in the Faculty of Business and Economics.

**Berwick campus**

- Building 901, Level 1, Room 111
- Telephone: +61 3 9904 7045
- Email: enquiries_berwick@monash.edu
- Mon, Tue, Thu and Fri: 9am - 5pm
- Wed: 9am - 4pm

**Caulfield campus**

- Building N, Level 4
- Telephone: +61 3 9903 1400
- Email: enquiries_caulfield@monash.edu
- Mon to Fri: 8.45am - 5pm
- Weeks 1 and 2 first and second semester
- Mon to Fri: 8.45am - 6pm

**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
- Mon, Tue, Thu and Fri: 9am - 5pm
- Wed: 10am - 5pm

**Peninsula campus**

- Building D, Level 3
- Telephone: +61 3 9904 4314
- Email: enquiries_peninsula@monash.edu
- Mon to Thu: 9am - 4pm
- Fri: 9am - 4pm

**Monash City location**

- (Bachelor of International Business students only)
- Level 7, 271 Collins Street, Melbourne
- Enquiries to Caulfield campus Student Services Office
- Building N, Level 4
- Telephone: +61 3 9903 1400
- Email: enquiries_caulfield@monash.edu
- Mon to Fri: 8.45am - 5pm
- Weeks 1 and 2 first and second semester
- Mon to Fri: 8.45am - 6pm

**Monash Malaysia - School of Business**

- Building 6, Level 4,
- No. 2 Jalan Kolej
- Bandar, Sunway, 46150
- Selangor Darul Ehsan, Malaysia
- Telephone: +60 3 5514 6000
- Email: info@monash.edu.my
- Mon to Thu: 9am - 5pm
- Fri: 9am to 12pm and 2pm - 5pm

**Monash South Africa - School of Business and Economics**

- Building D, Level Lower Ground,
- 144 Peter Road, Ruimsig, South Africa
- Telephone: +27 11 950 4020
- Email: inquiries@monash.ac.za
- Mon to Fri: 9am - 5pm

Our Faculty Student Services staff will be able to assist you with all enquiries from admission to graduation. For example:

- Course Advice
- Applications for Intermission and Deferment
- Approval for Cross-Institutional studies and Study Abroad
- Information regarding your results and transcripts
- Examination queries
- Timetable help and information
- Locating staff from within the Faculty of Business and Economics
- Course Transfers
- … and much more

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


The BusEco Course Advice portal currently supports students who are enrolled in Faculty of Business and Economics Monash Business School at Berwick, Caulfield, Clayton and Peninsula campuses. You can book an appointment online for face-to-face course advice at your home campus with Student Services staff.
Monash Connect

Monash Connect is located on every campus and acts as an interface between the University, students and the general public. Information on services provided by Monash Connect can be found at: monash.edu.au/connect/

Telephone: 1800 MONASH (1800 666 274)
From outside Australia: +61 3 9902 6011
You can search for answers or ask a staff member a question ask.monash

Fees

The Fees unit organises the invoicing of charges such as CSP and full fee course costs. They are also responsible for any fees encumbrance placed on your record. Encumbrances occur when students do not pay fees or fines. Please quote your Student ID number and full name in any inquiry made to the Fees Section. monash.edu.au/fees

Graduations

To apply to graduate, you must complete and submit an ‘Application for Graduation’ form to the Graduations Unit by the closing date. The application form can be downloaded from the Graduations webpage or obtained Monash Connect (all campuses). monash.edu.au/graduations

Travel Concessions

Many Monash students are eligible for a Victorian Public Transport (VPT) student concession card. This card gets you cheaper public transport fares. If you are eligible, download a transport concession form in WES. monash.edu.au/connect/travel-concessions

Student identity (ID) cards

You will be issued with a student identity card when you first enrol. You can use your student ID card to:

- identify yourself on campus and at exams
- borrow from the library
- get access to secure buildings
- add credit to your print balance.

If your card is lost, stolen or damaged, a replacement card can be issued by Monash Connect on any campus. A replacement fee will apply. monash.edu.au/connect/id-cards

Examinations

The examinations branch is responsible for the scheduling of examinations and the publication of results. Please quote your Student ID number and full name on any inquiry made to the Examinations Section. University policy on confidentiality precludes information on individual students being given to a third party. Staff can speak to the student only about the student’s examination details. monash.edu.au/exams

Berwick campus
Building 930, Ground Floor
Clyde Road
Berwick Vic 3816

Caulfield campus
Building A, Ground Floor
900 Dandenong Road
East Caulfield Vic 3145

Clayton campus
Campus Centre, 21 Chancellors Walk
Wellington Road
Clayton Vic 3800

Peninsula campus
Building C, Administration Building, Level 2
McMahons Road
Frankston Vic 3199
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While the information provided herein was correct at the time of publication (November 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 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, 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.
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.

http://www.monash.edu.au/students/policies/student-charter.html

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.

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 intern (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.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.

Note: You must have a Tax File Number to enrol (CSP students selecting the HECS-HELP option only).

Enrolment Planner

Semester 1 Enrolment

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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.
Monash University Timetable System (MUTTS)

The Monash University Timetable System (MUTTS) allows you to view the timetable for a unit. This 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.

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 enter preferences into your newly enrolled units. These units will display immediately when you re-access Allocate+.

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. For example:

- One three-hour class on one particular night each week
- One lecture and three tutorials (you will be allocated into the lecture but are required to enter preferences or allocate yourself into a tutorial).

Undergraduate students will not be auto-allocated until the preference sort.

Undergraduate and Honours students at all campuses, will use Preference Mode only. A unit may consist of a number of activity groups, ie. lectures, tutorials etc. You are required to enter six time preferences for each activity group in each unit, if six preferences are available. If not, you must enter as many preferences as are available. The one exception is when only one activity is offered and students are auto allocated.

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.

Please read this information carefully, and ensure that you carry out the steps required by the due dates. Failure to allocate for each unit will result in your personal timetable being incomplete.

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 enter your lecture, tutorial and laboratory preferences.
5. When you have finished, click the Show My Preferences button to view your preferences.
6. When complete, click Logout. It is particularly important to logout, to secure your preferences, if you are using a computer on campus. If you fail to logout your preferences could be changed by another person using that computer.
7. After the preference sort 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 2015
Allocate+ opening and closing dates can be found at: monash.edu/timetables/login
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-servicedesk@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 and Student Development

Orientation program

University life is an exciting and demanding academic and social experience. The Faculty of Business and Economics orientation program will help you to adjust to university study, settle into university life and meet the staff and students with whom you will work during your studies. Orientation is an essential part of your Monash transition experience.

The Faculty offers new students the opportunity to attend orientation programs tailored to the needs of Business and Economics undergraduate students. The programs give you an advantage by helping you understand the academic side of university life. It is highly recommended all new students attend.

During the orientation program you will:
- discover more about Monash and the Faculty
- learn about the expectations and requirements of undergraduate study
- get organised for your studies
- become familiar with what's where and who's who
- learn study approaches and academic and research skills
- participate in activities designed to make the most of your study and develop effective study approaches

Information details on both the University and Faculty Orientation and Transition programs can be found at:

Faculty:  buseco.monash.edu.au/student/sdo/orientation/
University: monash.edu.au/orientation

Create a personalised orientation program using the online Orientation ePlanner.

Information for Malaysia and South Africa campus orientation programs will be available from Student Services.

Peer Mentor program

Having a mentor/buddy as you start your university journey can be a big help. This peer mentor program, aimed at first year students will match you with a senior Business and Economics student who will help you get settled and connected as you begin your studies. Your mentor can help you discover and become familiar with what's where and who's who. This program is offered at Berwick, Caulfield, Clayton and Peninsula campuses.  
buseco.monash.edu.au/student/pal/peers/

Student Development Office

We also offer a range of co-curricular student development programs to help you develop your employability skills alongside your degree.

Find out more at Student Development for Business and Economics students
buseco.monash.edu.au/student/sdo/

Peers, Ambassadors and Leaders (PAL) program

The PAL program is a three year, co-curricular sequence that is designed for undergraduate students studying a degree or double degree through the Faculty of Business and Economics at Berwick, Caulfield, Clayton and Peninsula campuses. It is closely aligned to Monash’s core values of innovation and creativity, diversity, fairness, engagement, integrity and self-reliance.  
buseco.monash.edu.au/student/pal/

Professional Transitions - Business and Economics program

Aimed at Business and Economics students at any campus, this program is designed for our final year students who are career starters (with 0-5 years work experience). The program 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.  
buseco.monash.edu.au/student/sdo/professional-transitions/
Course and Unit Matters

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 at Berwick, Caulfield, Clayton and Peninsula campuses. 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/

Double degree students

If you are enrolled in a cross faculty double degree, in addition to meeting with a business and economics course adviser you should book an appointment with the relevant partner faculty to ensure you are satisfying the requirements of both sides of your degree.

Applying for Credit

What is Credit?

Credit is granted to a student towards their current degree for PREVIOUS studies they have successfully completed at an institution such as TAFE, a university, or an accredited college. The credit granted may be in the form of:

- Specific credit, exempting the student from a 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/service-centre/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/service-centre/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 (eg Enhancement Studies) 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. The Course Enquiry Portal (CEP) credit advisor will assist you in making a formal credit application.
- The Credit Advisor checks whether your previous studies will earn you a credit in a Monash Business and Economics course and provides a personalised course map showing your units and electives. It takes about 4 minutes to complete the 4 steps.
- The advice given by CEP is not a formal assessment. You must still submit a formal application for Credit. CEP and the Credit Advisor is available online at: cep.connect.monash.edu.au/CEP

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.
## Results

Information about results dates and access can be found at [monash.edu/exams/results-dates-access](http://monash.edu/exams/results-dates-access). You can access and print your results in WES, and also register to receive your results by SMS on your mobile phone.


Please find below a definition of grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>80–100</td>
<td>High Distinction</td>
</tr>
<tr>
<td>D</td>
<td>70–79</td>
<td>Distinction</td>
</tr>
<tr>
<td>C</td>
<td>60–69</td>
<td>Credit</td>
</tr>
<tr>
<td>P</td>
<td>50–59</td>
<td>Pass</td>
</tr>
<tr>
<td>N</td>
<td>49 and below</td>
<td>Fail</td>
</tr>
<tr>
<td>DEF</td>
<td>N/A</td>
<td>Deferred assessment - If you applied for special consideration, you may have been granted another chance to sit an examination. In this case, the grade DEF will appear on your record.</td>
</tr>
<tr>
<td>NS</td>
<td>45–49</td>
<td>Fail, Supplementary Assessment - the faculty will assess and award supplementary assessment to eligible students under special circumstances. If awarded your grade will appear as NS on result release.</td>
</tr>
<tr>
<td>NFR</td>
<td>Fail</td>
<td>Not satisfying faculty requirements - fail grade recorded on Monash transcript for Study Abroad/Exchange and complimentary studies units.</td>
</tr>
<tr>
<td>SFR</td>
<td>Pass</td>
<td>Satisfied faculty requirements - pass grade recorded on Monash transcript for Study Abroad/Exchange and complimentary studies units.</td>
</tr>
<tr>
<td>WDN</td>
<td>N/A</td>
<td>Withdrawn - Students who withdraw or discontinue from a unit after the relevant semester census date will have the grade WDN recorded on their academic transcript.</td>
</tr>
<tr>
<td>WH</td>
<td>N/A</td>
<td>Withheld - Your grade has been withheld pending disciplinary action.</td>
</tr>
<tr>
<td>WN</td>
<td>N/A</td>
<td>Withdrawn Fail - Students who withdraw after Monday of Week 10 in a standard semester will have the grade WN recorded on their academic transcript.</td>
</tr>
<tr>
<td>WI</td>
<td>N/A</td>
<td>Used to indicate that a student was unable to undertake or complete all assessment for a unit due to extreme circumstances beyond his or her control occurring or having effect after the commencement of the relevant Withdrawn Fail period. The WI grade is not a passing grade because the student has not completed the requirements of the unit; but unlike the other fail grades - Fail (N) or a Withdrawn Fail (WN) - the WI is not included in the GPA calculation.</td>
</tr>
</tbody>
</table>

### Grade Point Average (GPA) and Weighted Average Mark (WAM)

Students who commenced their studies after 2008 will have both their Grade Point Average (GPA) and Weighted Average Mark (WAM) recorded on their academic transcript.

#### Grade Point Average (GPA)

The GPA is an internationally recognised calculation used to find the average result of all grades achieved for your course.

#### Weighted Average Mark (WAM)

The WAM is a more precise measure of your academic performance than the GPA. This is because we base the calculation on your actual marks and the year level of each unit. The WAM is the average mark you achieve across all completed units in a course.

### Calculating your GPA and WAM

You can find methods for calculating both your GPA and WAM here:

- GPA: [monash.edu/exams/gpa](http://monash.edu/exams/gpa)
- WAM calculator: [monash.edu/exams/wam](http://monash.edu/exams/wam)
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 for any reason, you can apply for Intermission (leave of absence) for up to a maximum of one academic year at any one time.

When granting leave the Faculty reserves students a place in their course. The period of intermission is not included in the maximum time allowed to complete a course. Refer to: buseco.monash.edu.au/esg/agu/policies/

If you do not re-enrol or intermit your course, your enrolment will be considered to have lapsed. Studies undertaken elsewhere during the period of intermission will not be credited to your course.

If you are on a conditional enrolment you may be unable to seek Intermission or, if approved, your condition will be applied to your enrolment upon return.

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 the Web Enrolment System (WES). Remember to record your transaction number.

International students must submit a hardcopy Application for Intermission form available from: monash.edu.au/connect/forms to their Faculty Student Services Office on their home campus. Supporting documentation must be attached to the application. Students are encouraged to speak to their Faculty 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: monash.edu/study/international/apply/visa/managing-visa

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

Please note: if you are on intermission for Semester 1 only, you are required to enrol in units for semester 2. If you are on intermission for semester 1 and 2 or semester 2 only: you must enrol into units for the following year to reserve your place in the degree (eg. if you take intermission for semester 2, 2015 you must enrol into units for semester 1 and 2, 2016).

If you wish to extend your intermission you must re-apply. Failure to reapply for intermission will result in you losing your place in your course. If you are returning to study after a period of intermission you need to amend your enrolment via WES.

Course Discontinuation

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 the University website or the Faculty Student Services Office on your home campus.

Students should consider seeing a course adviser before deciding to discontinue their studies. monash.edu.au/enrolments/change/discontinue-course

Alternatively if you are a domestic student, you may submit notification of your discontinuation in writing, addressed to the University Student Services Office on your home campus.

Note: Please check the deadlines for submitting forms as discontinuation of a course has implications for the refund of fees.

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 monash.edu.au/connect/ on their campus regarding the possible visa impacts BEFORE formally discontinuing from the University.

Special Consideration

What is Special Consideration?
The purpose of special consideration is to give a student, whose work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond their control, a further opportunity to demonstrate their ability. Students who complete their final examination or end-of-semester assessment task will not be eligible for special consideration. More about special consideration can be found here: monash.edu.au/exams/special-consideration

When Can I Apply for Special Consideration?
Special Consideration is usually accepted on the basis of either:
- Acute illness
- Loss or bereavement
- Hardship/trauma
- Military, jury duty or emergency services duties
- Monash Sport’s athletes support program, if you are participating in a key event.

To apply for Special Consideration you can either:
- Obtain the form directly from your Faculty Student Services Office OR
- Download the form from Monash Connect: monash.edu.au/connect/forms. Refer to both the Faculty and University Special Consideration Policies for further information
  - buseco.monash.edu.au/esg/agu/policies/
  - policy.monash.edu.au/policy-bank/academic/education/assessment/special-consideration-policy

If you are unsure whether or not you are able eligible to apply for Special Consideration contact your Faculty Student Services Office for assistance.
Students are required to submit their application for special consideration together with the appropriate documentation and evidence, with the relevant office as soon as possible prior to the scheduled examination. If a student was unable to complete an examination due to falling ill during the examination, the special consideration application must be submitted no later than two working days after their last scheduled examination, or for other assessment tasks, within two working days of the submission deadline.

What is a deferred examination?
A deferred examination is the only outcome from a successful end of semester request for special consideration. Students who complete the final examination/assessment task will not be eligible for special consideration.

The Official University period for the sitting of deferred exams is around the start of February for Semester 2 units and the middle of August for Semester 1 units.

Equity and Social Inclusion

The Faculty of Business and Economics supports 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.

Our Faculty applies Monash University’s policies for equity and social inclusion. We welcome staff, students and visitors from around the world and a range of socioeconomic backgrounds, who bring a cultural diversity that greatly enriches our faculty.

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 staff and 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 Social Justice Unit by providing feedback to assist with strategic planning.

Berwick campus
Telephone: +61 3 9904 7045
Email: equity.berwick@monash.edu

Caulfield campus
Telephone: +61 3 9903 1400
Email: equity.caulfield@monash.edu

Clayton campus
Telephone: +61 3 9905 2327
Email: equity.clayton@monash.edu

Peninsula campus
Telephone: +61 3 9904 4314
Email: equity.peninsula@monash.edu

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.

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:

Course Transfer

How do I apply?
To apply to transfer from one undergraduate course to another within the Faculty of Business and Economics, you must complete an Internal Course Transfer Application form available from the Faculty Student Services Office on any campus or download from Monash Connect: monash.edu.au/connect/forms

Please check the following website the closing date to submit your application:
monash.edu.au/connect/forms

Semester 1: You must RE-ENROL in your current course during the re-enrolment period on WES as transfers are assessed during the selection period in January. Enrolment in the new course will take place in conjunction with the enrolment process for commencing students in Feb 2015.

Semester 2: Mid-year course transfer is competitive as there are limited places available. You must remain enrolled for semester 2 in your current course until the outcome of your course transfer application has been received.

Late applications will not be accepted after the published date.

If you wish to transfer to a course managed by another Faculty you should contact that Faculty for further information.

Am I eligible to apply?
To be considered for a course transfer students are required to:
- have achieved satisfactory progress in their current degree and completed units totalling at least 12 credit points in a Monash University course
- have completed no more than two-thirds of their current course
- satisfy the relevant Mathematics and English prerequisites
- meet required grade averages.

Course transfers are subject to the availability of places in the course you wish to transfer to. There are no guaranteed transfers.

You will be notified by email if your application is successful or unsuccessful. If 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, the Faculty Student Services will transfer you to the new course. You will then be required to log onto WES and complete your unit enrolment.

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.

Further information
Information regarding internal course transfers within the Faculty’s programs can be found at:
buseco.monash.edu.au/student/admission-enrolment/course-transfers
Cross-faculty Unit Enrolments outside the Faculty
Subject to the requirements of your course and unit availability, you may choose cross-faculty electives as part of your degree program. You will need to discuss your options first with the host faculty, and then with the Faculty Student Services office on your home campus as cross-faculty enrolment is not available via WES.

Cross-campus Unit Enrolments within the Faculty
Subject to the requirements of your course and unit availability, you may choose cross-campus electives from within the Faculty of Business and Economics. You will need to discuss your options with the Faculty Student Services office on your home campus as cross-campus enrolment is not available via WES.

Outgoing Monash Abroad/Exchange Students
Students wishing to study one or two semesters at an overseas partner institution and have that study count towards their Monash degree should contact the Faculty Student Services office on their home campus for further information regarding the Monash Exchange program.

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.

Please contact your Faculty Student Services Office on your home campus before re-enrolling.

Further information on study abroad and exchange study may be found at:
- [buseco.monash.edu/egu/policies/cross-inst-studabrd](http://buseco.monash.edu/egu/policies/cross-inst-studabrd)
- [monash.edu/study-abroad/](http://monash.edu/study-abroad/)

Education Services for Overseas Students (ESOS)
If you are an international student, that is, not an Australian citizen, Australian permanent resident visa holder or New Zealand citizen, 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 Education Services for Overseas Students (ESOS) Act.

For further information: [monash.edu.au/students/esos](http://monash.edu.au/students/esos)

Underload application form – International students
The underload application form is to be used by current international students holding a student visa and enrolled at Australian campuses, when applying to enrol in less than 4 units in a semester. Supporting documentation must be attached to all applications to underload.

It is expected that international students will be enrolled full time for the duration of their studies. However, there are limited circumstances where a reduced load can be approved by the Faculty. Download the form at: [monash.edu.au/connect/forms](http://monash.edu.au/connect/forms)

Note: Please check the deadlines for submitting forms as unit discontinuation has implications for the refund of fees.

Academic Progress Rules
In the Faculty of Business and Economics, a student’s academic progress for each academic year is deemed unsatisfactory for any of the reasons listed. [buseco.monash.edu.au/egu/policies/acad-progress](http://buseco.monash.edu.au/egu/policies/acad-progress)

What happens if any of these reasons apply to me?
If any of these reasons apply to you, you will receive an email from the Faculty requiring you to “show cause” to the Faculty Academic Progress Committee as to why you should not be excluded from your degree and/or the Faculty.

Do I still re-enrol?
Yes, if you are asked to “show cause” or if you think that any of these reasons apply to you, you must still re-enrol, on the basis that you will not be excluded from your degree and/or the Faculty.

How do I show cause?
The email will advise you how to make a submission in writing, with substantiating evidence (eg. statutory declarations, medical certificates etc) to the Faculty Academic Progress Committee.

What happens if I do not respond?
Failure to respond will result in automatic exclusion from your degree and/or the faculty.

Where will the email be sent to?
All correspondence will be sent to your Monash student email account.

Will I have to attend a hearing of the Faculty Academic Progress Committee?
You will be advised by email if you are required to attend a hearing. You should ensure that you are available during the January-March summer period when the Committees are scheduled to hold hearings at each campus. If it is impossible for you to attend your hearing in person contact the academic progress secretary as recorded on the notification of hearing letter.

International students should contact the Monash Connect [monash.edu.au/connect/](http://monash.edu.au/connect/) on their campus as early as possible on +61 3 9902 6011 for information and advice on the possible visa impacts relating to the university’s academic progress rules.


Education Services for Overseas Students (ESOS)
If you are an international student, that is, not an Australian citizen, Australian permanent resident visa holder or New Zealand citizen, 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 Education Services for Overseas Students (ESOS) Act.

For further information: [monash.edu.au/students/esos](http://monash.edu.au/students/esos)
Conversion from International Student to Full-Fee or CSP

International students who gain permanent residency during their course can apply to convert their fee status. You can download a Change of Residency application form at: monash.edu/connect/forms

Applications can only be processed upon provision of a certified copy of your permanent residency visa and photo page of your passport. You must notify Monash University of your change in visa status within 14 days of the change.

Any changes that occur prior to your units' census date will affect your fee status for those units. If the change occurs after your units’ census date, your fee status will not be affected until the following teaching period.

The Faculty will determine if an international student who has gained permanent residency will be offered a local full-fee paying place or a CSP place.

Faculty Current Student Web Page

Visit the Faculty of Business and Economics Current Student web page at: buseco.monash.edu.au/student

You will find information on:

- courses and units
- course advice
- admissions and enrolments
- exams and results
- admin information
- schools and departments
- study resources
- student development
- IT and computing
- assignment cover sheets
- course maps and lists of majors
- support services
- calendar and timetables
- international students
- employment and career development
- clubs and associations
- faculty specific forms
- university student forms
- unit guides
World Wide Web Sites

The internet is a fantastic resource for university students, not only for study purposes, but also for administrative reasons. The following sites should be of interest to students enrolled in the Business and Economics Faculty:

**University Sites**

- Monash University homepage
  monash.edu.au
- Business and Economics Faculty homepage
  buseco.monash.edu.au
- Monash Business School
  buseco.monash.edu.au/about/business-school/
- Business and Economics Faculty Student homepage
  buseco.monash.edu.au/student
- Business and Economics Course Advice booking system
  my.monash.edu.au/news-and-events/bookings/busecoadv/
- Student Development for Business and Economics students
  buseco.monash.edu.au/student/sdo/
- Peers, Ambassadors and Leaders Program (PAL) - for Business and Economics undergraduate students
  buseco.monash.edu.au/student/pal/
- Faculty Q Manual – provides academic / study tips
  buseco.monash.edu.au/qmanual/qmanual.pdf
- Lecture Timetable - Monash University Timetable System (MUTTS)
  mutts.timetable.monash.edu/MUTTS/
- Exam Timetable and Results
  monash.edu.au/exams
- Monash University Current Student homepage
  monash.edu.au/students/
- Monash Connect
  monash.edu.au/connect/
- Monash University Library homepage
  monash.edu/library/
- Language and Learning Online
  monash.edu.au/lls/llonline/index.xml
- Student life and support services
  monash.edu/students/support/
- Employment and career development
  monash.edu.au/careers/
- Search for Monash University Information
  search.monash.edu.au

**Other Sites**

- CPA Australia
  cpaaustralia.com.au/
- Employment opportunities etc., especially for accounting students
  theage.com.au
- The Australian
  theaustralian.com.au
- Australian Financial Review
  afr.com
University Student Associations

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

Further information on what your Student Association can offer can be found at: 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)
- FMAA Financial Management Association
- MAFC Monash Accounting and Finance Club
- MASA Monash Accounting Students Association
- MASS Monash Actuarial Students Society
- MMSS Monash Marketing Students Society

### Services for Overseas Students

All international students currently enrolled have access to membership services and facilities on their campus of enrolment.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Student Association Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Berwick campus</strong></td>
<td>BISA – Berwick International Student Association Building G, Room G76 Telephone: +61 3 9904 7133 berwick.monash.edu.au</td>
</tr>
<tr>
<td><strong>Caulfield campus</strong></td>
<td>OSS – Overseas Student Service Building S, Level 2 Telephone: +61 3 9903 2525 monsucaulfield.org.au</td>
</tr>
<tr>
<td><strong>Clayton campus</strong></td>
<td>MUISS Lounge Campus Centre, 21 Chancellors Walk, Level 1 Telephone: +61 3 9905 4143 msa.monash.edu/Communities/MUISS</td>
</tr>
<tr>
<td><strong>Peninsula campus</strong></td>
<td>MONSU Service desk, Building U, Level 1 Telephone: +61 3 9904 4217 monsupeninsula.org.au/oss</td>
</tr>
<tr>
<td><strong>Malaysia campus</strong></td>
<td>MUSA Office Building B6, Level 1 Telephone: 603 5514 6000 Ext: 61787 musa.monash.edu.my</td>
</tr>
<tr>
<td><strong>South Africa campus</strong></td>
<td>Monash Student Association of South Africa Learning Commons, Building D, Level 1 Telephone: +27 11 950 4155 monash.ac.za/student-life/clubs-associations/</td>
</tr>
</tbody>
</table>

### Student Publications

- **Caulfield campus**
  - ESPERANTO – Caulfield student publication MONSU, Building S, Level 2
  - Email: esperanto@monsucaulfield.org.au monsucaulfield.org.au

- **Clayton campus**
  - LOT’S WIFE – Clayton student publication Campus Centre, 21 Chancellors Walk, Level 1
  - Email: msa-lotswife@monash.edu msa.monash.edu.au

- **Peninsula campus**
  - Telephone: +61 3 9904 4217 monsupeninsula.org.au
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

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

Scholarships

A number of scholarships and bursaries are available to both new and current students. For information on scholarships available, eligibility and closing dates please go to the Monash University Scholarships web site: monash.edu.au/study/scholarships/
Health Services

University health services

The University health services aims to provide a broad range of general health services to the University community with an emphasis on illness prevention and health education.

monash.edu.au/health-medical/

Caulfield campus
Building B, Level 1 Ground
Telephone: +61 3 9903 1177

Clayton campus
Campus Centre, 21 Chancellors Walk, Ground Floor, next to STA Travel
Telephone: +61 3 9905 3175

Peninsula campus
Building U, Level 1, Room U1.39
Telephone: +61 3 9904 4615

Private medical clinic on or near Berwick campus.
Berwick campus
Berwick Healthcare
76 Clyde Road
Telephone: +61 3 9796 1500
Casey Super Clinic (open 24 hours)
50 Kangan Drive
Telephone: +61 3 9707 4777

Counselling available

A dedicated counsellor 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 Counselling and mental health.

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

More information and to make an appointment:

buseco.monash.edu.au/student/sdo/student-support/counsellor

If you need to access counselling services outside our dedicated Counselling hours you can contact Counselling and mental health directly. They also offer a free drop in counselling service every weekday during business hours.

Counselling and mental health

You can find out more about the resources available to you such as counselling, student support programs, mental health resources and mindfulness.

Face-to-face counselling appointments are available on campus during office hours: Monday to Friday 9am - 5pm.
Telephone +61 3 9905 3020 (for all campuses)
monash.edu.au/counselling/
Non-Academic and Commercial Services

Monash University Employment and Career Development

Monash University Employment and Career Development provides a range of employment and career services to students and graduate. They assist students with finding part-time employment and volunteer opportunities whilst you study and graduate positions to get you out in the workforce. Further information on what is available can be found at: monash.edu.au/careers/

Go to the Career Gateway careergateway.monash.edu.au to access employment opportunities, events such as fairs, forums, seminars, employer information sessions, career development programs, and a range of online career resources. Login with your student ID.

You can also meet with a careers consultant for careers education, career planning, resume and cover letter checking (email and drop-in service).

Berwick campus  Building 901, Room G40  Telephone: +61 3 9905 3151
Caulfield campus  Building S, Level 3  Telephone: +61 3 9903 2114
Clayton campus  Ground Floor, West Extension  21 Chancellors Walk  Telephone: +61 3 9905 3151
Peninsula campus  Building A, Ground Floor, Room A1.33  Telephone: +61 3 9905 3151

Bookshops

The Monash Bookshops offer a wide range of stock and services to suit everyone. Further information on what is available on your campus can be found at:

Berwick campus  Building 902, Level 1  Telephone: +61 3 9904 7091  Email: berwick@bookshop.monash.edu.au retail.monash.edu.au
Caulfield campus  Building K, Level 2  Telephone: +61 3 8573 5300  Email: caulfield@thecampusbookstore.com thecampusbookstore.com
Clayton campus  Campus Centre, Ground Floor, 21 Chancellors Walk  Telephone: +61 3 9905 3111 or 9905 3112  Email: clayton@bookshop.monash.edu.au retail.monash.edu.au
Peninsula campus  Student Union Building, Lower level  Telephone: +61 3 8573 5320  Email: peninsula@thecampusbookstore.com thecampusbookstore.com

Monash Sport

Monash Sport offer services and memberships to Monash University students, staff, graduates and the general public with Monash students receiving discounted prices. For further information on what is available on your campus visit: monash.edu.au/sport/

Caulfield campus  Building S, Level 1  Telephone: +61 3 9903 2358
Clayton campus  42 Scenic Boulevard, Monash Sport  Telephone: +61 3 9905 4102
Peninsula campus  MPARC, Building W, Monash Sport  Telephone: +61 3 9904 4496
Transport and Parking at Monash

You can get to our campuses around Melbourne in many ways, but for the sake of the environment, your health and limited car spaces, consider public transport, cycling or walking before driving – and if you have to drive, consider carpooling and park on campus for free.

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

Parking and permits

If you’re coming to a Monash campus by car or motorcycle, you’ll find many clearly marked permit, metered, motorcycle, and disability spaces.

But with so many Monash students, staff and visitors, finding a space can be difficult at some campuses without a permit, and they can be hard to get if you don’t get in early, especially at Caulfield.

To ease the pressure on limited spaces, consider your other options before applying for a permit, such as the free Rideshare carpooling program, public transport, cycling or walking – you could save time and money, and help the environment. monash.edu.au/people/transport-parking/permits/

You can buy or apply for a permit from our purchase parking permits page, which outlines your choices and explains where you can park, based on your permit colour.

Purchasing a Parking Permit
Parking permits can be purchased online via the my.monash portal and are valid for 12 months from the start of semester one. Students who do not want to pay for a full year can make a half-payment. monash.edu.au/people/transport-parking/permits/purchase/

Metered parking
All our campuses have metered parking areas, apart from Parkville, which is easy to get to by public transport, and Gippsland, where parking is free. monash.edu.au/people/transport-parking/permits/metered-free/

Visit our maps page to see how to get to any of our Melbourne campuses and to download a map, showing parking areas at each campus. Wherever you park, be sure to obey the signs to avoid a fine.

Carpooling - Rideshare parking
A free carpool service is provided at the Berwick, Caulfield, Clayton, and Peninsula campuses. Details can be found at: monash.edu.au/people/transport-parking/carpooling/

Motorcycle parking
You can park on campus for free but must park in the spaces reserved for motorcyclists 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.

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 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 bus stop 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. At Berwick the shuttle bus leaves from outside Building 901.

An alternative to the free inter-campus shuttle route is the free Penbus to Clayton and Peninsula campuses. This service runs 5 times a day from Rosebud to Clayton stopping at 8 locations. This service for students only is by registration.

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

For further information: +61 3 9905 4082.

Public transport
In addition to our free inter-campus shuttle bus, which connects our Clayton campus with our Berwick, Caulfield and Peninsula campuses, and our Peninsula campus to Frankston railway station you can find details about public transport options to and between our campuses, public transport concession cards, the Monash Commuter Club and maps at this link: monash.edu.au/people/transport-parking/public/

ask.Monash
If you having any questions about parking, visit ask.Monash and type in a question. ask.monash
Monash University Caulfield campus

Building index

Building

Access Monash B4
Accounting and Finance A3
Advancement A3
Architecture B4
Art, Design and Architecture – Faculty Office B3
Arts B1,A3
Australian Centre for Jewish Civilisation A3
Bookshop B3
Business and Economics B1,A3,B2,A, H, N, S
Business Law and Taxation B2
Campus Manager B3
Car Park A3
Caulfield School of Information Technology A3
Child Care Centre A1 (22-24 Derby Road)
Chisholm Hall A2
Computer Laboratories (general use) C3 T
Counselling Service B3
Design A3
e-Solutions B3
e-Solutions Service Desk A3
Economics and Business Statistics A3,H
Economics A3
Employment and Career Development B2
English, Communications and Performance Studies C3
Facilities and Services C3
Faculty Gallery B3
Faculty of Information Technology A3
Fine Arts B1,A3
Fine Arts/Studio (2D) A4
Fine Arts/Studio (3D) A4
Fitness Centre A2
Graduate Student Office – Business and Economics S
Health Service A3
Health and Wellbeing Hub A3
Information A3
Information Technology – Computer Laboratories A3
Journalism, Australian and Indigenous Studies A3
Journalism Laboratories C3
Library B3
Mail and Transportation Services A3
Management A3
Marketing A3
Marketing and Communications (Global Engagement) A3
MBA B1,A3
Monash Asia Institute A4
Monash European and EU Centre A4
Monash Residential Services A4
Monash Sport B2
Monash University Museum of Art (MUMA) A4
MUSON Caulfield A2
Museum of Computing History B3
Office of Future Students (Global Engagement) A3
Office of Monash Residence B1,A3
Office of the Pro Vice-Chancellor (Learning and Teaching) A3
Office of the Pro Vice-Chancellor (Social Inclusion) A3
Overseas Student Services (OSS) Lounge A3
Parenting/Disability Room A2
Political and Social Enquiry A3
Postgraduate Computer Laboratories A4,C4
Postgraduate Lounges A3,A4
Postgraduate Office (MPA) A3
Postgraduate Study Space A3
Pro Vice-Chancellor (Office of the Vice-Chancellor) A4
Public Health and Preventive Medicine A4
Reception B3
Security A3
Social Work A3
Student Service Centre B3
Switchboard A3
Food outlets B3
Cafe Monash B2
Camino Coffee House B3
Fresco Juice Bar B3
Gryph Inn Bar and Bistro B2
MamaDuke Cafe and Luca Restaurant A3
Tower Sushi A2

Travelling to 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.

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 960 – Stud Park Shopping Centre, Waverley Park, Monash University Clayton campus, Huntingdale Station, Oakleigh Railway Station, Chadstone Shopping Centre, 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.

Packing

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
Monash University Sunway campus, Malaysia

Building index

Building C2
Administration
School of Arts and Social Sciences
School of Information Technology
School of Science
Facilities Maintenance Department

Building M3
Jeffrey Cheah School of Medicine and Health Sciences
Brain Research Institute Monash Sunway (BRIMS)
Science Laboratories

Building E5
School of Engineering

Building B6
School of Business
Monash University Student Association
Cafeteria
ATM

Building L7
Library and Learning Commons
Information Centre
Monash University
English Language Centre
Bookshop
Postal Service

Building I9
Computer Laboratories
Information Technology Services (ITS)

Monash University

Map by Design and Publishing, June 2010

Building E5
School of Engineering

Building B6
School of Business
Monash University Student Association
Cafeteria
ATM

Building L7
Library and Learning Commons
Information Centre
Monash University
English Language Centre
Bookshop
Postal Service

Building I9
Computer Laboratories
Information Technology Services (ITS)
Building index

A – Administration building
Campus Reception
Student Services
Advancement
The Office of the Pro Vice-Chancellor
Research Directorate
Finance
Human Resources
Facilities
Procurement
The staff lounge

B – Lecture Hall building
Lecture theatres: 1 (seats 198), 2 (seats 69) and 3 (seats 153)
Tutorial rooms: 3 (seats 16), 4 (seats 16) and 5 (seats 24)
PC Labs: 1 (seats 17), 2 and 3 (seats 24 each)
Geography Lab: 1st floor (seats 20)
ITS offices: 1st floor

C – Teaching Block
Lecture theatres: 4 (seats 360), 5 (seats 154) and 6 (seats 200)
Tutorial rooms: 1st floor, 15, 16, 17 and 18 (seats 36 each)
School of Social Science offices: 1st floor
PC labs: 1st floor: 7 and 8 (seats 64 each)

D – Seminar building
School of Information Technology offices: 1st floor
School of Business and Economics offices: lower ground floor
Seminar rooms: 1 (seats 63), 2 (seats 65) and 3 (seats 72)
Tutorial rooms: ground floor, 8 (seats 32), 12 (seats 34) and 15 (seats 24);
lower ground floor, 10 (seats 36) and 11 (seats 34);
1st floor, 14 (seats 40)
PC Labs: 1st floor: 5 and 6 (seats 25 each)

E – Library and Learning Commons
Library: ground floor and 1st floor
Student Development offices: 1st floor
Foundation Program offices: 2nd floor
Gym: 2nd floor
Seminar rooms: 2nd floor: 5 (seats 50), 6 (seats 90), 7 (seats 56), 8 (seats 56) and 9 (seats 42);
1st floor: 10 (seats 90)

F – Monash Africa Centre
Health Sciences offices: 1st floor
Lecture theatres: 7 (seats 52) and 8 (seats 52)
PC Labs: 9 (seats 64), 10 (seats 64) and 11 (seats 64)
Seminar rooms: 11 (seats 64), 12 (seats 64), 13 (seats 64), 14 (seats 34), 15 (seats 34), 16 (seats 45), 17 (seats 64) and 18 (seats 64)

5, 6, 7, 8 and 9 – Residential buildings
Building 5: Student residence block 3
Building 6: Student residence block 1
Building 7: Student residence block 2
Building 8: Student residence block 4
Building 9a, 9b, 9c and 9d: Student residence block 6

MONASH University
Glossary

Academic misconduct  Student cheating or assisting to cheat whether in an examination or non-examination context.
Academic year  The standard academic year is divided into two semesters. Each semester consists of thirteen teaching weeks followed by an examination period.
Authcate  A Monash term for a student computer account that is used to access protected internet resources.
Credit  Credit which is given in one course on the basis of prior formal studies in another course at the same or another higher education or post-secondary institution.
Credit points  The value given to a unit. Units are normally 6 credit points or a multiple of 6, for example 12 or 18 credit points.
Allocate+  Online class allocation system accessible from any computer in the world that has internet access. Students browse available timeslots for all enrolled activities and specify personal preferences.
APC  Academic Progress Committee
ATAR  Australian Tertiary Admission Rank: an overall percentile ranking, calculated in steps of 0.05, reflecting the comparative performance of VCE candidates amongst the relevant national age group in a given year.
Board of Examiners  Faculty committee responsible for determining the results of the performances of all candidates enrolled in the faculty.
Callista  Student information system developed by Callista Software Services to accommodate the majority of business functions associated with student administration.
CAN  Commonwealth Assistance Notice: Information sent to Commonwealth supported students after the census date about the units of study for which Commonwealth assistance has been received, their student contribution amounts, their Student Learning Entitlement (SLE) usage, the amount of any up-front payments made, and their HECS-HELP assistance.
Census date  The date on which a student's enrolment is taken to be finalised. HECS-HELP and FEE-HELP debts are incurred and SLE is consumed on census dates. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date.
Chancellor  The Chair of University Council, appointed to office by the members of Council. The role encompasses ceremonial, statutory, regulatory and executive functions.
Cheating  Seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.
Chief Examiner  Person responsible for assessment of a unit.
Course  The accumulation of units according to a set of rules that leads to the award of a qualification.
Course Advisor  A staff member assigned to assist students with the planning of their course.
Co-requisite  A unit that must be studied simultaneously with another unit.
CRICOS  Commonwealth Register of Institutions and Courses for Overseas Students lists all providers registered to offer courses to people studying in Australia on student visas and the courses that are approved for offer.
Cross-institutional  External relationships which lead to formal agreements with other tertiary institutions, business, industry, government agencies or schools, both locally, nationally and internationally, based on the joint development and delivery of, and graduation from education and training programs.
CSP  Commonwealth Supported Place: higher education place for which the Commonwealth makes a contribution towards the cost of the student's education.
DEEWR  Department of Education, Employment and Workplace Relations
Deferral (or deferment)  An adjournment of the starting date for study which allows a student's place in a course to be held for a nominated length of time, usually one year.
Deferred examination  See Special examination
Degree faculty  The faculty which owns the course in which a student is enrolled, even though students may be enrolled in units from another faculty.
DEST  Department of Education, Science and Training
DIBP  Department of Immigration and Border Protection
Discipline  Field of study
Discipline – student  The Discipline Statute encompasses academic, general and research misconduct by students.
Domestic student
A person enrolled in an undergraduate or postgraduate academic program and who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.

EFTSL
Equivalent Full-Time Student Load: a measure of the study load, for a year, of a student undertaking a course of study on a full time basis.

Elective
A unit that is not part of a major or any other compulsory course requirement.

ESOS
Education Services for Overseas Students: regulates the education and training of overseas students studying in Australia on student visas through the ESOS Act and associated legislation which protects the interests of these students by providing tuition and financial assurance.

Exchange student
A student who is participating in a formal exchange program arranged between the university and a non-Australian overseas higher education provider. The student pays fees to the home institution not to the host institution.

Exemption
Where a student is not required to take a certain unit on the basis of work already completed but is required to undertake an alternative unit of equivalent credit points.

Faculty
The groupings of academic areas within the University.

FEE-HELP
A loan scheme to help eligible non-Commonwealth supported students pay their tuition fees.

Field of Education
DEST classification of higher education courses, specialisations and units with the same or similar vocational emphasis or principal subject matter.

Field of study
An approved sequence of units in cognate areas.

General misconduct
Any behaviour in relation to people or property which is contrary to generally accepted standards of behaviour.

Go8
Group of Eight: Group of vice-chancellors of Australia’s eight leading universities.

GPA
Grade Point Average: the average result of all grades achieved by a student during a course of study at tertiary level.

Grading scale
The framework correlating a percentage of marks to a level of achievement on an individual task or a whole unit or course.

Graduate
A person on whom the University has conferred an academic award, including honorary awards and awards conferred jointly with another institution.

HDR
Higher Degrees by Research

HECS-HELP
A scheme that includes up-front payment discounts and loans to help students in Commonwealth Supported Places pay their student contributions.

HESA
Higher Education Support Act

Home institution
The institution at which a student is enrolled for the majority of their course.

Host institution
The partner institution at which a student is undertaking some part of an exchange, study abroad or cross-institutional program.

IELTS
International English Language Testing Scheme

Intermission
A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrols during the designated periods.

International student
A person enrolled in an undergraduate or postgraduate academic program who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.

ITS
The University’s division of Information Technology Services.

Lecture
A class varying in size assigned to a unit. Consisting mostly of one-way interaction, with the lecturer providing a presentation and students taking notes.

Lecture
A minimum of 48 credit points in a field of study or discipline, including a minimum of 12 points at both second and third year levels respectively.

Managing faculty
The faculty that is assigned responsibility to coordinate administrative matters for each single or double degree program (including but not restricted to admission, enrolment, course advice, academic progress and academic referral).

Misconduct – student
See Discipline – student

Mode of attendance
This is a classification of the way in which a student is undertaking a unit of study, according to whether their enrolment in a unit is internal (on-campus), External (off-campus) or Multi-modal (both on and off-campus).

Monash abroad
The program that provides exchange and study abroad opportunities for Monash students, and students at overseas institutions who would like to spend one or two semesters studying at Monash.

Monash Research Graduate School
Administers a wide range of doctoral and Master of Philosophy programs and also co-ordinates the university’s postgraduate research training activities and research scholarships.

Moodle
Allows access to online study-related resources related to the units you are enrolled in at Monash
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSO</td>
<td>Monash University Studies Online system</td>
</tr>
<tr>
<td>MUTTS</td>
<td>Monash University Timetable System</td>
</tr>
<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>OLA</td>
<td>Open Universities Australia</td>
</tr>
<tr>
<td>Orientation (O Week)</td>
<td>The beginning of semester for new students: activities (usually of a week’s duration) designed to help students settle into university and provide them with information to prepare them for university life.</td>
</tr>
<tr>
<td>OS-HELP</td>
<td>A cash load available to eligible students who undertake some of their course overseas.</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Using another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement.</td>
</tr>
<tr>
<td>Policy</td>
<td>A concise, formal and mandatory statement of principle which provides a framework for decision-making and a means by which the university reduces institutional risk.</td>
</tr>
<tr>
<td>Practical session</td>
<td>A class in which practical (or prac) experiments or exercises are conducted under supervision.</td>
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<tr>
<td>Prerequisite</td>
<td>A prerequisite is a unit which must be successfully completed before a student is permitted to proceed to a further unit.</td>
</tr>
<tr>
<td>Qualification</td>
<td>An award or other form of certification of attainment, competence or attendance.</td>
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<tr>
<td>RPL</td>
<td>Recognition of Prior Learning</td>
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<tr>
<td>Special consideration</td>
<td>Consideration by a board of examiners of students whose assessment has been affected by illness or other serious cause.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>A merit award based on academic performance which provides financial advantage to students undertaking a specified course of study. The advantage is usually in the form of full or partial remission of fees, or meeting of costs associated with the course of study such as living costs, purchase of books, or accommodation.</td>
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<tr>
<td>Specified credit</td>
<td>Credit granted in the form of specific Monash unit(s).</td>
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<tr>
<td>Student – Full-time</td>
<td>A person undertaking 75% or above study load</td>
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<tr>
<td>Student – Part-time</td>
<td>A person undertaking a study load of less than 75%</td>
</tr>
<tr>
<td>Student – Postgraduate</td>
<td>A person enrolled in a higher degree program based predominantly on coursework study, coursework</td>
</tr>
<tr>
<td>Student – Postgraduate research</td>
<td>A person enrolled in a higher degree program based predominantly or wholly on research rather than coursework.</td>
</tr>
<tr>
<td>Student – Undergraduate</td>
<td>A student enrolled in an academic program designated by the statutes or rules to be an undergraduate program.</td>
</tr>
<tr>
<td>Student identification (ID) Cards</td>
<td>New students are issued with a card containing their photo and a unique student ID number. The student ID card identifies the person as a member of the Monash Community and enables the holder to borrow from University libraries.</td>
</tr>
<tr>
<td>Study Abroad Program</td>
<td>An approved program of study at a host overseas higher education institution that counts as credit towards a course enrolled in which the home higher education provider.</td>
</tr>
<tr>
<td>Supervisor – student</td>
<td>Person responsible for academic supervision of a postgraduate research student.</td>
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<tr>
<td>Syllabus+</td>
<td>Syllabus+ together with Allocate+ are used for space management, timetabling and class allocation forming the Monash University Timetable System (MUTTS).</td>
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<tr>
<td>TAFE</td>
<td>Technical and Further Education.</td>
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<tr>
<td>Tagged degree</td>
<td>Specialised degree whose title consists of a broader generic degree with a specialisation in parentheses.</td>
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<tr>
<td>Teaching faculty</td>
<td>The faculty in which a unit is owned and taught.</td>
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<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language.</td>
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<tr>
<td>Tutorial</td>
<td>Small study and discussion group assigned to a unit. Complementary to material studied in a lecture.</td>
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<tr>
<td>Transition</td>
<td>The adjustment, development and change experienced when progressing to university study.</td>
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<tr>
<td>Unit</td>
<td>Any single unit of study in which a student enrols, and in which a grade/mark is recorded. Comparable to ‘subject’ however unit is the official term used at Monash University.</td>
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<tr>
<td>University Council</td>
<td>The governing body of the university. All University bodies report to the University Council.</td>
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<tr>
<td>Unspecified credit</td>
<td>Credit which is not matched to a particular unit in the student's new course at Monash.</td>
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<tr>
<td>VCE</td>
<td>Victorian Certificate of Education</td>
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<tr>
<td>VICTER</td>
<td>Victorian Tertiary Entrance Requirements</td>
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<td>VTAC</td>
<td>Victorian Tertiary Admissions Centre</td>
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<tr>
<td>WES</td>
<td>Web Enrolment System</td>
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### Timetable – Semester 1, 2015

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### Timetable – Semester 2, 2015

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Further information

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 CRICOS provider code: Monash University 00008C
 Reprinted November 2014, Updated December 2014