

**EXCHANGE
PARTNER
FACT SHEET
2017**

monash.edu/study-abroad



APPLICATION CLOSING DATES

Monash Semester one

1 October (previous year)

Monash Semester two

1 March (same year)

Monash Abroad Office

Monash University
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Email: monash.abroad@monash.edu

Web: monash.edu/study-abroad



facebook.com/monashabroad



twitter.com/monashabroad



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Emergency after-hours contact

Monash Australia security office:

Telephone: +61 3 9905 3059

Monash Malaysia Campus Malaysia security office:

Telephone: +60 3 5514 6065

APPLICATION PROCEDURE

1. Exchange balances

Australian universities are required to maintain close control of exchange student balances because these affect the funding arrangements we have with the Australian Government.

To help us manage balances, please check with us before selecting any students for exchanges to Monash.

We are happy to agree on numbers well in advance to suit your recruitment timetables.

Eligibility

Students must have:

- Completed at least one full year at home university
- A GPA of 3.0 or a minimum of 60% credit average or credit pass equivalent. A lower GPA may be accepted under special circumstances (please contact Monash Abroad)
- Met Monash English language entry requirements (see English Requirements section)

2. Application form

Application forms can be found at: monash.edu/study-abroad

Application forms and supporting documents should be sent via email to monash.abroad@monash.edu. Please make sure you have sighted the originals of all supporting documents, especially the academic transcripts and English test scores.

Please date stamp and sign them to confirm that you have seen the originals.

3. Completing the application

Students must please provide:

- one official transcript for each university attended (translated into English and certified)
- a copy of the passport personal information page (page with photo and citizenship)
- English test results (if applicable)

Please note, if applicants do not meet the English language requirements, they may be eligible for a 'conditional offer' based on completion of a 10 or 15-week Monash English Bridging Program (MEB), (see page 3).

4. Approval process

Partners should not advise students they have been accepted to Monash until Monash Abroad has sent an official offer letter.

Initial assessment

Monash Abroad staff will acknowledge receipt of applications via email to the student and their home university exchange coordinator.

Monash Abroad carries out the initial assessment, checking the applications are complete and the students have met the eligibility criteria, including English proficiency.

Study plan approval

Once the initial assessment has been completed, applications are sent to each faculty where students have requested units. Faculties are responsible for assessing whether students have the necessary prerequisites and academic background to undertake the selected units.

Enrolments staff in each faculty assess the exchange applications alongside academic staff responsible for the specific units. This means that a study plan may require multiple approvals across more than one faculty, a process that may take between two to eight weeks from when a student receives their acknowledgment email from Monash Abroad.

5. Offer

Once the study plan is approved, Monash Abroad will issue a formal letter of offer of admission (offer letter) to Monash. This will be emailed directly to the student and copied to the home university. Accompanying the letter will be a list of the student's preapproved units and a Monash Abroad pre-arrival guide.

6. Acceptance

To accept the offer for admission, the student must sign and return an acceptance form to Monash Abroad within seven business days by scanning and emailing.

Most students must also send payment for the compulsory health insurance (see Overseas Student Health Cover below). Instructions on how to pay the OSHC are provided in the offer letter and acceptance form.

Confirmation of Enrolment (CoE) certificate

Monash Abroad will issue a Confirmation of Enrolment (CoE) once the acceptance form and payment have been received.

The CoE is required before an application can be lodged for an Australian student visa. The certificate is recorded electronically in the Australian Government visa system, so it is not possible to apply for a visa before this certificate is issued.

Monash Abroad will email the CoE directly to the student.

ENGLISH LANGUAGE REQUIREMENTS

English requirements

All Monash applicants must satisfy the minimum English language requirements of the University. All students applying to Monash must provide documentary evidence proving they meet one of the following requirements:

- If applying for undergraduate units – satisfactorily completed at least two full-time semesters at a university where English was the university-wide language of instruction and assessment; or
- If applying for graduate units – satisfactorily completed at least three full-time semesters of undergraduate study, or two semesters of full-time graduate study at a university where English was the university-wide language of instruction and assessment; or
- An IELTS (International English Language Testing System – Academic), TOEFL (American Test of English as a Foreign Language), PTE Academic (Pearson Test of English) or Cambridge English test taken less than two years before commencement at Monash; or
- If students from Denmark, Finland, Netherlands, Norway or Sweden – achieved specified grades in specified subjects at secondary school (see your Study Abroad office for details).

For further information on all English language requirements visit monash.edu.au/admissions/english-language-requirements.html

In some countries an IELTS test is required to obtain an Australian student visa – see www.border.gov.au for details.

Law courses have higher TOEFL and IELTS English score requirements. Please refer to the Monash University course finder for further information – study.monash/courses

Improving English at Monash

Monash provides several alternative pathways into the University and programs to assist students in improving their English.

If applicants are just below the entry score

If applicants are just below the minimum entry score, they may be able to do a Monash English Bridging Program at Monash College. They will pay extra tuition fees, but Monash Abroad has arranged discounted rates for Exchange students.

Ten and 15-week courses are offered, depending on the student's level of English, and are timed to allow commencement of an exchange program at the beginning of the following semester. For instance, English Bridging programs start in October and November each year and finish in time for students to start first semester in March the following year.

If students are interested in doing a Bridging program, please contact Monash Abroad. If they are eligible they will be given a conditional offer to Monash as an exchange student. They should not apply directly to Monash College.

The programs are taught in dedicated language training facilities on-campus at Monash University.

Details of the bridging programs can be found at monashcollege.edu.au/english-language-services/english-language-courses/monash-english-bridging

Studying English for credit

Several units are offered within the 'English as an international language' course, which enables students to gain a deeper understanding of the English language. They do not focus solely on the teaching of English language skills; rather, they encourage personal language development.

For more information on these units, visit: artsonline.monash.edu.au/eil

Language and Learning Services

The Centre for the Advancement of Learning and Teaching (CALT) has five interactive websites, offering language and learning support resources for students at Monash University. All sites can be accessed via the home site at monash.edu/lts/lonline.

The Campus Community Division also runs various programs to assist students in developing their English language skills, interact with local students in themed conversations, and receive peer support. For more information visit monash.edu/students/conversational-english

STUDY PLAN

Unit selection

Apart from the prohibitions listed by faculty (right), exchange students can apply for any units for which they meet prerequisites.

Students should note the following when preparing their study plans:

- Select at least eight units per semester in case some are rejected or unavailable. Students who are exchanging for two semesters should list study plans for their first semester only; they will apply for units in their second semester directly with the relevant faculty late in their first semester.
- Units should be at first, second or third-year level, unless students are graduates.
- Graduate students are considered on a case by case basis.
- Check that units are offered in the relevant semester.
- Check that they meet any required prerequisites as listed in the unit outline in the handbook.

All units must be offered on one campus, except Clayton and Caulfield where a mixture of units can be selected, subject to final class timetable.

Handbooks – finding units

Handbooks for undergraduate and graduate courses are available online at monash.edu/pubs/handbooks

To search unit offerings select 'Course and unit information' and browse the areas of study or unit offerings by year.

Unit prohibitions and other academic requirements

The following prohibitions apply to exchange students:

- Fourth year and honours are not available.
- Units offered at Monash Malaysia campus are only available when the whole exchange program is taken at that location. Units offered at other external Monash teaching locations (Singapore, Hong Kong, etc) are not available.
- Off-campus learning (OCL) or distance education (DE) units are permitted but students may only study 25% of credit points as OCL or DE.

Faculty of Art Design & Architecture

Students enrolled in any units other than those coded TAS (Theory of Art and Design), must also enrol in the non-credit Occupational Health and Safety unit OHS1000, which is a compulsory online occupational health and safety unit with no cost, class time or credit points attached.

Students applying to do studio-based units should include an electronic portfolio of relevant work.

Faculty of Arts

Language units are strictly sequential and students must fulfil exact prerequisites.

If students wish to study music, they can apply for ensemble units (as part of a group) and music theory units, but one-on-one performance units are not available to exchange students.

Faculty of Business and Economics

Students applying to do accounting, finance, economics, econometrics or statistics units at Clayton or Caulfield campuses are required to produce evidence of completion of high-level mathematics (final-year secondary school or tertiary level). If they do not have results from similar units, they should attach curricula and results from their high school mathematics studies for assessment.

Due to a high demand for business and economics units, quotas are imposed particularly at the Clayton and Caulfield campuses.

Graduate units at Clayton campus cannot be taken by exchange students or as single units.

Graduate coursework units are available at the Caulfield campus and will be approved on a case by case basis.

Students applying to study second and third-year units must show they have completed the prerequisite as detailed in the Monash handbook.

Students cannot request to study a unit of the same year level and content as an already completed unit listed on their academic transcript – this will not be approved by the faculty.

- Students applying for MBA units must meet the following minimum requirements:

- Three years relevant work experience (applications must include a complete resume showing both study and relevant employment undertaken).
- English test score of IELTS 6.5 with no band under 6.0 (or the TOEFL equivalent).

Faculty of Education

Units with practical teaching components will be considered if the student is enrolled in a teaching program in their home university.

- The units offered for exchange students will be limited to first, second and third-year units only.
- Units will be subject to the availability of placements.
- Applications for education units with practical teaching components will be assessed on a case by case basis for eligibility.
- If applicants are eligible (and placements are available), students will be required to undertake a Working with Children check once they arrive in Australia. A check usually takes three to 12 weeks in processing time. The student's history of criminal activity will be investigated as part of the Check. It is recommended they obtain these records to include with their application before leaving their home country. This will be arranged by the Faculty of Education during orientation.

Faculty of Engineering

Generally there are no prohibitions but prerequisites must be met.

Students are not allowed to take third-year design units as well as research project units. Most fourth-year units are also restricted. Exceptions will be made for high-achieving students who have shown keen interest in a specific unit.

STUDY PLAN

Faculty of Information Technology

Students must attach a full synopsis for each course/unit they have studied or are currently studying in information technology at their home university. This synopsis must be in English.

Faculty of Law

The Faculty of Law will only allow students who are studying law at their home university to enrol in law units. Compulsory and quasi-compulsory units are not available unless there are special circumstances (e.g. if they have a special need to complete a particular unit. If this is the case, you will need to provide a written request from your home university). Only certain Law elective units are available to exchange undergraduate Law students.

If students are applying for graduate Law units you should note that:

- As a full-time four student they will need to nominate 4 units (24 credit points) per semester.
- You will be able to find the list of elective units through the Law timetable web page.
- Students need to check the timetable for unit clashes and different offerings.
- Students need to check all the units for prerequisites and co requisites by searching each individual unit on the Monash Handbook or through the timetable web page.

- Students who completed their LLB and/or LLM in a non-Commonwealth country must enrol in LAW5081 Australian legal process and research.
- Students who need to enrol in units that are offered concurrently or after LAW5081 Australian legal process and research.
- Students should nominate the exact teaching period for each unit in their application. This information can be found through the Monash Handbook.

Faculty of Medicine, Nursing and Health Sciences

- Bachelor of Medicine and Bachelor of Surgery (MBBS) units are not available.
- Psychology units are only available to students with substantial previous study in psychology.
- School of Psychology has strict requirements for progression at undergraduate level. In order to assess applications from exchange and Study Abroad students the faculty requires official unit/subject descriptions for all previously studied psychology units, including the class hours per week, the assessment requirements of the units, the textbooks used, and an outline of the content. This can be attached to the study plan.
- Approval for first-year units is more straightforward but students applying for second or third-year units must have a working knowledge of a statistical program such as SPSS and have previously written scientific lab reports.

Faculty of Pharmacy and Pharmaceutical Sciences

Students can only apply for first-year pharmacy units unless they come from another Bachelor of Pharmacy or Bachelor of Pharmaceutical Science degree. No cross-campus enrolment is permitted. An academic transcript and full details of course/unit outlines should be attached to the student's Monash Abroad application for assessment by the faculty.

Faculty of Science

Students applying for units taught by the Faculty of Science will need to provide a unit synopsis of all related/equivalent units they have studied at the home university. A synopsis outlines the unit or course content, assessment, contact hours and year level. This information will be used to determine if they meet the necessary prerequisites for these areas. This should be provided with the application form.

BIO3021 Marine Biology has a compulsory field trip component prior to the start of semester at an additional cost to students. This is a hurdle requirement to enrol in this unit and students must attend. For Semester 1, 2017 the dates are February 13-17 and registered students will be excused from Monash Abroad orientation. BIO3820 – Tropical terrestrial biology is not available to incoming exchange and Study Abroad students.

Grading scale

Faculties at Monash use a common grading scale for undergraduate coursework units, although a few units are awarded simplified grades such as "Completed".

The standard scale is:

High Distinction HD 80–100%
(this result is difficult to achieve)

Distinction D 70–79%

Credit C 60–69%

Pass P 50–59%

Fail N <50%

Full details of the Monash grading scale and assessment policy can be found at <http://policy.monash.edu.au/policy-bank/academic/education/assessment/grading-scale-policy.html>

Monash does not recommend any particular conversion scale to its partner universities

Academic transcripts

At the end of your semester and once academic results have been published, Monash Abroad will order and post your transcript to your home institution.

Transcripts will only be posted to the student and not the home institution if they have applied directly to Monash Abroad as a study abroad student.

For students who are studying for one year, an academic transcript will only be issued at the end of the year unless otherwise requested.

Semester 1 – Results published in mid-July

Semester 2 – Results published in early December

Transcripts will be sent approximately two weeks after results are published.

STUDY PLAN

Pre-approved units

Students may wish to select the following units while studying at Monash – these can be approved by Monash Abroad and will assist to speed the application process. Further details on each unit can be found on the Monash University website under the Handbook.

First-year level – Semester one

ATS1254 – Culture, power, difference: Indigeneity and Australian identity

ATS1259 – Australian Idol: Exploring contemporary Australia

ATS1297 – Academic writing

First-year level – Semester two

ATS1250 – Cross Cultural Interactions on the Colonial Frontier

ATS1254 – Culture, Power, Difference: Indigeneity and Australian identity

ATS1259 – Australian Idol: Exploring contemporary Australia

ATS1260 – Sport and society in Australia

ATS1259 – Professional writing

Second / third-year level – Semester one

ATS2019 / ATS3019 – Perspectives on Indigenous Art: Production, meaning and symbolism

ATS2357 / ATS3357 – Australian Aboriginal Women

ATS2392 / ATS3392 – The Trip: Travelling Australia and the world

ATS2355 – Power, Knowledge, Aborigines: Between representation and reality

Second/third-year level – Semester two

ATS2020 / ATS3020 – Colonialism in Comparison: Australia, New Zealand, and the Pacific

ATS2358 / ATS3358 – Contesting Laws: Heritage, culture, and land

ATS2359 / ATS3359 – Hearing the Country: Studies in Indigenous Australian ethnoecology

ATS2354 – Interrogating Racism: Indigenous Australians and the State

ATS2359 – Hearing the Country: Studies in Indigenous Australian ethnoecology

ATS3361 – Museums and Galleries: Popular expressions of Indigenous cultures

ATS3543 – Archaeology of Indigenous Australia

INSURANCE, VISAS AND ARRIVAL

Insurance

Health cover (OSHC)

Under Australian Government visa rules, all exchange students (except those from New Zealand, Belgium, Sweden and Norway) must have Overseas Student Health Cover (OSHC) before they can apply for a student visa.

This health insurance policy provides a safety net for international students, similar to that provided to Australian residents through the Medicare system. It is provided by a private insurance company and arranged by Monash. It covers basic medical, hospital and pharmaceutical costs while students are in Australia and enrolled at Monash.

The OSHC policy does not cover:

- Pre-existing medical conditions
- Private hospital charges
- Services by dentists, opticians, physiotherapists, osteopaths, chiropractors, naturopaths or any other ancillary services
- Any costs incurred outside Australia, even during a holiday trip taken during the course of a student's stay in Australia

The policy does not cover the full cost of most medical and pharmaceutical services but generally covers the full cost of hospital treatment in a public hospital. It does not cover dental or ophthalmology costs.

Students are required to pay the insurance premium before we can issue their Confirmation of Enrolment (CoE).

Full details can be found in the Monash Abroad pre-arrival guide sent to all students with their offer letter and on the Monash Abroad website: monash.edu/study-abroad/inbound/financial-information/insurance

Students entering Australia on an Australian passport are not eligible for OSHC and must organise their own health care cover.

Travel insurance

Monash Abroad strongly recommends all incoming exchange students obtain comprehensive travel insurance to cover travel outside Australia and to provide cover for baggage, emergency travel and medical costs not covered by OSHC.

Visas

Student visa

Exchange students must enter Australia with a sub-class 500 Student visa and not any other. Before applying for a visa, students will need an offer letter from Monash University and a Confirmation of Enrolment (CoE).

This is issued to students after Monash Abroad has received the student's acceptance form and, where relevant, payment for OSHC and any other fees.

Students should apply for visas as early as possible. Students from some countries can apply for visas online but from other countries it may take up to 90 days, particularly if they have to obtain a health clearance. Please refer to the Department of Immigration and Border Protection (DIBP) website at www.immi.gov.au/students for detailed information about student visas. The charge for a student visa is currently \$A550 (correct at May 2016). Student visas are normally valid for one month beyond the end of the semester for which the student is enrolled.

Extending stay in Australia

Students wishing to extend their stay in Australia once they have completed studies will need to apply for a visitor visa. Visitor visas are granted as long as students do not have an 8534 or 8535 condition on their student visa (details about these conditions can be found on the DIBP website). Students will need to provide a letter confirming completion of studies with their application for extension of stay in Australia. Further information about tourist visas can be found on the following website: www.immi.gov.au/visitors

Airport Reception Service

The complimentary Airport Reception Service is available to all exchange students.

The airport pickup service is available from the Melbourne Tullamarine airport only to the student's accommodation. Additional people travelling with the student will have to pay a fee for this service. Information on how to book will be provided in the student's offer letter.

If students do not use the complimentary airport pickup service, other transport options are:

- Airport Bus Dandenong – www.airportbusdandenong.com.au
- Sky Bus – www.skybus.com.au
- Taxi – Approximately A\$100 to Clayton

More transport options can be viewed at www.melbourneairport.com.au/to-from-the-airport/overview.html

ACCOMMODATION

On-campus

Applying

University accommodation is available on all Monash campuses except Parkville and Caulfield.

Students will receive instructions on how to apply for on-campus accommodation when they receive an 'acknowledgement of receipt of application email' and again in their offer letter.

Acceptance

Students will be contacted directly by Monash Residential Services (MRS) about whether they have been offered a room at MRS and how to accept their offer and pay the accommodation deposit. They must accept this by the due date, generally about six weeks before the start of each semester.

Before students accept their accommodation offer, they should carefully read the terms and conditions. If they accept the offer and change their minds about living in the halls of residence, they will be responsible to pay rent until MRS is able to fill the room. This could potentially equate to paying for a whole semester of accommodation, even if they withdraw from their exchange after accepting the accommodation offer.

Standard accommodation contract dates for 2017

Semester one:

11 February to 7 July

Semester two:

8 July to 2 December

Rooms are usually available before the contract start date in Semester One. Rooms are usually available for an extended stay at the end of Semester two and over the summer holiday period. Students need to apply to MRS and pay for additional nights.

Accommodation types

The Clayton accommodation is in single rooms in one of six halls of residence located together on a corner of the campus, with 24-hour security. Bathroom and kitchen facilities are shared and each room is carpeted, heated and furnished with a bed, desk, desk chair, bookshelves, wardrobe, rubbish bin, telephone and internet connection. The room charges include all utilities and university-wide phone calls. A cafeteria offers meals seven days per week that are paid for separately.

The new studio development at Clayton Campus is also available to all exchange and Study Abroad students. The contract term for these new studios is longer, the details of which can be found on the MRS website.

The accommodation at the Peninsula campus is slightly different with two to eight single bedrooms grouped into apartment-style units with shared bathrooms, kitchens and living rooms.

The costs at the other campuses are also different from the Clayton campus and depends on the exact type of accommodation chosen.

Linen, such as doonas (douvets/comforters), sheets, towels, pillows etc are not provided at the halls of residence. Students can pre-purchase linen through MRS: ecommerce.mrs.monash.edu.au

All accommodation at Monash is co-ed but all students have single rooms. Exchange students may apply for a single-sex apartment but this cannot be guaranteed. Students who want to be accommodated together may request this but it is Monash policy to have a mix of students in each hall of residence or unit to achieve a balance of Australian and international students and first, second and third-year students, therefore requests are not guaranteed. Students will not know their room allocation until they arrive.

Please visit the following website to view current accommodation fees: ecommerce.mrs.monash.edu.au

All costs are bundled and include a deposit, internet and phone connection fees and an orientation week levy.

More information about on-campus accommodation can be found at mrs.monash.edu.au

Off-campus

Students who prefer to live off-campus must find their own accommodation but can obtain advice and assistance from MRS. There is a very wide range of shared student accommodation available all over Melbourne, especially near the major universities, and most exchange students are able to find off-campus accommodation.

Some areas students may like to consider are Caulfield, South Yarra, Toorak, Richmond, Clayton, Oakleigh, Murrumbeena, East Malvern and Carnegie. These are all close to public transport and are about 30 minutes from Monash University's Clayton and Caulfield campus.

Students who want to live off-campus should be advised to arrive in Melbourne one to two weeks before orientation starts to look for a permanent place to live.

More information, including accommodation listings, can be found at mrs.monash.edu.au/offcampus/providers.html

Orientation

There is a special enrolment and orientation program conducted by Monash Abroad for exchange students each semester. It is compulsory for all students and takes place approximately 10 days before the start of semester (usually in the third week of February and the second week of July). The orientation program will be emailed to students about four weeks before it commences and will be put up on the Monash Abroad website.

It is essential students arrange travel so that they can attend.

The Monash Abroad orientation is separate from the international orientation (for full-course international students) and the general university orientation (for all commencing students).

Monash Abroad orientation dates for 2017

Semester one:

14 February to 17 February

Semester two:

11 July to 14 July

LIVING IN AUSTRALIA

Living costs

Information about living costs in Melbourne for international students can be found at study.monash/why-choose-monash/our-locations/life-in-melbourne/cost-of-living. This information is primarily for international students doing full three-year courses at Monash so there may be some variations for short term Exchange students.

You can also get an idea of living costs in Melbourne at: www.liveinvictoria.vic.gov.au

International student services

The Monash University International Student Services (MUISS) is a division of the Monash University Students Association and provides a wide range of services and activities for international students, including a very comfortable lounge at the Clayton campus. Exchange and Study Abroad students are welcome to use these services and you can find more detail at monashstudentassociation.com/about

Employment

Holders of Australian student visas can work part-time for up to 40 hours per fortnight during the semester and full-time during semester breaks. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students find part-time work in the service and hospitality industries.

Internet access

All Monash students receive a free internet quota that they can use from any part of the high-speed Monash network, including the halls of residence, computer labs throughout the university and the wireless network available on most parts of all campuses.

This quota is provided by each student's faculty and varies depending on the course they are doing, but it should be enough for their academic and reasonable personal needs. Accessing any part of the Monash website, including the Monash student email account, is free and does not count towards the quota. If they exceed their quota students may be able to purchase additional quota from their faculty.

Further information can be found at monash.edu/esolutions

Please note that students may not have access to their faculty internet quota as soon as they arrive at Monash. This is because each faculty decides when your quota is activated and, in some cases, this may only be a few days before classes commence.

In the meantime, students will have access to all parts of the Monash website, including their Monash student email account, but not to any external websites, including external email accounts.

There are no public internet cafes on Monash campuses. To ensure that students can access their emails during their first few days at Monash, before their internet quota is activated, they should divert their personal and home university emails to their Monash student email account. They can then log on to the student My Monash portal to receive and send their emails.

All Monash campuses also have free wifi that is open-access to the general public. Further information can be found at monash.edu/wireless#free

MONASH MALAYSIA

Application process

Please complete the Monash Abroad application form for Monash Malaysia. Applications should be forwarded to the Monash Abroad office in Melbourne. Refer to the application form for any further documentation that may be required.

Monash Malaysia campus

Accommodation

On-campus accommodation is guaranteed for all exchange students.

Rental per month

RM 1150

Deposit (refundable)

RM 1500

Further information: monash.edu.my/study/study-abroad-exchange/inbound/accommodation

Unit selection

- School of Arts and Social Sciences
- School of Business and Economics
- School of Engineering
- School of Information Technology
- School of Medicine and Health Sciences
- School of Science

Please see web links for individual course offerings: monash.edu.my/study

Key dates

All dates are the same as Monash Australia with the exception of orientation, which is run one week before the first week of classes.

monash.edu/study-abroad/intercampus-exchange/apply

Contact

Monash Abroad (Malaysia campus)

Email: monashabroad.malaysia@monash.edu

Phone: +60 3 551 5 9644 / 45895

Web: monash.edu.my/study/study-abroad-exchange

MONASH TERMINOLOGY

Course

Degree or program
(e.g. Bachelor of Arts)

Unit

Subject or course
(e.g. Introductory Accounting)

Unit code

Each unit has a seven character code
(e.g. AFW1001)

AFW letters indicates discipline,
e.g. Accounting 1 first number indicates
year level as shown below:
1 – first year
2 – second year
3 – third year
4 – honours (fourth year)

Units starting with a number higher
than four are usually graduate units.
The handbook lists units individually
and will state if the unit is a graduate
or undergraduate.

Credit points

The majority of units are worth six credit
points, with a small number being worth
12. Some Engineering units are worth four
credit points.

Full-time load and min/max requirements

18 – 24 credit points per semester (usually
three to four units). Under Australian visa
regulations, students must be enrolled in
a full-time load throughout their stay. Study
Abroad students are permitted to do 18
credit points if they want to but must not
overload (i.e. five units.)

Faculty

All units belong to a particular faculty, e.g.
Faculty of Arts. Study Abroad students are
allocated to the faculty in which they are
doing the majority of their Monash units.

Prerequisites

Similar units that must have been
completed at the home institution before
this unit can be studied. These apply to
exchange students.

School

Major discipline within a faculty.

Department

Specific discipline within a school.

Lecture

Class of 50 – 250 students where an
academic delivers a one to two-hour
lecture, usually not interactive.

Tutorial

Each lecture will have a tutorial where
the class splits into smaller groups, e.g.
5 – 25 students, an academic leads group
discussion and students make individual
or group presentations.

Laboratory session/workshop

Class of 10 – 30 students conducted
in a laboratory.

Unit study hours

These vary and are specified for each unit
in the Handbook but the following
is a general guide.

Non-lab units

Two one-hour lectures per week
One one-hour tutorial per week
Three to five hours private study
and reading required per week

Lab units

Two one-hour lectures per week
One three-hour laboratory session
per week
One to three hours private study
and reading required per week