Academic Integrity

Monash University is committed to upholding standards of academic integrity and honesty. Under University policy, students are expected to develop the knowledge and skills required to avoid plagiarism and maintain academic integrity:

- undertake studies and research responsibly and with honesty and integrity
- ensure that academic work is in no way falsified
- seek permission to use the work of others, where required
- acknowledge appropriately the work of others
- take reasonable steps to ensure other students can’t copy or misuse your work

As a Monash student, you are also expected to submit an assessment cover sheet with any assessable work (except exams).


Documents you must read to ensure that you understand how to avoid breaches of academic integrity are:

Student Academic Integrity Policy
policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.html

Student Academic Integrity: Managing Plagiarism and Collusion Procedures
policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism-collusion-procedures.html

University Statute 4.1 – Student Discipline Part 2 Misconduct
monash.edu/legal/legislation/statutes/statute4-1-student-discipline.pdf

You should also familiarise yourself with the University’s Student Charter, which sets out the key expectations of students, including how they contribute to the Monash learning community.

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

Breaches of academic integrity are treated seriously by the University and may result in loss of marks, a zero grade for a piece of assessment or an entire unit and, in the most serious cases, suspension or exclusion from the University.

Further information and resources are available at:

eng.monash.edu.au/current-students/cheating-and-plagiarism.html

(also see section on Plagiarism and collusion)
Academic Progress
Under University regulations, each student in the Faculty must maintain satisfactory academic progress throughout their course. Academic progress is assessed within the current academic year and ‘show cause’ hearings are held after the end of each academic year, in January of the following year.

Warnings
The Faculty may issue warnings to students whose progress in a particular semester is sufficiently poor to suggest that unless significant improvement occurs, they will be at risk of being liable for exclusion. Students receiving an early warning letter are encouraged to take the warning seriously and to follow any instructions given and to discuss their progress with an academic adviser.

Exclusion process
After the publication of results for Semester 2, 2014, if you do not meet the faculty's academic progress rules, you will be asked by the faculty's Academic Progress Committee (APC) to show cause as to why you should not be excluded from your course. This means that you will be asked to explain in writing and/or in person why your results were unsatisfactory. If you are sent such a letter, you will be expected to make yourself available to attend a hearing of the faculty's Academic Progress Committee, which will be held in January 2015. Decisions the committee may make are: permitting you to re-enrol with a caution; permitting you to re-enrol but on such condition(s) as the faculty may determine; or excluding you from your course. Under the exclusion and exclusion appeals process, students who are excluded by their faculty will have limited grounds on which to appeal the faculty's decision. The faculty suggests that you take the time to refer to the rules and regulations regarding academic progress that can be found in the Monash website at adm.monash.edu/execserv/progress/index.html

Academic Progress Criteria – eligibility for exclusion
In the Faculty of Engineering, academic progress will be deemed unsatisfactory if any of the following circumstances occur:

(a) Failure of 50 per cent or more of the credit point enrolment in the period commencing in December last year and including at least two semesters of study.
(b) Failure of any unit for the third time.
(c) Failure to fulfil a condition imposed on a student’s enrolment at a previous hearing of the Faculty Academic Progress Committee.

Academic Record
An official academic transcript of results is available on request from Monash Connect (Campus Centre, building 10). A fee is applicable, however, one free copy is enclosed with your testamur when you graduate. You can also apply and pay for your academic transcript online via WES (credit card payments only). Academic records display both marks and grades, as well as the grade point average (GPA) and weighted average mark (WAM) calculated by the university. The honours weighted average (HWA), is calculated by the Faculty of Engineering for the purpose of awarding honours in engineering. Students can print an unofficial academic history from the Web Enrolment System (WES).
Accommodation

On-campus accommodation is provided by Monash Residential Services and includes self-contained and fully catered units and halls of residence, all a short walk from the main campus buildings. Assistance with information about off-campus housing is also available through MRS. Further information can be found at: mrs.monash.edu.au

Adding or Discontinuing Units in a Semester / Amending Unit Enrolment

If you have discussed your enrolment with a course adviser and need to amend your unit enrolment, you can do this by accessing the online Web Enrolment System (WES) and making any changes yourself. In some instances, changes can only be made manually with the course adviser’s approval via an Enrolment Amendment Form e.g. WES barred units. In general, students should enrol and make all amendments to enrolment online via WES, following the structure in the handbook.

WARNING: you can be eligible for fees and/or a fail result if you discontinue a unit after the final date for withdrawal. For details, refer to the important dates for 2014 in the current students webpage, your student diary or in your my.Monash portal.

If you only want to change the timetable allocation of a tutorial or laboratory class, you must undertake these changes using Allocate+, the timetable program used by Monash University. Scheduling is tight and there are only a finite number of places in each class, so be warned that tutorial and lab class changes are not always possible unless there is a significant reason for the change (not simply personal preference). A significant reason to change class would be to reduce timetable clashes. In some instances, you will need to submit a special request form. Even then, changes may not be possible. (also see Timetables)

Address/Personal Details (Change of address, email details etc)

It is vital that you keep us informed at all times of your current address and telephone number. We will not be writing to you or telephoning you very often; but, when we do, the matter is usually urgent or important. If you change your address, it is your responsibility to notify the university of your new place of residence. You can easily update your address and phone number online via WES at any time.

You should also make sure that you check your student email account regularly (preferably daily, but at least three-four times a week), or forward it to your preferred email address. (also see Email)

Allocate+

Allocate+ is an online timetable allocation system. As a student you can browse available class times for your enrolled activities and specify your personal preferences for timeslots that you would like to attend. Allocate+ is not a ‘first come, first served’ system. After preferences have closed for the sort, your timetable will be allocated accordingly. Information is available at: monash.edu.au/timetables/allocate/

Allocate+ is open for preference entries from Tuesday 14 January – Thursday 20 February 2014. Allocated timetables are available from Tuesday 25 February 2014. The system is then open in ‘adjustment’ mode for timetable amendments until the end of the second week of semester. (also see Timetables)
ask.Monash

ask.Monash is a web based customer service system where staff and students of Monash University can find answers to frequently asked questions by searching stored information or submit a question to a Monash University staff member. The question is automatically sent to the appropriate Monash University department for action.

ask.Monash currently holds information in four major categories:

- **Student Administration**: including enrolments, fees, examinations, graduations, admissions, scholarships and timetables
- **Information Technology**: including email, web and internet, computers and labs, password, printer, wireless network
- **Health, Safety and Environment**: including ergonomics, personal health, workplace assessment, training and policies, laboratories, first aid, chemicals, bio-safety
- **Equity and Diversity**: including equal opportunity, disability services, worklife balance.

To log into the system, you will need your authcate password and login name. Go to: [my.monash.edu.au/askmonash/](http://my.monash.edu.au/askmonash/).

**Attendance**

Students undertaking coursework in the Faculty of Engineering should note that attendance at practical classes is compulsory. You may be refused admission to the examination in a unit if the requirements for attendance have not been satisfied.
Books
Details for textbooks and reference books for each unit are usually provided in the first lecture at the start of semester, in Unit Guides on Moodle and ‘handouts’. These books can be purchased from the bookshop on campus or in some cases, from the engineering departments who have prepared notes for their courses. Students at later year levels in engineering courses regularly sell second hand textbooks. You’ll find their advertisements on the Monash Market Place in the my.Monash portal and on noticeboards near the Hargrave-Andrew library, outside the main E lecture theatres and in the Campus Centre. Lecturers will generally advise students which textbooks are essential to buy (these are called prescribed texts), those which may be useful to own but instead could be found in the library (usually called recommended texts), and those which are only occasionally consulted for reference and therefore unnecessary to purchase (usually known as reference texts). It is definitely not expected that students should purchase all the textbooks mentioned as recommended reading in bibliographies.

Booklists may also be accessed through the my.Monash portal via my.monash > Study and administration > Study resources > Bookshop

Study hint: Reading and understanding textbooks is a slow process that requires a lot of concentration. In any particular chapter, note the headings and subheadings as you read. Each paragraph usually has one or two main points. Try to identify them. Compare the derivations of equations with those given in lectures, and resolve any differences. Learn to cope with alternative or different mathematical notation and symbols. Do not just memorise the appearance of the formulas but probe to understand the underlying concepts. Make sure you understand the diagrams and work through all the illustrated samples. Be aware of which sections of the text are relevant to the course.

Bookshop
There is one main bookshop on the Clayton campus dealing in academic texts, stationery and general reading.

Monash University Bookshop
Campus Centre (Eastern end),
building 10, ground floor - ph 9905 3111
Monday to Friday:
9.00 am - 5.00 pm (hours may vary)
retail.monash.edu.au/bookshop/
Branch Selection

First year students in the Bachelor of Engineering, Bachelor of Engineering/Bachelor of Arts, Bachelor of Commerce/Bachelor of Engineering and the Bachelor of Law/Bachelor of Engineering, will move into any one of the six branches of engineering offered at Clayton after successful completion of the common first year, subject to academic performance and quotas.

Students can select one of the following six branches of engineering to specialise in from second year onwards:

- Chemical Engineering
- Civil Engineering
- Electrical and Computer Systems Engineering
- Materials Engineering
- Mechanical Engineering
- Mechatronics (available at the end of the year for study in 2015)

In September students are sent an email providing information about the branch selection process that occurs in semester two. This process includes:

1. Branch selection information day (in semester break)
2. Submission of two branch choices in order of preference (online system)
3. Release of end of year results
4. Selection process – with final branch allocations made available online
5. Branch enrolment in early December (after release of results)

Students are encouraged to work hard to achieve good results and improve the chance of gaining selection into their first preference of engineering branch. Most students are allocated to their first choice of engineering specialisation, however, a small number of students may miss out if their academic achievement during the year is below average.

Students enrolled in double degree programs with engineering such as Biomedical Science and Science, are required to choose their branch of engineering at enrolment time. A pre-enrolment information session is provided to assist students in making their choice of specialisation, however, students still unsure about which branch of engineering to enrol in will be guided at enrolment time.

Further information is available from the Faculty Course Adviser – Vicki Nash. eng.monash.edu.au/current-students/firstyear/branch-selection.html

(also see Quotas and Re-enrolment)
Bus - Intercampus Shuttle Bus Service

The Inter-campus shuttle buses (with free wi-fi) run between Clayton campus and the Berwick, Caulfield and Peninsula campuses (most services only run during semester and some run in the exam period). These services are very popular so you need to get in the queue early during peak hours. All shuttle bus services are free for Monash students and staff showing a valid ID card. There are a limited number of seats, and passengers are admitted to the bus on a 'first come first served' basis – don't be late if you want a seat!

**Bus stop locations**
Berwick: Outside the main building entrance.
Clayton: In the bus loop adjacent to Wellington Road.
Caulfield: At the Queens Avenue main entrance adjacent to the Security Gatehouse.
Peninsula: Outside the George Jenkins Theatre.

**Further information**
- For details about the shuttle bus services and timetables visit [fsd.monash.edu.au/travel-parking](http://fsd.monash.edu.au/travel-parking) for up-to-date information.

Bus Services – Clayton Campus

The Clayton campus bus loop is located at the front of the campus off Wellington Road. Buses arrive and depart from here on a regular basis. Some buses also journey around the perimeter of the campus on the Northern Ring Road. Travelling to Monash Clayton is easy and convenient by bus. General descriptions of all bus routes into Monash Clayton, their value and frequencies can help you in perfecting your daily commute or point out the fastest way to a new destination. You can learn about connections to major train stations around the eastern suburbs right into the Monash bus loop by going to [monash.edu.au/people/transport-parking/public/](http://monash.edu.au/people/transport-parking/public/)
Calculators in exams

When students are permitted to use calculators in a final examination of a unit, a link to the detailed description of the approved calculators must be included in the relevant unit guide given to students at the start of the semester, and also be displayed on the Faculty website. A sticker system will be used to identify permissible calculators. The unit guide should also include instructions about the place and timeframe for obtaining the sticker, however, stickers are usually provided at the Faculty Office, ground floor, building 72. Exam invigilators will check stickers and only allow those calculators identified as approved by the Faculties of Engineering and Science to be used in the examination.

Campus Centre

The Campus Centre complex (building 10) provides a variety of retail food outlets, the Monash Connect office for student administration enquiries and a variety of other facilities including: the counselling service, student financial adviser and welfare service, employment and career development, chaplain’s office, health service, hairdresser, optometrist, pharmacy, tool library, various shops and cafeterias, a post office, the John Medley Library, branches of the Commonwealth Bank, Westpac bank, STA Travel and Radio 3MU.

Careers Service

Vocational guidance, assistance with planning a future career, and career education and training are all provided by the Monash University Employment and Career Development service located in the western extension of the Campus Centre on the ground floor adjacent to the health service (follow the corridor near the pizza shop, go outside and turn left). Special assistance is provided to final year students and to students who are transferring or discontinuing courses. A series of workshop/seminars are held during the year on topics such as resume writing, interview skills, personal skills in the workplace and preparation for the workforce. The careers service homepage is located at careers.monash.edu.au/ from which students can search for job information including employer activities, job advertisements and articles on career education. The office hours are from 9.00 am till 5.00 pm Monday to Friday (ext. 54170).

Car Parking and Rideshare (car pooling)

Rideshare (also known as car pooling) for both students and staff is actively encouraged and can be organised online: fsd.monash.edu.au/travel-parking/travel/rideshare-carpooling Priority parking is available for regular car poolers. Yearly car pooling permits are available for free and as long as two permits are displayed on a dashboard, and you arrive with at least one passenger, you can use the designated parking. Students and staff are also required to use their ID card to swipe into the carpooling parking areas e.g. Level 4, building N, Multi storey carpark. Rideshare can help you save money on parking fees and help the environment.

A colour coded parking permit system applies requiring you to purchase a permit allowing you to park in the appropriate coloured permit parking area. The only free parking available near the
Clayton campus is in the fenced area on the north-eastern corner of Blackburn and Wellington Roads, near the Synchotron. Car parking regulations (Road Safety Act 1986) apply all year round. You will be fined if you park in areas marked "Current Permit Parking Only", "Designated Vehicles Only" and "Disabled Drivers Only" without relevant permits.


**Census Date**
The census date is:
- when you become liable for fees for the units you're enrolled in
- the last day you can discontinue without 'withdrawn' showing on your academic record

If you discontinue a unit after certain dates, your academic record can show **withdrawn late** or **withdrawn fail**. You should understand how discontinuation dates can affect your fees and academic record. [monash.edu.au/enrolments/dates/census.html](http://monash.edu.au/enrolments/dates/census.html)

**Certification of Documents/Photocopies**
Any document stating that it must be "witnessed by a Justice of the Peace (JP) or any person authorised to witness a statutory declaration" can be witnessed by anyone who falls within the categories specified in a government approved list for this purpose, which includes a barrister and solicitor of the Supreme Court, a member of the Police Force, a member of parliament, a medical practitioner, a dentist, a pharmacist, a school principal, a bank manager, a qualified accountant, a minister of religion authorised to celebrate marriages, and certain public servants.

**Please note:** Academic staff and faculty administrative staff members generally fall outside of these categories and are not able to certify documents.

**Chaplaincy**
As well as conducting regular worship services throughout the year, multi-faith chaplains are available for counselling and spiritual direction. They are located in the Religious Centre on Clayton campus - information and contact details can be found at: [monash.edu.au/spirituality/chaplaincy-services.html](http://monash.edu.au/spirituality/chaplaincy-services.html)

**Clubs and Societies - Engineering**
Clubs and societies are a vital part of the student experience at Monash University. They are run by students for students. Over 100 clubs and societies operate at Monash with the support of the Monash Student Association. Student clubs within the Faculty of Engineering include:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>MESS</td>
<td>Monash Engineering Students' Society</td>
</tr>
<tr>
<td>ACES</td>
<td>(Monash) Association of Civil Engineering Students</td>
</tr>
<tr>
<td>EWB</td>
<td>Engineers Without Borders</td>
</tr>
<tr>
<td>EEC</td>
<td>Environmental Engineers Club</td>
</tr>
<tr>
<td>FEM</td>
<td>Female Engineers at Monash</td>
</tr>
<tr>
<td>GLEAM</td>
<td>Gay and Lesbian Engineers at Monash</td>
</tr>
<tr>
<td>MAMEC</td>
<td>Monash Aerospace and Mechanical Eng Club</td>
</tr>
<tr>
<td>MatES</td>
<td>Materials Engineering Society</td>
</tr>
<tr>
<td>MC</td>
<td>Motorsports Club (Formula SAE team support)</td>
</tr>
<tr>
<td>MECC</td>
<td>Mechatronics Engineering Clayton Club</td>
</tr>
</tbody>
</table>
MEGA  Mechanical Engineering Graduates Club  
MEPSS  Monash Engineering and Pharmaceutical Science Society  
SMEE  Society of Electrical Engineers  
SMUCE  Society of Monash University Chemical Engineers  

The departmental clubs are involved primarily in social activities and are open to students of the respective departments (as shown above). These clubs organise activities such as barbeques, parties, sporting matches, car trials and annual dinners. Career related events may also be organised.  

There are of course many other clubs and societies on campus which cater for a wide range of activities and interests. Give yourself the opportunity to become involved in a couple of these during your stay at Monash. Find out more about clubs and societies at monashclubs.org.

Complaints and Grievances

You have the right to seek redress if you believe that you have been treated unfairly. If you have a complaint, you should initially discuss it with the appropriate staff member concerned. If you are unable to resolve the issue or you feel uncomfortable about approaching the staff member then you should direct your complaint to the next appropriate level e.g. unit coordinator, Head of Department or Faculty Course Adviser. You may also wish to discuss your situation with a member of the Equal Opportunity Unit, the University Counselling Service, or a Student Rights Officer.

If you wish to pursue a grievance, then your letter of complaint should be addressed to the Faculty Grievance Officer. Further information is available at: eng.monash.edu.au/current-students/complaints-grievances.html

The University has standard procedures for dealing with student grievances, which are detailed at the following webpage: policy.monash.edu.au/policy-bank/academic/education/management/complaints-grievance-coursework-procedures.html

Computer Account

As a Monash student you will be granted a computer account that you may use to access IT facilities. This is called an Authcate account and consists of a username and a password. Every student must register for a computer account upon enrolment. The links at monash.edu/esolutions/ provide you with the facilities to obtain the account and manage your password. You are responsible for selecting and keeping a secure password, using the IT facilities in an ethical way and in accordance with the law; and co-operating with other users of the IT facilities to ensure fair and equitable access to the facilities.

Confirmation of Enrolment

Students who are in a Commonwealth supported place (CSP) and/or who have successfully applied for HECS-Help will be sent an email to their Monash email account to advise that a Commonwealth Assistance Notice (CAN) has been posted on their my.monash portal. The email and the CAN will be sent within 28 days of the census date for each unit in which a student is enrolled. If a student does not receive an email or CAN within this timeframe then they must contact Monash Connect.
Students are expected to:
- check the enrolment details: course, units, semester of enrolment, credit points/EFTSL of the unit.
- CSP Students - check whether deferred or up-front status, differential or non-differential, band of the unit, amount of any partial payment made.
- HECS-Help - check total amount deferred, amount of any partial payment made.

Disputes
Errors must be disputed in writing, using the link provided on the notice, within 14 days of the 'Date of Issue'. Disputes not lodged within 14 days of the "Issue date" will not be considered unless it results from a proven administrative error on the part of the university. The student must also provide supporting evidence of exceptional circumstances to indicate why the matter was not raised during the relevant timeframe. Students will be contacted, via an email to their Monash email account, of the outcome of the dispute.

Failure to dispute liability
Failure to dispute an incorrect Commonwealth Assistance Notice results in this fee liability being reported to the Australian Taxation Office (ATO).

Copyright
Copyright is a legal regime which protects the form in which ideas are expressed but not the ideas contained in the work.

Unlike other kinds of intellectual property, copyright protection arises automatically when a work is created. You do not have to apply for it or register it in the same way as you do for other types of intellectual property such as a patent.

In general, copyright covers:

- literary and other works of text - for example, you retain the copyright of your thesis - the thesis and the data in which it is based will often be the only intellectual property resulting from your research project
- dramatic and musical works (eg plays and written music)
- images (eg photographs, technical drawings, diagrams, graphs, maps, advertisements, artistic works)
- audio and audiovisual items (eg CDs, tapes, films, TV and sound broadcasts)
- published editions of works (eg while authors have copyright in text of their books publishers have copyright in the typographical layout of books)
- computer programs, software code

An infringement of copyright occurs where an act comprised in the copyright is done in relation to a substantial part of the work or other subject matter.

Copyright compliance is the responsibility of each individual staff member, student or other authorised user. Staff and students may access detailed advice and guidelines about copyright on the University Copyright website.

Students must not knowingly infringe copyright of third parties or the University, or authorise others to infringe copyright; such acts will contravene Statute 4.1 - Student Discipline and the University may commence disciplinary proceedings.

Copyright information for students is available at:
Counselling Services

The university counselling service is a part of Student Life and Support Services and is located on the ground floor of the Campus Centre, building 10 (Health Service). The counsellors are qualified psychologists who see students and staff individually or in small groups. The service is free and confidential. Group programs are also offered to assist with coping and life skills and include courses in:

- improving your study skills
- managing time effectively
- concentration
- preparing for exams
- stress management and relaxation
- decision making
- assertiveness and self-esteem
- motivation
- women's support
- English conversation skills

Individual counselling can involve short-term problem resolution or intensive psychotherapy for serious or long-standing problems where referrals can be arranged if necessary. Issues often discussed are:

- personal unhappiness and distress
- approaches to study and difficulties
- identity and confidence issues
- dealing with stress, anxiety and depression
- examination performance
- course and vocational uncertainties
- relationship and sexual issues
- marriage and family difficulties
- bereavement
- uncertainties about deferring or leaving university
- work related problems
- transition problems

Appointments for students and staff are free and confidential. Drop into the counselling service or call to make an appointment. If it is your first visit and you call before 10am, they can usually see you that day. After talking with you, your counsellor will organise any follow up help. This might involve another appointment, or for longer-term support, referral to an external service.

For students who have already seen a counsellor it is advisable to make an appointment in advance to see the same person. Counselling appointments can be made personally at the Health Service, ground floor, Campus Centre (building 10) or by telephone. The office hours are from 9.00 am until 5.00 pm Monday to Friday (phone: 9905 3020).
An after hours telephone service for free, private and confidential counselling by qualified and experienced psychologists is available between 5.00pm – 9.00am Monday to Friday and 24 hours on weekends. Phone: 1800 350 359

Counselling may also be sought from the chaplaincy, from the student welfare service of the student association, from the Equal Opportunity Unit and from Learning Skills. If you are having problems you should first see the course adviser or your co-ordinators, lecturers and tutors. They are there to help you and they may not be aware that you are having problems unless you tell them.

Emergency phone numbers can be found at: monash.edu.au/counselling/urgent/24-hour-emergency-contacts.html

Further general information is available at: monash.edu.au/counselling/index.html

Course Maps
For the information about the structure of your degree and full unit descriptions, please refer to the university handbook. It's important that students refer to the handbook for the year in which they commenced their course for information on relevant course requirements and the structure to be followed. Archived handbooks are available at monash.edu.au/pubs/handbooks/archive.html

Use the course-plan template in conjunction with the handbook to help you map out studies for the duration of your engineering single or double degree, and contact your course advisor if unsure of course progression. monash.edu.au/pubs/2014handbooks/undergrad/eng-courses.html

Course Transfer
Level one students can apply for a transfer into another course or into a double degree program towards the end of their first year of study. As quotas are strictly imposed, selection is made mainly on the basis of academic performance in level one. Students must re-enrol in their present engineering course, and then enrol into their new course as directed if they receive an offer and decide to take it up.

For further information and online application go to: eng.monash.edu.au/current-students/course-transfer.html

The grades required for a transfer do vary, but for entry into prestigious double degree programs, a high level distinction average or above is usually required. Offers are made on the grounds of academic merit and credit for units previously studied is calculated at the time of enrolment. You are not obliged to take up an offer to transfer once made but must inform the faculty promptly of your intentions, so that if possible, the place can be offered to another student. Once you are enrolled in a Monash course, applications through VTAC are only submitted for entry to other institutions. Do not use the VTAC system if you plan to transfer to another Monash University course.

Application forms for internal course transfer into another Monash course are available online and must be submitted to the faculty that manages the program for which you are applying. Please take note of closing dates as late applications are generally not accepted. Forms and information on closing dates can be found at monash.edu.au/connect/forms.html
Credit for Previous Study

The Faculty of Engineering awards credit transfer (also known as ‘advanced standing’) towards an engineering degree for units passed in complete or incomplete tertiary studies elsewhere, provided that the faculty is satisfied that the units for which advanced standing is sought are substantially the same in content, contact hours and standard of assessment as those units required for the Monash degree. The onus is on the student to provide the Faculty with full documentation concerning previous studies for which credit is sought, together with an academic transcript of results. The documentation should be in the form of handbook entries and those sections of the handbook setting out course structure. In some cases course outlines handed out in lectures may provide the same information.

This should preferably be done at the time of enrolment. The minimum information required is:

- duration of course (years)
- level of unit in course
- unit content and textbooks
- number of contact hours in lectures, tutorials and laboratory sessions per week
- weight of unit (percentage of year represented by unit)
- method of assessment (number and length of assignments, tests and examinations).

For further details on the information required, please see staff at the Faculty Office, ground floor, building 72. Credit entitlement is determined in the first instance by the faculty selection committee in consultation with representatives of the various engineering departments and is formally granted by the Engineering Education Committee of the Faculty of Engineering at the earliest opportunity each year. It is the policy of the Faculty of Engineering that at least 96 credit points of work for a single four-year degree must be completed at the campus of enrolment.

An application for credit transfer is available at: monash.edu.au/connect/forms.html

Credit Points

Credit points are awarded towards your degree when you pass a unit. They can be described as the number of points assigned to a unit in a course that acts as an indicator of the amount of work required in that unit. Credit points are used in the calculation of the amount of CSP (HECS) or fees for which students are liable. Units in Engineering are usually worth 6 credit points (6cp). A single degree in Engineering would require a total of 192 credit points while a double degree can require 240 credit points or more, depending on the course. Credit point requirements are provided in the handbook listing for each degree.
Deferment of an Offered Place in the Faculty

New first year students may apply to defer an offered place in the Faculty of Engineering for one year only by completing an Application for Deferment Form either online in WES, in person during the enrolment period, or by lodging/posting it to the Faculty office at the time of enrolment. (Undecided students may apply to defer their first year studies up until the start of semester, after consultation with the faculty). Students who have deferred will be sent enrolment information towards the end of the year of deferral; hence it is important that the University is kept informed of your current postal address. Note that a student is not permitted to be enrolled elsewhere in another tertiary course (including TAFE) during the period of deferment, otherwise their place in the Faculty of Engineering will be forfeited. Deferment of an offered place for a second year is not permitted. If you are a currently enrolled student who has already commenced studies and you wish to take time off, please refer to the section on Intermission in this guide.

Deferred (Special) Examinations

A student whose attendance at examinations is prevented or whose performance in an examination has been adversely affected by acute illness or other exceptional cause beyond their control may apply in writing to the faculty for special consideration. This will be taken into account by the board of examiners when determining the student's results for the units affected.

For full details, please refer to university policy and procedures for special consideration at: monash.edu.au/exams/special-consideration.html

Eligible students can complete an End-of-semester exam/assessment special consideration application form. In all cases appropriate supporting documentation must be provided. Students must lodge applications for special consideration, with the appropriate documentation and evidence, no later than two working days after the student's last scheduled examination. Students may lodge an application for early approval of a deferred examination no later than 5 University working days prior to the examination for which special consideration is sought. Students who make early applications will be notified of the outcome at least 24 hours prior to the scheduled final examination for which special consideration is sought.

Please note that students who complete the final examination are not eligible for special consideration. Application forms for special consideration can be obtained from the Faculty Office or monash.edu.au/exams/special-consideration.html All applications for special consideration, and in particular documentation provided such as medical certificates, will be treated in strict confidence.

Students who have applied for special consideration for an end of semester exam will be notified of the outcome of their application by email (early applications) or via the Web Enrolment System (WES). The grade for the affected unit will temporarily appear on the student’s record as DEF indicating that the student has been granted a deferred exam. When a result becomes available from the deferred examination, the DEF will be replaced with that result. A student who is granted a deferred exam is NOT required to re-enrol in that unit, unless the outcome of a deferred exam warrants otherwise. (also see Special Consideration and Supplementary Examinations)
Degree Regulations
Faculty degree regulations can be found in handbook entries at: monash.edu.au/pubs/handbooks/undergrad/eng.html

Students should become familiar with the regulations governing the course in which they are enrolled. You won’t get your degree unless you satisfy all the requirements prescribed in or under the particular degree regulations – the onus of satisfying these requirements is on you.

Diploma in Arts (Languages)
The Diploma in Arts (Languages) is an extra undergraduate qualification that can be taken while studying another degree. It is the equivalent of a language major (48 credit points) and is appropriate for both beginners and those with a language background as there are several entry levels. Languages offered include Chinese, French, German, Indonesian, Italian, Japanese, Korean, Spanish and Ukrainian. The Diploma will usually add one year to your studies and will be completed concurrently with your main degree over a three to four year period. Students in the Faculty of Engineering are able to apply for a Diploma in Arts (Languages) or any other available Diploma in Arts, after the successful completion of the first year of study. Students interested in undertaking this option should speak to Ms Vicki Nash, Faculty Course Adviser.


Discipline
The Monash University Discipline Statute recognises a range of misconduct offences that can result in penalties ranging from fines to exclusion. Misconduct refers to both general and academic issues, and can include everything from exam cheating to harassing another person. Breaches of discipline, acts of misconduct and acts of cheating are broadly defined in Statute 4.1 Discipline in the University Calendar, which also indicates the procedures that are to be followed and the penalties that may be imposed. Reports of general misconduct, academic misconduct and research misconduct are all taken seriously and dealt with in accordance to Statute 4.1, which also outlines clearly defined avenues for appeal. For information go to: adm.monash.edu.au/execserv/discipline/index.html or ombudsman.monash.edu.au/studentrightsofficers.html

Discontinuing from units
Before discontinuing a unit, you should check the census date to avoid academic and financial penalties.

If you discontinue a unit:
• before the census date, you have 'withdrawn early'. An exception is 'withdrawn no load', which applies to some teaching periods
• after the census date but before the withdrawn fail date, you have 'withdrawn late'
• after the withdrawn fail date, your record will show 'withdrawn fail'. This will affect your grade point average.

For how to discontinue a unit, see monash.edu.au/enrolments/change/add-or-discontinue-units.html
Discontinuing from your degree
If you're sure you want to discontinue from your course entirely, you need to apply for course discontinuation. We recommend you talk to someone before submitting your application. You can get free advice and support from a range of services to help you make an informed decision.

Information on how to discontinue and relevant options can be found at: monash.edu.au/enrolments/change/discontinue-course.html

Discrimination and Harassment
Monash University is committed to the elimination of discrimination and the promotion of equal opportunity in all aspects of university life. Discrimination is treating one person less favourably than another person. Discrimination is unlawful in most areas of daily life. If you believe you have been discriminated against because of your colour, race, national or ethnic origin, disability, sex or gender, sexual preference, industrial activity, marital status, status as a carer, age, physical features, pregnancy or personal association with a person who is identified by reference to any of the listed attributes, you can seek confidential advice and assistance from Discrimination and Harassment Advisers on your campus. Sexual harassment is also contrary to University policy and is likely to be unlawful.

If you have been made to feel uncomfortable or believe you have been discriminated against or harassed, see an adviser or contact the Equal Opportunity Unit at the Equity and Diversity Centre (adm.monash.edu/sss/equity-diversity) on 9905-5704. They can help you deal with the matter yourself or assist you to use the University’s Discrimination and Harassment Procedures. The website has a complete list of advisers.

Please Note: seeing an adviser remains private and does not commit you to any further course of action

Disability Support
Monash University is committed to promoting access and equity for students with disabilities or chronic medical conditions to enable them to participate as fully and independently as possible in academic life and social activities. The Disability Liaison Unit (DLU) has been established within the university’s Equity and Diversity Centre to assist students to participate in university life – for further information go to: monash.edu/equity-diversity/disability/index.html

The office is located at Level 1, building 55 and staff can be contacted on phone 9905 5704, fax: 9905 5517, email: dlu@monash.edu

The DLU can also assist with alternative examination arrangements for students with a disability and students with special needs. Requests should be made at least six weeks before the start of the examination period. Students with a temporary disability e.g. broken arm, can also seek assistance.
Electronic Confirmation of Enrolment (eCOE)
Under Government requirements for international students, a new eCoE can be issued and a course extended in Australia in limited circumstances. These are:

• Compassionate or compelling circumstances
• Implementation of intervention strategy for students at risk of not making satisfactory course progress
• Approved deferment or suspension of study

The faculty will decide whether your application for eCoE satisfies these grounds. An online application form is available in the Web Enrolment System (WES) and further information is available at: monash.edu.au/study/international/apply/managing-visa.html

Education Policy
Monash University has developed an Education Policy which incorporates a vision for effective teaching and learning, the definition of objectives for all courses and units and the review of outcomes, assessment principles, policies for student workloads and the supervision of research students, codes of practice for teaching and learning, student representation and consultation, student grievance and appeal procedures, and course and unit approval and amendment procedures.

In particular, the responsibilities of staff and students are regarded as being reciprocal, so that the responsibilities of one group imply the rights of the other. These responsibilities are set out below.

Responsibilities of Students

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

Responsibilities of Staff

- to ensure the publication and distribution to students of clear, accurate and timely information concerning relevant regulations, policies, procedures and expectations, and on other matters affecting their studies
- to develop students’ knowledge, understandings, skills and attitudes as defined in the objectives of the university, course, major and unit, by providing them with teaching programs, course materials, activities and tasks appropriate to the development of these attributes
- to provide students with opportunities to be involved in the structuring of their own learning experiences and encourage them to take joint responsibility for their own learning
- to take into account the prior knowledge, abilities and backgrounds of students in planning teaching activities
- to assist students to learn from assessment tasks by providing them with timely and constructive feedback
- to be available to discuss assessment results with students or to arrange for a fully briefed delegate to be available for that purpose
- to encourage and enable students to evaluate their own and each other’s work critically
- to make time available for giving advice to and for supervising individual students
- to strive for excellence in their teaching, and to seek and pay attention to feedback from students about the effectiveness and appropriateness of teaching programs
- to implement university policy on equal opportunity to ensure that all students, regardless of their background or characteristics, have an equal opportunity to learn and to demonstrate that learning
- to respect students" right to express views and opinions
- to demonstrate concern for the welfare and progress of individual students
- to ensure that they are not engaged in assessing or supervising the research of students with whom they have a relationship which could give rise to undue advantage or disadvantage.

Email

You'll soon discover that email is one of the most popular means of communication at Monash. You will receive many important messages from the University via email so you must ensure that you check your student email account regularly (preferably daily or at least three-four times a week). Please note that staff will only respond to emails from students that are sent via their Monash email account – please include your name and student ID number.

Monash University operates in a Google apps/Gmail environment.

Academic staff who have irregular hours are often easiest to contact by email. Ensuring others have your email address and accessing your messages regularly is the best way to stay abreast of information and make sure you don’t miss out on important events and opportunities. You can look up staff email addresses using the staff directory link on the Monash website. The standard formula for Monash is: firstname.familyname@monash.edu
Engineers Without Borders (EWB)
Are you interested in hands-on experience, poverty reduction, sustainable development, and making a difference in the world? Engineers Without Borders (EWB) – a local chapter of EWB Australia, brings together like-minded people for a collectively larger impact than any one individual can make.

EWB volunteers work in partnership with disadvantaged communities domestically and overseas on a range of projects to provide sustainable engineering solutions; building a biodiesel plant, collecting textbooks for Afghanistan, and refurbishing computers for students. EWB membership gives you access to a vast network of professionals and students around the country who share your enthusiasm for important global issues.

monashclubs.org/Clubs/EWB-Monash

Enrolment and Re-enrolment
If you are a currently enrolled student and expect to study in the following academic year, you must re-enrol online during the University re-enrolment period in October/November 2014, for study in 2015 – most importantly, enrolling for both Semester 1 and Semester 2. The faculty requires web based re-enrolment (via WES) for most courses, however, you may be required to attend in person in December if you are a level one student in the BE, BE/BA, BCom/BE or BLLB/BE undertaking branch selection and have not completed all your relevant level 1 engineering units. If this is the case and you are unable to attend in person, you must contact the Faculty Office for advice.

When enrolling on WES, if you are unable to enrol in all your selected units, submit as many units as possible, then seek advice or approval from the course adviser or unit coordinator on enrolment into the missing unit/s. Note: Students who do not complete all enrolment requirements as specified by the Faculty, may have their enrolment invalidated i.e. will be discontinued from the course. For any questions on re-enrolment please contact the Faculty Office in Building 72. Also refer to the sections on Confirmation of Enrolment and Re-enrolment.

Equity and Diversity
The Equity and Diversity Centre supports students and staff to reach their full potential by promoting inclusive practices across the University. The Faculty of Engineering is committed to promoting equal opportunity in education and employment. For further information:

eng.monash.edu.au/current-students/equity.html
monash.edu/equity-diversity/

Examination and Assessment Procedures
Examinations for units taken in the first semester will be held from Monday 9 June 2014. The second semester examinations commence on Monday 03 November 2014. A period of Swot Vac or ‘study break’ precedes each examination period. Students must ensure that they are available to attend exams for the entire examination period and should not commit to travel or other events during this time period as special consideration will not apply.

Other methods of assessment which may be used in addition to end-of-semester examinations will be explained by the lecturers in their introductory lectures. The final semester result is usually an aggregate of marks obtained in tests, assignments, laboratory reports and the end-
of-semester examination. The weighting associated with each component will be explained at the start of teaching and also within the unit guide on Moodle.

At the end of a semester, as the examination period approaches, some students become depressed or unduly anxious. There are several reasons for this - inadequate preparation, unrealistic expectations, fear of performing at an unacceptable level, fear of failure, feelings of inadequacy or guilt, the possibility of having to repeat units or of facing exclusion. There are techniques available that can assist in preparing for and sitting examinations. Individual counselling and group workshops such as 'Exam Stress Busters' are available through the counselling service in Student Life and Support.

The key to success, however, is adequate preparation. Plan well ahead and schedule your study. Concentrate on learning what you do not know. Summarise the main points and equations in each unit. Appreciate what restrictions and conditions apply to these equations. Revise all your lectures and refer to textbooks as required. Work through past examination papers, perhaps with the help of some other students. Seek guidance from staff if you are lost. Take time off prior to any examination and ensure that you are rested and physically fit. Attend all revision classes and follow instructions that are given by the lecturers. Approach the examinations calmly and confidently.

**Open Book Examinations**

Some examinations are of the "open book" type where you may take a selection of your textbooks and notes into the examination for consultation. That sounds like an attractive proposition compared with a closed-book exam. In reality, however, it is just as important to become familiar with your work and your textbooks well ahead of the exam. If you do not prepare for the examination you will spend far too much time searching for the relevant material and will consequently run very short of time in the exam.

**Examination Timetables**

Individual examination timetables are posted in your my.Monash portal on the web via WES. When you access your examination timetable it will contain your seat numbers, the venues and the times of the examinations. Don’t forget to print off your own copy – many students have missed exams because they didn’t double-check the times. Please ensure you check your exam timetable again just before the start of the examination period as details may change without warning.

If any exam is missing from your personal timetable, you should contact the Faculty Office to confirm your enrolment details.

Make sure that you personally record the date, time and venue of each of your examinations accurately. **Being absent or being late for an examination due to misreading a timetable is not grounds for a deferred or special examination and a fail will result.** Students should also note that having a ‘tight’ examination timetable is not a valid reason for special consideration.

Information is available at: monash.edu/exams/review-exam-timetable.html

**Examination script Viewing**

The provision of feedback to students is part of the educational process and viewing of exam papers forms part of the feedback mechanism. The following arrangements regarding access to exam papers for engineering students apply:
Departments and schools will display information on their webpages and/or email students regarding the process for the viewing of their exam papers.

Students will be permitted to view their exam papers up until the second week of the semester following the issue of results.

Students wishing to view their exam papers should complete an appropriate request form, available from the department or their webpage.

Copies of exam papers will **not** be provided to students in any format.

The following level one units are co-ordinated by staff in the areas listed:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Department/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1010</td>
<td>Civil</td>
</tr>
<tr>
<td>ENG1020</td>
<td>Civil</td>
</tr>
<tr>
<td>ENG1030</td>
<td>Electrical and Computer Systems</td>
</tr>
<tr>
<td>ENG1040</td>
<td>Mechanical and Aerospace</td>
</tr>
<tr>
<td>ENG1050</td>
<td>Materials</td>
</tr>
<tr>
<td>ENG1060</td>
<td>Electrical and Computer Systems</td>
</tr>
<tr>
<td>ENG1061</td>
<td>Contact the unit co-ordinator</td>
</tr>
<tr>
<td>ENG1070</td>
<td>Chemistry – Faculty of Science</td>
</tr>
<tr>
<td>ENG1071</td>
<td>Chemistry – Faculty of Science</td>
</tr>
<tr>
<td>ENG1080</td>
<td>Physics – Faculty of Science</td>
</tr>
<tr>
<td>ENG1081</td>
<td>Physics – Faculty of Science</td>
</tr>
<tr>
<td>ENG1090</td>
<td>Mathematical Sciences – Faculty of Science</td>
</tr>
<tr>
<td>ENG1091</td>
<td>Mathematical Sciences – Faculty of Science</td>
</tr>
<tr>
<td>ENG1110</td>
<td>Contact the unit co-ordinator</td>
</tr>
<tr>
<td>ENE1621</td>
<td>Civil</td>
</tr>
<tr>
<td>MAE1041</td>
<td>Mechanical and Aerospace</td>
</tr>
<tr>
<td>MAE1042</td>
<td>Mechanical and Aerospace</td>
</tr>
<tr>
<td>MNE1010</td>
<td>Civil</td>
</tr>
</tbody>
</table>

[eng.monash.edu.au/current-students/exam-script.html](eng.monash.edu.au/current-students/exam-script.html)

**Exchange Program - international**

The University offers an extensive exchange program with other institutions located all over the world through Study Abroad. Many of these places offer courses in Engineering, enabling you to study overseas and gain credit for your Monash degree (and pay only the Monash fees). Applications for the Monash Exchange Program have to be made at least six months before the intended period of travel and applicants are generally expected to have successfully completed at least two years of study (with appropriate academic achievement) before going on exchange. Eligible students can apply for travel grants and loans to help with the cost of going on exchange overseas. To find out more contact the Faculty of Engineering office, ground floor, building 72, visit the Study Abroad counter on the first floor of the Campus Centre or check the following webpage: [monash.edu/study-abroad/](monash.edu/study-abroad/)

Engineering students are also eligible to apply for inter-campus exchange to the Sunway campus in Malaysia upon successful completion of 48 credit points of study. Generous incentives are currently being offered to enable Clayton students to participate in the program. Students in chemical, electrical, computer systems, mechanical or mechatronics engineering can study identical units at Sunway while experiencing a new country and it’s culture. A Credit (minimum 60%) average in your studies is required.

[monash.edu/study-abroad/intercampus-exchange/](monash.edu/study-abroad/intercampus-exchange/)
Exclusion
Liability for exclusion is assessed at the end of each academic year and exclusion hearings take place in January. In the Faculty of Engineering, academic progress will be deemed unsatisfactory if any of the following circumstances occur:

a) Failure of 50 per cent or more of the credit point enrolment in the period commencing in December last year and including at least two semesters of study.
b) Failure of any unit for the third time.
c) Failure to fulfil a condition imposed on a student's enrolment at a previous hearing of the Faculty Academic Progress Committee.

Students who are eligible for exclusion will be sent an email letter (Notice of Referral) for Academic Progress Committee (APC) review during December, advising them of the situation. It is very important to respond to this email letter, as failure to reply may mean automatic exclusion.

If a student is referred to an Academic Progress Committee, he or she may seek advice from a Student Rights Officer at the Clayton campus phone 9905 3126 or 9905 3118, and/or from the Faculty Course Adviser, Ms Vicki Nash phone 9905 3543.

For further information:
ombudsman.monash.edu.au/studentrightsofficers.html
and/or the university website at
adm.monash.edu/execserv/progress/index.html
(also see Academic Progress entry in this guide)
Fees - domestic students
Aside from costs for accommodation, travel, books and materials, there are some other fees and costs associated with university study.

Commonwealth-supported place (CSP)
Australian and New Zealand citizens and Australian permanent residents (domestic students) enrolling in an undergraduate place at Monash University apply for a Commonwealth-supported place (HECS-Help eligible). Commonwealth supported students are generally required to contribute to the cost of their higher education through a student contribution. The Australian Government also contributes to part of the cost.

Student contribution levels
The following table outlines the annual student contribution amount for a full time student enrolled in a standard full-time course where all units are in the same band. Students typically undertake 8 units each year. Units are normally 6 credit points each. In a standard full-time year, students will study 48 credit points.

<table>
<thead>
<tr>
<th>Band</th>
<th>Student contribution band</th>
<th>2014 Student contribution range (per EFTSL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Law, accounting, administration, economics, commerce, dentistry, medicine, veterinary science</td>
<td>$0 - $10.085 (av. $1261/unit)</td>
</tr>
<tr>
<td>2</td>
<td>Mathematics, statistics, computing, built environment, other health, allied health, science, engineering, surveying, agriculture</td>
<td>$0 - $8,613 (av. $1077/unit)</td>
</tr>
<tr>
<td>1</td>
<td>Humanities, behavioural science, social studies, education, clinical psychology, foreign languages, visual and performing arts, nursing</td>
<td>$0 - $6,044 (av. $756/unit)</td>
</tr>
</tbody>
</table>

Ref: studyassist.gov.au/sites/StudyAssist/ - search for ‘Student contribution Amount’

Student Contribution Amount (SCA)
Australian Government legislation requires the majority of higher education students in a Commonwealth-supported place to contribute to the cost of their education. This means that students pay a proportion of the cost of their course and the government funds the balance.

SCA payment options
Under HECS-HELP, eligible students receive a 10% discount when they pay $500 or more of their student contributions (for a study period) up-front. Eligible students who don’t want to pay any of their student contribution amounts up-front can use a HECS-HELP loan for the whole amount. Students who use a HECS-HELP loan will be required to pay their debt through the tax system when they earn above the minimum threshold for compulsory repayment, even if they are still studying.
HECS-HELP
Australian citizens and persons holding an Australian permanent humanitarian visa will be eligible for a Commonwealth-subsidised loan under the HECS-HELP scheme. HECS-HELP is the mechanism by which students can defer their SCA payments and make the payments via the taxation system once their income has reached a pre-determined level. HECS-HELP debts (any amount students do not pay upfront) are increased in line with the Consumer Price Index. For more information about HECS-Help, refer to the Australian Government website at studyassist.gov.au/sites/studyassist

SA-HELP
SA-HELP is a loan scheme that assists eligible students to pay for all or part of their student services and amenities fee. Students can choose to defer all or part of their fee for the relevant year. If you use SA-HELP, the amount will be added to your accumulated HELP debt. You can take out a SA-HELP loan even if you do not wish to take out any other HELP loan.

studyassist.gov.au/sites/studyassist

Fees – general
Course fees
All students (domestic and international) can find information on course fees at: monash.edu/fees

Encumbrances
Encumbrances restrict a student's access to one or more of the following services:
• library borrowing and other library services
• access to Monash University's computer system
• access to enrolment records, examination results and academic transcripts
• graduation

Encumbrances are activated by the non payment of:
• tuition fees
• on-campus accommodation charges
• library fines
• scheduled student loan repayments
• fines

monash.edu.au/fees/penalties/fee-non-payment.html

Financial Assistance
Managing your life outside university whilst studying can often pose challenges to both time and concentration. Monash University offers many services to assist students in their studies and also their outside lives. Finding a balance between life, work and study can be difficult to maintain and it is perfectly normal to require advice on occasions. This is why services are available to assist students so that financial issues don't distract from valuable study time.

Monash University Financial Aid advisers are available to assist students with a wide variety of financial matters, including:
• Advice on eligibility for Youth Allowance, Austudy, Abstudy
• Student loans  • Financial planning
• Personal budgeting  • Health Care Card entitlements

For further information and contact details go to: monash.edu.au/financial-assistance/
Fire and Emergency Safety

Fire and evacuation drills are held on a regular basis. It’s important to obey the warning alarms and evacuate immediately – especially in a practice drill. Your safety at all times is paramount. As a member of the Monash community you are making a vital contribution to ensuring that all safety systems and procedures are working and that we are all prepared in case of a real emergency. In emergency, ring 333 from the nearest telephone or call 9905 3333 on your mobile phone for help.

Full Time Study

Full-time students are enrolled in four units per semester to a total of eight per year. Each unit is worth 6 credit points (cp) which equates to 24 cp per semester or 48 cp per year for a full-time enrolment. International students must maintain a full-time enrolment under the provisions of their student visa.

For Youth Allowance/Aустudy, a domestic student is “full time” if they are enrolled in at least 75% or more of a normal full time load for a semester. Generally, this is 18 credit points per semester - three units of study per semester. (also see Part Time Study and Underload)

Further Study

Many students become interested in pursuing further studies either during or after they have completed their undergraduate bachelor’s degree. The first step after successfully completing a three year bachelor’s degree is to undertake an honours year of study. However, most bachelor degrees offered by the Faculty of Engineering take four years of full-time study, so the honours award calculation is based on your results during those four years of study. (see Honours Courses and Honours Weighted Average)

See below for a chart outlining the hierarchy of qualifications that are offered at Monash Uni.

More information about post-graduate courses that are available at Monash can be found at monash.edu.au/pubs/handbooks/postgrad/eng.html

Monash University – Pathways between Qualification Categories*

[Diagram showing the hierarchy of qualifications]

*Pathways between Qualification Categories
Graduation

Graduation is not automatic following completion of your course.

YOU MUST APPLY TO GRADUATE

How to apply and information about ceremonies is available from the web at monash.edu.au/graduations/ - you can apply online for graduation via WES.

Graduation dates are published each year in the important dates calendar and on the graduations website. International students have the option of attending a special ceremony in December.

Engineering students must have met all course requirements, including completion of the vacation employment report to be eligible to graduate.

Health Care Card

Most domestic students on low incomes are eligible for a Centrelink Health Care Card. Card holders can receive considerable benefits including transport concession, discount on car registration, reduced cost for prescription medicines on the PBS, a discount on winter gas and electricity bills and water consumption bills. For up to date information go to any Centrelink office or ask at Monash Connect, building 10 (Campus Centre), Clayton campus. monash.edu.au/financial-assistance/

Health Services

The Health Service at Clayton is located on the ground floor of the Campus Centre at the western end near ‘Meeting Point’. As bulk billing is used, it is essential that students carry their current Medicare/OS Health Insurance card. Appointments are preferred. The hours are 8.30am till 5.00pm Monday to Friday, phone: 9905 3175. For medical emergencies on campus during normal hours, call ext. 51000. monash.edu.au/health-medical/appointments.html

Honours Courses and Honours Weighted Average

The degrees of Bachelor of Aerospace Engineering (Honours), Bachelor of Engineering (Honours), Bachelor of Computer Science Engineering (Honours), Bachelor of Environmental Engineering (Honours) and the Bachelor of Mechatronics Engineering (Honours) are awarded for meritorious performance in the courses overall. No additional time is required. All units are considered in the determination of an honours result, but greater weight is given to the units in
the higher levels of the course than to those in the lower levels, and a penalty is applied to the results of repeated units for the calculation of honours.

The honours result is determined by a cumulative weighted average called the Honours Weighted Average (HWA). This is calculated using the formula

\[
HWA = \frac{\sum L_i C_i M_i}{\sum L_i C_i}
\]

where

- \( L_i \) = level number of unit \( i \)
- \( C_i \) = credit points of unit \( i \)
- \( M_i \) = percentage mark received that semester in unit \( i \)

and the summations include all units in the course.

In the case of a repeated unit (whether repeated once or twice or thrice), the repeated results are first discounted by 10% (that is, multiplied by 0.9) before the highest of the original mark (at the first attempt) and the repeat marks is used in the HWA formula.

The BAero, BCivEnvEng, BCSE, BE, BEnvEng and BMechatronics degrees with honours are awarded in three grades as follows:

<table>
<thead>
<tr>
<th>Honours Grade</th>
<th>Weighted Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI (First Class)</td>
<td>80.00&gt;</td>
</tr>
<tr>
<td>HIIA (Second Class Division A)</td>
<td>70.00&gt;</td>
</tr>
<tr>
<td>HIIB (Second Class Division B)</td>
<td>65.00&gt;</td>
</tr>
</tbody>
</table>

From year to year the Faculty of Engineering may vary the above HWA targets by amounts not exceeding ±1%.

**Housing - off-campus**

Monash Residential Services can assist students with information on the various on and off campus accommodation options. The housing advisor is available for students and staff to help with any housing issues, and is professionally trained in aspects of Tenancy Law. For details go to: mrs.monash.edu.au/offcampus/index.html
Illness and Missing Classes
First year undergraduate students - if you are going to miss classes because of serious illness, you should inform Ms Vicki Nash, Faculty Course Adviser on 9905 3543; vicki.nash@monash.edu as soon as possible and obtain a medical certificate from your doctor indicating the nature and severity of the illness. If you are unable to do so yourself, the course adviser will email the co-ordinators of the units affected. If appropriate, you should also make suitable arrangements directly with the lecturers and tutors concerning any assignment work or laboratory reports that are due. You should also try to make arrangements for catching up on missed lectures, tutorials and laboratory sessions. If you will be absent from studies for two weeks or more, you may need to consider taking intermission for the semester.

Later year students should seek advice from their departmental office.

Intermission
For some students there will be good reasons to take leave of absence (study leave) from all studies for the current semester or until the end of the year, yet still retain their place in the course. This is called ‘taking intermission’ and should not be confused with ‘total withdrawal’ or ‘discontinuation’ from a course, which means no further enrolment. Students should complete and lodge an Application for Intermission form which can be downloaded from monash.edu.au/connect/forms.html or apply online via WES. Faculty Office staff can assist you with the detail of the process and if you need advice about options available, you should feel free to consult with the course adviser. Students should be aware that a period of Intermission is included in the calculation of time limits for completion of an engineering degree and that special requirements may apply to international students due to student visa regulations. monash.edu.au/enrolments/change/intermission.html

International and Local Students
About 20% of the student population at the Clayton Campus of Monash University is made up of international students who are not Australian citizens and not permanent residents of Australia and who must pay full fees for their education. Their performance as a group has proved to be very satisfactory and often well above average. This is an impressive achievement because, apart from the normal adjustments needed to adapt to tertiary studies, international students need to cope with additional challenges.

The most significant of these are:

- a change in culture;
- isolation from immediate family;
- gaining fluency in English;
- management of financial matters;
- finding suitable accommodation;
- establishment of a group of friends in whose presence they feel comfortable.
There is usually also a strong desire to do very well in view of the possible sacrifices made by their families. Falling behind in study for any reason often generates feelings of guilt or despondency, which can compound the problem. Sometimes, too, there is a cultural reluctance to seek outside help.

As noted above, most international students cope well with the engineering course. For those who are not coping, there is a range of support organisations that are available to all students. These organisations have a particular interest in the welfare of international students and include:

- International student support services (Monash Connect)
- Monash University International Student Service (MUISS)
- International Recruitment Services (IRS)
- Australia's Aid Program (AusAid)
- National Liaison Committee (NLC) for International Students in Australia

There are also many clubs and societies on campus that provide opportunities for fellowship. Please see the clubs and societies website to find out details of clubs that may interest you. [monashclubs.org](http://monashclubs.org)

**International Student Support Services**

Monash provides many services to help you settle in at university and get the most out of your time in Australia. For further information and links go to: [monash.edu.au/study/international/services.html](http://monash.edu.au/study/international/services.html)

**Internet Usage Policy**

During their studies, students will be expected to make reasonable use of the internet for research and communications with academic staff and other students. Internet usage is not free. The faculty and its departments and schools pay for internet access as part of educational programs provided to students as is done for other resources used in laboratories. Some uses of the internet result in very large financial charges and are not part of a student's education program. Accessing the internet for non-academic purposes may result in excess fees being charged to the faculty. If this occurs the faculty may pass the cost onto you along with any additional administrative charges which may apply. Students may use up to 200mb per day (8am-8pm Mon-Sun) of internet quota. Internet use that is not directly related to studies, including the following, is not permitted:

- downloading or exchanging audio and video files, including MP3 files and other similar files
- streaming (listening or watching) video and audio in real-time, including internet ‘radio/television’ stations or music sites
- downloading entire www/FTP external sites or significant parts of such sites, particularly those including images and games programs, unless the material is specifically relevant to your course of study
- playing any form of game over the internet
- accessing any site containing pornographic material.

Students are referred to the policy on ‘Acceptable use of information technology facilities by students’ which can be found at: [intranet.monash.edu.au/esolutions/students/internet-use/](http://intranet.monash.edu.au/esolutions/students/internet-use/)