

A

Academic Progress

Under University regulations, each student in the Faculty must maintain satisfactory academic progress throughout his or her course. Academic progress is assessed within the current academic year and exclusion 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 a warning letter are encouraged to take the warning seriously and to follow any instructions given about discussing their progress with an academic adviser.

Exclusion process

After the publication of results for Semester 2, 2009, 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 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 2010. 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 in the website at <http://www.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 more than 50 per cent 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

Academic transcripts are available on request from the Student Service Centre (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. Students can print an unofficial academic history from 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: <http://www.mrs.monash.edu.au>

Adding or Discontinuing Units in a Semester/Amending Unit Enrolment

If after discussion with a course adviser there is a need to amend your unit enrolment, you may do so by accessing the Web Enrolment System (WES) and making the change yourself.

WARNING: you can be eligible for fees and/or a fail result if you discontinue a unit after the final date for withdrawal. Refer to the important dates for 2009 at the beginning of this booklet for details.

If you only wish to change the timetabled allocation of a tutorial or laboratory class, you must undertake these changes using Allocate+, the timetable program used by Monash University. Please refer to the Timetable section in this guide. 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.

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**. 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 your my.monash portal at any time.

You should also make sure that you check your student email address regularly (at least three times a week), or forward it to your preferred email address (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: <http://allocate.its.monash.edu.au>

Allocate+ is open for preference entries from Tuesday 13 January – Thursday 19 February 2009. Allocated timetables are made available from Tuesday 24 February 2009. 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: <http://my.monash.edu.au/askmonash/> .

Attendance

Coursework students in the Faculty of Engineering should note that attendance at practical classes is compulsory. You may be refused admission to the examinations in a unit if the requirements for attendance have not been satisfied.



B

Books

Textbooks and reference books for each unit will be mentioned in lectures and in 'handouts'. These books can be purchased from the bookshops on campus or, in some cases, from the engineering departments who have prepared notes for their courses. Students at later levels in the engineering course regularly sell second hand textbooks. You'll find their advertisements 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 (usually those called **prescribed texts**), those which may be useful to own but instead could be found in the library (usually those called **recommended texts**), and those which are only occasionally consulted for reference and therefore unnecessary to purchase (usually those called **reference texts**). It is definitely **not** expected that students should purchase all the textbooks mentioned as recommended reading in bibliographies.

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.

Bookshops

There are two main bookshops on the Clayton campus dealing in academic texts, stationery and general reading..

Monash University Bookshop

Campus Centre (Eastern end), building 10, ground floor; ext. 53111

Monday to Friday: 9.00 am - 5.00 pm

<http://www.bookshop.monash.edu.au/>

Monash Co-operative Bookshop Ltd

Campus Centre (Western end), building 10, ground floor; ext. 54176

Monday to Friday: 8.30 am - 5.30 pm

<http://www.msaco-opbookshop.com.au/>

The co-op is a student enterprise and is located at the western end of the Clayton Campus Centre. It deals in second-hand text and general books, stationery, art supplies, calculators, and technical equipment for engineering students. Life membership costs

approx. \$13.30. \$10.00 of the membership fee is refundable if you decide to rescind your membership. The co-op is open to all students, staff and the public, but members receive a 15 per cent discount on all their stationery purchases (including calculators), and a lower commission if you sell your books through the Co-op.

Blackboard

Blackboard (previously referred to as MUSO) is a web-based course management system that allows students to access information and assessment tasks related to units that they are studying at Monash. Information such as lecture notes, important announcements, useful links, assignments, grades and unit outlines can all be made available on Blackboard. Assessment tasks can be administered in the form of online quizzes, and communication can be facilitated with the MUSO Discussion tool. Blackboard is accessed via your my.Monash portal.

Branch Selection

For first year students in the Bachelor of Engineering, Bachelor of Engineering/Bachelor of Arts, Bachelor of Commerce/Bachelor of Engineering and the Bachelor of Laws/Bachelor of Engineering, the BE course allows students upon successful completion of the common first year, to move into any one of the five branches of engineering offered at Clayton, subject to academic performance and quotas.

Students can select one of five branches of engineering to specialise in from second year onwards:

- Chemical Engineering
- Civil Engineering
- Electrical and Computer Systems Engineering
- Materials Engineering
- Mechanical Engineering

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

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

Students are encouraged to work hard to achieve good results in order to gain selection into their first preference of engineering branch. Most students will be able to do so, however, a small number of students may miss out on their first choice of engineering branch if their academic achievement during the year is below average.

Further information is available from the Faculty Course Adviser – Vicki Nash.
<http://www.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 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. You may be asked to show your student ID card and/or pay a fee.

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.

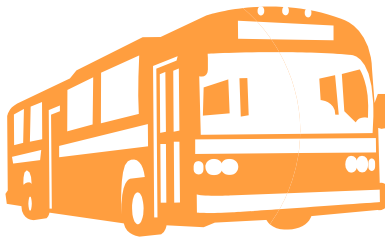
Peninsula: Outside the George Jenkins Theatre.

Further information

- For details about the shuttle bus services and timetables visit <http://www.monash.edu.au/campuses/metro/shuttle.html> 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 <http://fsd.monash.edu.au/travel-parking/travel/public-transport/clayton-campus-bus-routes>



C

Campus Centre

The Campus Centre complex (building 10) offers a variety of retail food outlets, the Student Services Centre for student administration enquiries and a variety of other facilities including: the Counselling Service, Student Financial Adviser and Welfare Service, Employment and Career Development, Housing Office, Chaplains Office, Health Service, Optometrist, tool library, various shops and cafeterias, a dry cleaning agency, a post office, academic dress hire, the John Medley Library, branches of the Tertiary Credit Union, Commonwealth Bank, Westpac bank, STA Travel and Radio 3MU.

Careers Centre

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. 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 <http://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 Pooling, Car Parking and Campus Shuttle Bus Service

Car pooling for both students and staff is actively encouraged and can be organised online: <http://fsd.monash.edu.au/travel-parking/parking/carpooling-new-matching-service> 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. Car pooling can help you save money on parking fees and help the environment.

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". 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. A shuttle bus service operates at ten-minute intervals from 7.45 am till 6.45 pm Monday to Friday between the campus shuttle bus stop opposite Sports and Recreation on Ring Road East near Union Road and the free Blackburn Road car park

Travel and parking information: <http://www.adm.monash.edu.au/facserv/info/bus/>

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.

Chaplaincy

As well as conducting regular worship services throughout the year, the chaplains are available for counselling and spiritual direction. Their offices and library are located in Health, Wellbeing and Development on the first floor of the Campus Centre and are open from 9.00 am till 5.00 pm Monday to Friday. Students are able to make an appointment by contacting reception on ext. 53156 or just drop in.

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:

MESS	Monash Engineering Students' Society (Monash Chapter of Engineers Australia)
EWB	Engineers Without Borders
EEC	Environmental Engineers Club
MAMEC	Monash Aerospace and Mechanical Eng Club
MatES	Materials Engineering Society
MEGA	Mechanical Engineering Graduates Club
MUCEPS	Monash University Civil Engineering Postgraduate Society
MUCESS	Monash University Civil Engineering Student Society
SMEE	Society of Electrical Engineering
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.

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

<http://www.monashclubs.org/main.php>

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 <http://www.eng.monash.edu.au/current-students/complaints-grievances.html>

The University has standard procedures for dealing with student grievances which are detailed at

<http://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. The links at <http://www.monash.edu.au/students/computer> 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 FEE-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 the [Student Services Centre](#).

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.
- FEE-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).

Counselling Services

The University Counselling Service (Health, Wellbeing and Development) is located on the first floor of the Campus Centre near the top of the stairs leading from the Monash University Bookshop. 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

It may be possible for people to be seen immediately but it is advisable to make an appointment in advance. Appointments can be made personally at HWD, first floor,

Campus Centre or by telephone. The office hours are from 9.00 am till 1.00 pm and from 2.00 pm till 5.00 pm Monday to Friday (ext. 53156).

An after hours telephone service is offered by the OSA group, an external provider working with the university to provide free and confidential counselling services by qualified and experienced psychologists between 5.00pm – 9.00am Monday to Friday and on weekends from 5.00pm Friday to 9.00am Monday. Phone: 1300 361 008

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 coordinators, 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:

<http://www.adm.monash.edu.au/community-services/counselling/emergency.html>

Course Maps

Undergraduate course maps are a useful tool to help you plan your studies. Used in conjunction with the online handbook, students can map a study plan for their course. For information go to:

<http://www.eng.monash.edu.au/current-students/course-map.html>

<http://www.monash.edu.au/pubs/handbooks/undergrad/eng-courses.html>

Course Transfer

Level one students can apply for a transfer into another course or into a double degree program at 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 alter their enrolment at the Faculty office at a later date if they receive an offer and decide to take it up. For further information, please contact the Course Adviser, Vicki Nash at the Faculty Office, ground floor, building 72.

The grades required for a transfer do vary, but for entry to 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 to another Monash course are available online and must be submitted to the faculty which manages the program for which you are applying. Take note of closing dates: they sometimes vary between faculties. Forms and closing dates can be downloaded at <http://www.adm.monash.edu.au/service-centre/forms/>

Further information is available at:

<http://www.eng.monash.edu.au/current-students/course-transfer.html>

Credit for previous study

The Faculty of Engineering awards credit (also known as 'advanced standing') towards an engineering degree for units passed in complete or incomplete tertiary studies elsewhere, provided that it 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:

- number of years in course
- 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, or help completing your form, please see Ms Vicki Nash, Course Adviser at the Faculty Office, ground floor, building 72. Credit entitlement is determined in the first instance by the faculty selection committees 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.

Students who feel that they have been unfairly treated in the determination of credit transfer may lodge an appeal in writing to the Faculty for further consideration.

Applications for Credit Transfer are available at:

<http://www.adm.monash.edu.au/service-centre/forms/>

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. Please note: if you achieve a Near Pass result for a unit **you do** receive the credit points (see the listing for Near Pass).

D

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 person during the enrolment period, or by lodging/posting it to the Faculty office at the time of enrolment. (Students may also defer first year studies up until the start of semester after consultation with the faculty). Students who have deferred will be sent re-enrolment information towards the end of the year; 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 his/her place in the Faculty of Engineering will be forfeited. A further 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) and Supplementary 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 university procedures for special consideration at: <http://www.monash.edu.au/exams/special-consideration.html> and <http://www.eng.monash.edu.au/current-students/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 are asked to ensure that the 'Professional Practitioner Statement' section of the application form is completed by the appropriate healthcare professional, counsellor or religious cleric. Application forms for special consideration can be obtained from the Faculty Office or <http://www.monash.edu.au/exams/special-consideration.html>. All applications for special consideration, and in particular 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 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.

(see Special consideration)

Supplementary examinations, which provide a second or subsequent attempt at a unit without the need to re-enrol and repeat the affected unit, are not offered by the Faculty of Engineering unless a student is **within 12 credit points** of completing the academic requirements for their degree. In such cases, supplementary assessment may be granted at the discretion of the department in which the student is studying. Students should note that this supplementary assessment can only be granted for units in which the student was enrolled in during the last two semesters of the course.

Degree Regulations

Faculty degree regulations can be found in handbook entries at:
<http://www.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 – and the onus of satisfying these requirements is on you.

Diploma in Arts (Languages)

The Diploma in 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 are 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) 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. Further information is available at: <http://arts.monash.edu.au/lcl/diploma-in-languages.php>

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: <http://www.monash.edu.au/pubs/calendar/> or <http://www.msa.monash.edu.au/studentrights/>

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 (<http://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 is totally confidential 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. To assist students to participate in university life, the Disability Liaison Unit has been established within the university's Equity and Diversity Centre – for further information go to:

<http://adm.monash.edu/sss/equity-diversity/disability-liaison/>

The office is located at Room 104, Gallery Building (Building 55) and staff can be contacted on ext 55704. Fax: 9905 5517. SMS: 0419 870 697. Email: dlu@adm.monash.edu.au

The DLU can also assist with alternative examination arrangements for disabled students 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.



E

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
- to respect the working environment of others in all areas of the university.

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 address regularly (at least three times a week) or forward it to your preferred account. Staff will only respond to emails from students that are sent via their student email account.**

Details on how to forward your Monash emails to your personal email account can be found at: <http://www.its.monash.edu.au/students/email/about.html#forward>

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 home page. The standard formula for Monash is:

firstname.familyname@faculty.monash.edu.au

This works for most other staff in the university, only remember to substitute the faculty name: adm, ArtDes, arts, BusEco, edu, eng, infotech, law, med, pharm or sci.

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) 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. <http://www.ewb.monashclubs.org/>

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 in October/November 2009, for study in 2010 (for both Semester 1 and Semester 2). The faculty requires web based re-enrolment (via WES) for most courses but 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. If this is the case and you are unable to attend in person, you must appoint a **proxy** to represent you (see listing under Proxy). Note: Students who do not complete all enrolment requirements as specified by the Faculty, will 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. Refer also to the sections on Confirmation of Enrolment and Re-enrolment.

Examination and Assessment Procedures

Examinations will be held for units taken in the first semester commencing Thursday 11 June 2009. The second semester examinations commence on Thursday 29 October 2009. Other methods of assessment may be used in addition to end-of-semester examinations, and these 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 stated at the start of teaching.

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 needing to repeat units or of facing exclusion. There are techniques which 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 Health Wellbeing and Development.

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

Extra Time/Dictionary in Examinations (NESB)

Faculties may, at their discretion, allow special examination conditions to be available to undergraduate students from non-English speaking backgrounds (NESB) and non-standard English speaking backgrounds who are experiencing language difficulties in their first two semesters of tertiary study in the English language.

In order to apply, the NESB student must fit the following profile:

- born where English is not the first language; and
- has not been resident in Australia for longer than ten years; and
- speaks a language other than English at home; and
- has been educated in full English medium for no more than five years
- is undertaking their first semester of tertiary study taught in the English language, or is undertaking their second semester and did not achieve a credit grade for a unit in the same (or an equivalent) discipline of study in their first semester

The unit for which the application is being made must contain significant textual material.

The student must then have taken the following steps:

- have sought assistance from the Learning Skills Unit **before the end of Week 7**
- have submitted a formal application for special examination conditions in that unit by the end of Week 11 of the semester, with a recommendation by LSU; and
- have been assessed e.g. by LSU staff member, who can verify that they are experiencing language difficulties and have taken measures to address those difficulties; and
- has been approved for special examination conditions by the Chief Examiner of the unit.

The options for the types of special examination conditions available under this policy are:

- the provision of an English language dictionary and 30 minutes of additional time for the examination; or
- the provision of an English language dictionary; or
- the provision of 30 minutes of additional time for the examination; or
- none of the above.

More information is available at

<http://www.policy.monash.edu/policy-bank/academic/education/assessment/extra-time-nesb-policy.html>

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** 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: <http://www.monash.edu.au/exams/timetable.html>

Exchange Program - international

The University runs an extensive exchange program with other institutions located all over the world. 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 before going on exchange. To find out more contact the Faculty of Engineering office, ground floor, building 72 or visit the Exchange Program counter on the ground floor of the Campus Centre.

<http://www.monash.edu.au/students/studyabroad/>

Exchange Program – inter-campus

Engineering students are 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.

<http://www.monash.edu.au/students/studyabroad/programs/intercampus-exchange/sunway/>

Exclusion

Liability for exclusion is assessed at the end of each academic year and exclusion hearings take place in December/January. In the Faculty of Engineering, academic progress will be deemed unsatisfactory if any of the following circumstances occur:

- a) Failure of more than 50 per cent 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 eligible for exclusion will be sent a letter (notice of referral) for Academic Progress Committee (APC) during December advising them of the situation. It is very important to respond to this letter, as failure to reply may mean automatic exclusion.

If a student is referred to an Academic Progress/Exclusions Committee, he or she may seek advice from the Course Adviser, Ms Vicki Nash (G08/72, ext 53543), and from a Student Rights Officer at the Clayton campus (ext 53126).

For further information: <http://www.msa.monash.edu.au/studentrights/> and/or the university website <http://www.adm.monash.edu/excserv/progress/index.html>

(also see Academic Progress entry in this guide)



F

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 (formerly known as a HECS-liable place). 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 Learning Entitlement (SLE)

Under government legislation, all Australian citizens, New Zealand citizens and holders of Australian permanent visas will receive a Student Learning Entitlement (SLE), giving them access to seven years' full-time (or equivalent part-time) study in a Commonwealth-supported place. The SLE enables students to access a Commonwealth-supported place. The seven-year entitlement may be extended where a student is undertaking an initial undergraduate course or pathway in which the normal enrolment period is longer than seven years (e.g. a double-degree program with an honours year).

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.

Band	Student contribution band	2009 Student contribution range (for students commencing on or after 1 January 2009)
3	Law, dentistry, medicine, veterinary science, accounting, administration, economics, commerce	\$8,677 (av.\$1084/unit)
2	Computing, built environment, health, engineering, surveying, agriculture	\$7,412 (av. \$926/ unit)
1	Humanities, behavioural science, social studies, foreign languages, visual and performing arts	\$5,201 (av. \$650/ unit)
0	(National priority areas) Education, nursing, mathematics, statistics, science	\$4,162 (av. \$520/ unit)

Ref: <http://www.goingtouni.gov.au>

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

The SCA scheme gives students two payment options. Students can either pay all or some of their contribution upfront at the time of enrolment and receive a 20 per cent discount, or defer the payment via the HECS-HELP scheme.

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 Department of Education, Employment, and Workplace Relations (DEEWR) website at <http://www.goingtouni.gov.au> .

Fees – general

Course fees

All students can find information on course fees at:

<http://www.monash.edu/fees/course-fees/index.html>

Student Amenities Fee

From 1 July 2009, universities can choose to set an amenities and services fee capped at \$250 per student a year. The payment can be deferred as the government is providing an income contingent loan to help students. Updates will be provided to students during the year as information becomes available.

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/amenities fees](#)
- [on-campus accommodation charges](#)
- [library fines](#)
- [scheduled student loan repayments](#)
- [fines](#)

<http://www.monash.edu/fees/encumbrances/encumbrances.html>

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 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 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 the purposes of Youth Allowance/Austudy, a domestic student is “full time” if they are enrolled in 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 the sections for Part Time Study and Underload in this guide

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.)

In the next section you will find a chart outlining the hierarchy of qualifications that are offered at Monash University.

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



G

Global Friendship Night

Enjoy a weekly social evening for international and local students who want to get to know other Monash students. These nights have different international themes and the activities, food, games, music and dancing are always new and fun. Make new friends and learn about other cultures. Free food provided! For details go to:

<http://www.adm.monash.edu.au/community-services/globalfriendshipnight/index.html>

Graduation

Graduation is not automatic following completion of your course.

YOU MUST APPLY TO GRADUATE.

Application forms can be downloaded from the web at <http://www.monash.edu.au/grads> or you can apply on WES.



H

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 the Student Financial Aid office, level 1, Campus Centre.

<http://www.adm.monash.edu.au/financial-aid/>

Health Services

The **Health Service** at Clayton is located on the ground floor of the Campus Centre at the western end past STA Travel. As bulk billing is used, it is essential that students carry their current Medicare card. Appointments are preferred. The hours are 8.30 am till 5.00 pm Monday to Friday, ext. 53175. For medical emergencies on campus during normal hours, call ext. 51000. <http://www.adm.monash.edu.au/community-services/health/clayton/>

Honours Courses and Honours Weighted Average

The degrees of Bachelor of Aerospace Engineering with honours, Bachelor of Engineering with honours, Bachelor of Computer Science Engineering with honours, Bachelor of Environmental Engineering with honours and the Bachelor of Mechatronics Engineering with 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

$$HWA = \frac{\sum_i L_i C_i M_i}{\sum_i L_i C_i}$$

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.

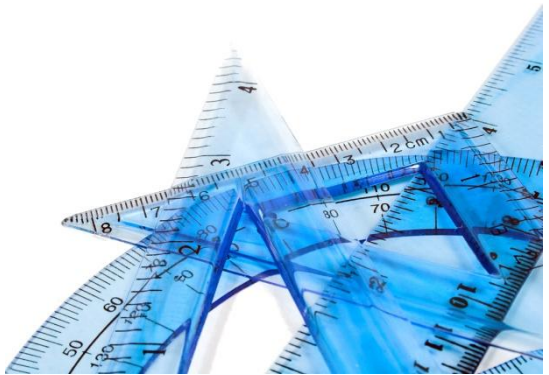
The BAero, BCivEngEng, BCSE, BE, BEnvEng and BMechatronics degrees with honours are awarded in three grades as follows:

<u>Honours Grade</u>	<u>Weighted Grade (%)</u>
HI (First Class)	75.00 \geq
HIIA (Second Class Division A)	70.00 \geq
HIIB (Second Class Division B)	65.00 \geq

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

Housing Advisory Service

The Housing Advisory Service assists 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: <http://www.mrs.monash.edu.au/off-campus/>



Illness and Missing Classes

First year undergraduate students - if you miss classes because of serious illness, you should inform Vicki Nash, Course Adviser on 9905-3543; vicki.nash@eng.monash.edu.au as soon as possible and obtain a medical certificate from your doctor indicating the nature and severity of the illness. The Course Adviser will generally 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. Later year students can seek advice from their department office.

Intermission

For some students there will be good reasons to discontinue all studies 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 from a course', meaning no further enrolment. Students should complete and lodge an Application for Intermission form available at the Faculty Office or from <http://www.adm.monash.edu.au/service-centre/forms/> . Faculty Office staff can assist you with the detail of the process and, if you need advice about options available to you, you should feel free to consult the Course Adviser. Students should be aware that a period of Intermission is included in the calculation of time limits for completion of a degree. <http://www.adm.monash.edu.au/enrolments/variations/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;
- the isolation from immediate family;
- the gaining of fluency in English;
- the management of financial matters;
- the finding of suitable accommodation;
- the 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 Unit (ISSU)
- 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. <http://www.monashclubs.org/main.php>

International Student Friendship Program

The Monash University International Student Friendship Program (ISFP) is coordinated by Health Wellbeing and Development. The aim of the program is to introduce international students to local [volunteers](#) and their families for the purpose of developing cross-cultural friendships. The ISFP provides social and practical support for international students by establishing friendships and cultural exchange. <http://www.adm.monash.edu.au/community-services/family/friendship-program.html>

International Student Peer Mentor Program

The HWD Peer Mentor Program is designed to assist new International students to settle into their studies and become independent. The program is highly valued by Monash University and provides a welcoming environment for new students. Mentors will use their experience and knowledge to guide new students through the first six weeks of their course. The program includes a series of fun and informative social functions and seminars. These weekly activities are a great opportunity for participants to broaden their social networks and learn more about life in Australia. <http://www.monash.edu.au/international/peermentor/index.html>

International Student Support Unit (ISSU)

The International Student Support Unit (ISSU) which is located in Health, Wellbeing and Development, level 1, Building 10, provides advice and assistance for international students on matters such as airport reception and orientation, temporary accommodation and housing, visa renewal, immigration, health cover and Medicare, course application procedures, enrolment and re-enrolment, course advice and course fees, finance, intercultural activities, welfare concerns and referral to other university services. You can contact them and speak to an adviser on ext 51174. Email:

issu.clayton@adm.monash.edu.au For further information and links go to <http://www.monash.edu.au/international/clayton/>

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. 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:

<http://www.adm.monash.edu.au/execserv/policies/>

and to the Faculty of Engineering information page at <http://www.its.monash.edu/students/internet-use/>

