Late Enrolment Fees

Students who fail to re-enrol by the due date will be charged a late enrolment fee of approx. $298. An email notification will be sent by the university Fees Unit. If the fee is not paid by the specified date, students can be ‘encumbered’ thereby losing access to computer systems and the library amongst other sanctions. Students should endeavour to always enrol well before the closing date to avoid this situation occurring. Re-enrolment dates are advertised widely by email and on noticeboards.

Learning Skills

Learning skills advisers are located in the Hargrave-Andrew Library and provide drop-in sessions, workshops and classes for undergraduate and coursework masters’ students wishing to improve their academic learning or communication skills. Assistance is offered with:

- time management
- study methods and exam preparation
- reading and listening strategies
- academic language and report writing
- citing and referencing
- oral communication and presentation

Students seeking assistance should attend a Drop-in session at the Hargrave-Andrew Library:

- 10-15 minute consultations
- no appointment is necessary – students are seen on a ‘first come first served’ basis
- longer appointments may be scheduled for a later date by the learning skills adviser

<table>
<thead>
<tr>
<th>WEEKS 2 - 14</th>
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<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
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</tbody>
</table>

Workshops and classes on research, study and communication skills are offered throughout the semester. To find classes, search the Library class booking system https://my.monash.edu.au/news-and-events/bookings/library/

Online resources for students’ private study include interactive tutorials on study skills, reading, listening, oral presentations, referencing, grammar, and writing, with examples of Lab Reports and Technical Reports. Available at: monash.edu.au/lls/llonline

Undergraduate or coursework masters students with a written referral to learning skills should contact the Learning skills adviser for Engineering directly. monash.edu.au/library/skills/contacts/
Higher Degree Research students should contact:
Jane Moodie, Research Student Academic Support Lecturer
Faculty of Engineering, Room 220 Building 72
Email: jane.moodie@monash.edu or telephone: 9905 5488

Lectures and Laboratory Classes

- Lectures
  Most of the formal teaching in the first level of the course relies on lectures to fairly large classes. Sometimes over 300 students are in attendance. The lectures are generally formal and the chance to ask questions is limited. Usually the lecturer follows the set text but may give fuller explanations, introduce related material, offer different interpretations and work through examples to highlight various aspects of the lecture material. The need to take notes is important.

  Note-taking starts by being alert physically and mentally. Listening to and evaluating what is being said are also crucial. This level of concentration precludes conversations with others, daydreaming or any distracting activities. Listen for the main points. Write down key words and phrases. Make sure diagrams are clear. Develop a shorthand system that can easily be understood. Review and edit notes within a few hours of the lecture, preferably that evening.

- Laboratory or Practice Classes
  Smaller one, two or three hour lab/prac classes are also provided. There is ample opportunity to seek clarification, to gain experience and knowledge through working set examples and problems and to gain confidence by contributing to discussion. The format of the tutorials will vary depending on the tutor in charge but generally tutorials are much more relaxed and informal than lectures. Some tutorials are designed to be supervised practice or problem classes; others are active group discussion classes; in any case most labs or pracs will convey important material supplementing the lecture course.

  Formal assignments and other homework are often handed in and handed back during these sessions. Of course, no benefit can be obtained if you choose not to attend them. Their usefulness will be reduced, too, if you come inadequately prepared.

  Non-attendance at classes may lead to you being refused admission to the examinations held at the end of semester. Attendance at classes may form a compulsory part of the assessment process in some units and you may be required to show due cause if you are unable to attend due to illness etc.

Lectures Online

Monash University Lectures Online is a recorded lecture service provided by Monash University Library. It delivers digital audio recordings of lectures to Monash University students via the internet. Units currently available can be found in the faculty groups listed on the website, and recordings are available on the internet within minutes of the scheduled conclusion of a lecture. The service extends across a number of Monash faculties and campuses, and some Engineering units are included. Lectures are normally available for the duration of the semester in which a unit is held. mulo.monash.edu.au

Recorded lectures for some units may also appear in Moodle as part of your online learning environment.
Legal Services
A free legal service is available at the Clayton campus. This is the Monash-Oakleigh Legal Service operated by the Faculty of Law at 60 Beddoes Avenue, Clayton. All students and members of the public may use the service. Appointments are necessary and can be made in person or by telephoning 9905 4336.
law.monash.edu.au/about-us/legal/mols/

Library - The Hargrave-Andrew Library
The Hargrave-Andrew Library, one of the eight branches of the Monash University Library, is situated in Building 30 near the Faculties of Engineering and Science and supports teaching and research in the Faculties of Engineering, Information Technology, Science, and Medicine, Nursing and Health Sciences.
lib.monash.edu.au/hal/

The online engineering Library Guides will lead you to a range of useful resources in your subject area including a range of ebooks, databases and citing and referencing tutorials. Go to: guides.lib.monash.edu/

Loan renewals, enquiries, access to the catalogue and many other resources, are also available remotely from the library web pages at lib.monash.edu.au

There are links to updated opening hours information, online tutorials, past exam papers, library classes and library help. If you have questions or need assistance ask at the information desk.

The library has a reserve collection where your lecturers may place books in high demand, as well as lecture notes and other materials. Many reserve materials are now available electronically and can be accessed from the library catalogue. Online reading lists are available for many units to assist in locating high demand materials. Access the catalogue at library.monash.edu.au/

Computer facilities are available in the library along with photocopiers, printing facilities, group study spaces and quiet study areas.

During Semester the Hargrave-Andrew Library is generally open between

8.00 am and 9 pm Monday – Friday,
1 to 5 pm Saturday - Sunday

Library opening hours change during summer semester and in non-teaching weeks. For the most up-to-date information visit monash.edu/library/libraries/australia/opening-hours.html
Phone and online information services, and other contact details for library services and facilities, are available from monash.edu/library/about/contacts/index.html

Lockers
Lockers located near the engineering lecture theatres in building 32 are available for use by engineering students. Select a locker and immediately attach a lock and make a note of your locker number. You must bring your own padlock to use a locker, and lockers must be emptied by the end of November each year. (Any locks remaining in the new year will be cut off and contents disposed.) Note: it’s a good idea to use a large, strong padlock that can’t easily be removed (not a small one).
Maths Help
A Maths Help service is provided by the Department of Mathematical Sciences for any student who requires assistance with their maths studies. Students can attend between 12.00 – 2.00pm Monday to Friday, in room 110, building 28. (Please check with Maths Dept if the location has been changed for 2014.)

Mentor Scheme - EMS
Mentoring is the process by which an experienced person provides advice, support and encouragement to a less experienced person. A mentor is like a teacher or adviser who leads through guidance and example, and takes a special interest in helping another person develop into a successful professional.

The Engineering Mentor Scheme (EMS) helps to create a link between new and more experienced students in the early days of commencing university. It provides an opportunity for you to ask questions and make friends, create connections and keep in touch throughout semester, attend events and gain extra knowledge and understanding about uni life to help you settle in.

All new engineering students can register for EMS during orientation and participate in a support network of later year mentors and other level one students in their first semester of study in Engineering at Monash. Contact the Faculty Office, ground floor, building 72 for more information or check the Faculty of Engineering website.

Merit Program – Faculty of Engineering
Through the Monash Engineering Research and Industry Training (MERIT) Program, the Faculty of Engineering offers students a wide range of programs to support you during your time at Monash and help prepare you for life after your degree.

• Leadership in a Technological Environment
This is a unique non-award program offered by the Faculty of Engineering, Monash University, designed to produce engineering leaders of the future.
eng.monash.edu.au/current-students/merit/leadership

• Summer Research Program
Explore the world of engineering research with the Faculty of Engineering Research Scholarship Program. Undergraduate students can experience the challenge of research via a 12 week research project over the summer break. Undergraduate students may use their participation in the Experience Research Program as a contribution towards the work experience requirement for graduation.
eng.monash.edu.au/research/summer-scholarships.html
• **Work Ready Program**
  An innovative program designed to equip you with the information and skills required to help you to secure the job you want at the end of your degree. Available to students at all levels. eng.monash.edu.au/current-students/workready

• **Women In Engineering**
  The Women in Engineering (WiE) program provides the opportunity for both young women and men undertaking engineering at Monash University to support, celebrate and learn more about the contributions of women to the engineering profession through a series of events and guest speakers during the year. eng.monash.edu.au/prospective/women-in-engineering/

For more information on the Merit Program go to: eng.monash.edu.au/current-students/merit

**Monash Connect**

Ground floor, Campus Centre (Building 10), Clayton campus
Phone: 1800 MONASH (1800 666 274)

see ‘Student Administration Services‘ for details

**Monash Engineering Students’ Society (MESS)**

MESS is a student run, not-for-profit organisation that seeks to enrich the education experience of students at Monash University through social and academic opportunities. The MESS office is located opposite the engineering lecture theatres in building 32 and students are welcome to drop-in between 10.00am – 4.00pm Mon-Thurs. The *Monash Engineering Careers Guide* is an annual publication produced by MESS that provides information about graduate employment and vacation work. For more information about membership or MESS activities go to mess.org.au/

**Monash Motorsport – Formula SAE Team**

Interested in building, racing and being part of a winning motorsport team? Winners of the Formula SAE Australasia championship five years in a row, third in Formula Student World Championships 2012, ranked second FSAE team in the world – who else? Monash Motorsport ofcourse! Monash Motorsport is a student run racing team that represents Monash University locally and internationally in Formula SAE. Throughout the year a team of approx. 50 students design, build and race a formula style race car. Monash Motorsport represents a fantastic opportunity to apply engineering principles learnt in the classroom for students from second year onwards. monashmotorsport.com

**Monash Student Association (MSA)**

The Monash Student Association is run by students for students. It represents and provides valuable services and activities for over 20,000 students on the Monash Clayton Campus.

Resources and activities include: Activities, Clubs and societies, Co-op bookshop, Education, Employment, Host Scheme, John Medley Library, Lot’s Wife newspaper, Radio Monash, Sir John’s Bar, Student Council, Student Rights, Welfare and more.

Check out what’s available at monashstudentassociation.com/
Monash University Timetabling System (MUTTS)
MUTTS is a website that provides useful information to help you to manage your timetable. It allows you to view the options available for all units of study, not just the ones that you are enrolled in. MUTTS is a valuable tool that can help you to decide on your timetable preferences prior to submitting preferences on Allocate+. mutts.timetable.monash.edu/MUTTS/

Moodle – online learning
Moodle 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 are made available on Moodle. Assessment tasks can be administered in the form of online quizzes, and communication can be facilitated with the MUSO Discussion tool. Moodle is accessed via your my.Monash portal.

my.Monash Portal
Your my.monash portal is a personalised gateway which provides you with all the information and online resources you need at Monash. You can access your portal from any location worldwide via the internet. Resources on your portal include email, Web Enrolment System (WES), unit information, booklists, online systems, Monash Marketplace, library databases and much more. To log in you need your AuthCate username and password. Start exploring your personalised my.monash portal at my.monash.edu.au
Non-Award Studies

Some engineering courses include one or more ‘free’ elective units or interfaculty units within their prescribed course lists to allow some breadth to the engineering studies. Occasionally, however, students may still wish to study units from outside the prescribed course map. This may allow a student to maintain their interest in something begun at school, such as a language, or to broaden their general knowledge. Very rarely, the Faculty may use its discretion to vary the prescription of units that a student must take to complete a course, in which case normal fees would apply to the new units. The more usual way to enrol in units not forming part of a degree is to apply for permission to enrol in a "non-award" course as ‘single units of study’ within a faculty. Usually, single units of study attract full fees e.g. engineering units cost approx. $3,800+ per unit up-front. Although results are recorded by the University, units taken in a non-award course do not count for credit points. Enquiries should be directed to the Faculty Office.

Non-Residential Colleges

Students living on-campus at Monash enjoy a range of social and academic advantages. Non-residential colleges aim to provide these benefits to students living off-campus. Some of the benefits of an enhanced student engagement and experience include:

- social engagement and support
- leadership and mentoring from senior students and college support teams
- access to a range of programs including social, sporting, academic and cultural.

There are two colleges at Caulfield campus (Pegasus and Phoenix) and two at Clayton campus (Orion and Centaurus). Each college has 250 student members, about 20 college advisors (higher-year students acting as mentors) and three members of the academic staff in leadership positions.

Membership is open to current Monash University students, who:

- have a home campus at Clayton or Caulfield
- are enrolled for a full academic year (not taking intermission or study abroad)
- are studying on-campus.

If you live in on-campus accommodation you are not eligible to join as you are already a member of a residential college.

Occupational Health and Safety

Monash University strives to provide a healthy and safe study environment for students. Also, each student at Monash University is responsible for ensuring that his or her own study and work practices reflect good occupational health and safety and environmental standards in order to protect their own health, safety and environment, as well as the health, safety and environment of others.

The responsibilities of students include:

- using a documented risk management process to eliminate or minimise occupational health and safety and environmental risks where appropriate, e.g. for new research projects;
- complying with occupational health and safety instructions, policies and procedures;
- using and maintaining safety devices and personal protective equipment correctly;
- being familiar with emergency and evacuation procedures and complying with the instructions given by emergency response personnel such as emergency wardens and first aiders; and
- not wilfully or recklessly endangering the health and safety of any person.

Induction is provided through Orientation Online O_O, however, unit leaders should issue students with a set of rules and regulations concerning laboratory procedures and safety. For example, students will need to wear appropriate footwear into laboratories.

Please refer to:

eng.monash.edu.au/ohs/ and monash.edu.au/ohs/

Overloading

The full time Engineering course (24 credit points per semester) is one of the most demanding at the university and you should think very carefully before undertaking any additional study. Generally speaking, overloading by one 6 credit point unit in a semester after first year is permissible, but you are advised not to overload unless you are coping well with your current course of study (at least a minimum of a 60+% average and no fails). Students are often tempted to overload in order to make up failed units but experience shows this is almost always unwise. Students considering an overload that is not part of the course structure are advised to discuss this with their course adviser.

Overloading is usually limited to students who have completed 48cp in one calendar year and have achieved a credit average or higher in their studies. Engineering students do not overload in first year.

Students in accelerated double degree programs are permitted to overload as per the course structure in the handbook, but don’t have to overload if they don’t want to – they can instead extend the length of time undertaken to complete the degree.
PASS Program
The Peer Assisted Study Sessions program (PASS) is offered to level 1 students undertaking study in ENG1030 Electrical systems and ENG1040 Engineering dynamics. PASS provides the opportunity for students to receive additional assistance by attending an extra one-hour, small group study session per week. This session is led by a trained peer leader (a later year student who has previously successfully completed the unit) who guides students through learning activities associated with the study program for the unit. All students who regularly attend PASS sessions will achieve a pass or better grade in the unit studied.

monash.edu/students/pass-program/

Passport Program – Monash University
Get more out of your time at university through Monash Passport units and not-for-credit programs. You can choose from specialised course units, internships, leadership programs, travel options, research experience and volunteering opportunities.

monash.edu.au/study/options/more/passport.html

Part-Time Studies
Part-time study of engineering courses is possible, but the programs are not designed to accommodate this easily. All lectures, tutorials and laboratory classes are held from Monday to Friday between 8.00 am and 6.00 pm and there are no reserved days or hours which are guaranteed to be free of classes. This makes part-time day employment difficult to schedule. However, you may find it is appropriate to study part time at some point in your degree. If you are thinking of doing so, please contact your course adviser to discuss the options. It is a Faculty regulation that all engineering courses, including the consecutive and double-degree courses, must be completed within a specified time limit. If you chose to study part time or take intermission (study leave) you must take these limitations into account.
Plagiarism and Collusion
According to the Language and Learning Online website, plagiarism is:

- copying phrases and passages word-for-word without quotation marks and without a reference to the author; this includes but is not limited to books, journals, reports, theses, websites, conference papers and course notes
- paraphrasing an author’s work and presenting it without a reference; this includes but is not limited to sentences, paragraphs, ideas and themes
- copying any part of another students’ work
- submitting items of assessment that are written in conjunction with other students (without prior permission of the relevant staff member)
- submitting a piece of work has already been submitted for assessment in another course
- presenting other people’s designs and images as your own work
- submitting work as your own that someone else has done for you.

If you have used someone else’s work without acknowledging your source, you have plagiarised.

All work submitted for assessment must be the student’s own work. Sources of the work of others must be acknowledged in full. Plagiarism is an attempt to obtain undeserved academic advantage. Students suspected of plagiarism will be given the opportunity to explain their plagiarism in the company of their lecturer and the course coordinator. If the course coordinator believes that plagiarism has occurred, students will normally receive no marks at all for the piece of work concerned. Cases of deliberate plagiarism will be dealt with in accordance with the university's Discipline Statute 4.1. Severe penalties may be imposed on students who engage in or support other students to engage in activities that undermine academic integrity.

Cheating refers to seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

Collusion is the presentation of work, which is the result in whole or in part of unauthorised collaboration with another person or persons.

Check the online Language and Learning website for more information at: monash.edu.au/lfs/llonline/writing/general/plagiarism/index.xml

or complete the Library’s interactive tutorial Demystifying citing and referencing at: monash.edu.au/library/skills/resources/tutorials/citing/

University policy on plagiarism is outlined in policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.html

Pre-requisites and Co-requisites
A pre-requisite refers to a unit or condition that must have already been passed at a satisfactory level before progress to another unit is permitted. A co-requisite refers to a unit or condition that must be taken alongside (or earlier than) another unit (that is, the unit must be taken in the same or in an earlier semester). Successfully completing a condition as a pre-requisite will
automatically satisfy the condition as a co-requisite. Most units in a course have stipulated pre-requisites and co-requisites all of which must be satisfied (except with permission of the course adviser) by a student before enrolment is permitted. Relevant information can be found in the university's online undergraduate handbook where all the stipulated pre-requisites and co-requisites are shown in course maps and also indicated at the beginning of each unit description (see www.monash.edu.au/pubs/handbooks/undergrad/). Note that sometimes the minimum grade of the pass required in a pre-requisite unit is stipulated, for example, a pass with a P grade or better [50% or more] may be required.

**Printer credit**

For information on how to obtain printer credit and check your balance go to:


**Prizes**

A number of prizes are awarded annually to engineering students who excel at different stages of their courses. Prize and scholarship information can be found at:

www.eng.monash.edu.au/current-students/enrichment.html

**Professional behaviour**

Engineering is a professional degree accredited by Engineers Australia that qualifies students to work as an engineer. Your conduct as a student may affect the career options available to you if you have not taken care with how you behave and present yourself in public. For example, think twice about what you say or post on social media – these days, employers will undertake an online search on prospective employees and take into account your online activities and the image you portray, as this may reflect badly on their company.

The same can be said for any association of Monash University with activities that might bring the University’s reputation into disrepute. Discipline regulations can be applied if a student’s behaviour impacts badly on the Faculty or the University. Just remember to always use common sense and act in a ‘professional manner’, as a result many opportunities will be available to you, both at University and in the workforce.

**Public Transport**

The Clayton campus is serviced by a number of bus lines most of which stop in the bus-loop off Wellington Road (across the traffic signals from the Law Building). Some other bus lines stop at the northern end of the campus. The nearest train stations are Clayton and Huntingdale on the Dandenong line, and Syndal and Mount Waverley on the Glen Waverley line. Bus timetables and train timetables can be obtained at any railway station. (also see Bus Services)

monash.edu.au/people/transport-parking/public/
Quotas

Quotas have to be imposed in some of the branches in the Bachelor of Engineering because there are only so many places available in level two classes. Where demand exceeds the number of places, the only fair way to select is on academic merit, determined by first year results. The first stage of the selection process is in September when students nominate two preferences for their choice of engineering branch. Soon after the publication of results at the end of the year, offers of places in engineering branches are posted on the web. Students then re-enrol in early December into their allocated engineering specialisation.

In recent years quotas have been utilised by some of the departments (e.g. Civil engineering) and consequently some students did not receive their first preference. In any year, the branches of engineering may use a variety of selection criteria to determine student eligibility for a place. These may include passing a minimum number of units in the year, achieving a certain weighted average, achieving a P grade or higher in certain key units, and various combinations of these. The quotas are set each year, having regard to physical limitations on the number of students who can be accommodated in each branch and with a view to ensuring that no branch receives more than a certain percentage of the previous year’s “new to course” students. A Branch Selection Information Day is held in Semester 2, which provides students with the opportunity to learn more about each branch of engineering. (also see Branch Selection)
Re-enrolment

In the Faculty of Engineering, level one re-enrolment for BE, BE/BA, BCom/BE and LLB/BE takes place in early December each year shortly after the publication of the second semester final results and completion of the branch selection process. Students who have successfully completed 48 credit points of level one studies will be able to re-enrol online. Students who have not passed 48cp at level one will be required to attend for re-enrolment/branch enrolment in person.

Students who have applied for internal course transfer at the end of first year (for example, to enter double-degree courses such as engineering/commerce or engineering/law, or to change faculty) must still re-enrol in their current engineering course. If their application to transfer is successful, they will be automatically discontinued from the current course at enrolment into the new degree. Application forms for internal course transfer to other Monash courses are available at the Faculty office in October or can be downloaded at: monash.edu.au/connect/forms.html You must submit the application form by the due date in order to be considered for a place.

Please note that students undertaking branch selection will not be able to re-enrol until the specified date in early December and should not receive a late enrolment fee. However, students in double degrees must enrol into units for their non-engineering degree during the university re-enrolment period. From second year onwards, all students enrol online as specified for university re-enrolment.

Late enrolments will be subject to a late enrolment fee, which in 2013 was $298. Do not make arrangements to leave Melbourne after the examination period without first organising your re-enrolment into second year. Students who do not re-enrol during the designated re-enrolment period may be discontinued from their course and may need to re-apply for entry into the course.

Repeating Units

If a student fails a core unit (receives a grade of N), then that unit must be repeated. This means that the student must re-enrol in that unit in a later semester. If it is an elective unit you may choose to take another unit instead. Until a unit is passed (with grade of P or higher) the credit points for that unit are not counted towards the completion of the course requirements.

When a unit has been repeated the mark that is entered into the HWA formula is the highest of the original and 90% of each of the repeat marks. For example, if a student receives 45N for a unit in semester 1 and 50P for the same unit in semester 2, the mark used in the EWA at the end of semester 2 will be 50 while the mark used in the HWA will be 45 since 90% of 50 is 45.

Students who have particularly low marks or have received an "at risk" warning about unsatisfactory academic progress should seek advice from the course adviser about the best strategy for re-enrolment to ensure every chance of improving their performance and avoiding future warnings from the Faculty. A common difficulty is the timetabling of repeat units together with new units and very often the course cannot be completed in the minimum time.
Results
The following grades are given for final unit results:

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<thead>
<tr>
<th>Unit Mark (%)</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>80 - 100</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>70 - 79</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>60 - 69</td>
<td>Credit (C)</td>
</tr>
<tr>
<td>50 - 59</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>0 - 49</td>
<td>Fail (N)</td>
</tr>
</tbody>
</table>

Occasionally an examination grade is withheld (WH) pending the examiners’ final decision. There could be several reasons for this; for example, the examiners may wish to test the student further, or the student may have failed to submit all the due laboratory reports, or there may be an application for special consideration pending. If you receive a WH, please contact the unit coordinator immediately to determine the situation. A withheld result will in due course be amended to an N (Fail) result if any special requirements are not undertaken.

Safety and Security
If you need assistance or see any suspicious activity, contact Security immediately. Security assistance is available 24-hours a day at Building 61, Security and Traffic office between Education and Performing Arts Centre ph 9905 3059. The emergency telephone number for internal phones at all campuses of Monash University is 333 and 9905 3333 from your mobile phone.

Security Escort Service
A security escort service is available 24 hours. An escort can be arranged by contacting security personnel on the security contact number. You will be accompanied to your car, student residences, and other locations on campus or to the campus perimeter.

Red Emergency Telephones
Throughout our buildings we have red emergency telephones on the walls. Familiarise yourself with the location of these in the buildings you frequent. In an emergency, lift the receiver to have immediate contact with Security.

Security Emergency Help Points
The Security Emergency Help Point combines modern CCTV and wireless audio in selected campus locations where the press of a button will put you in verbal and visual contact with the campus security control room and a security patrol will be detailed to assist. The service operates 24 hours a day 7 days a week. There are 5 Security Emergency Help Points on the Clayton campus.
Security Bus Service
A free security bus service operates on Clayton campus in the evenings, from 5:30pm Monday to Friday. Bus stops are clearly marked as per the Clayton campus map. Passengers may ask to be driven to their cars. The first service leaves building 4 at 5.30 pm. The circuit takes approximately 30 minutes depending on demand. The final pick up is from building 4 at 12.15 am.

First Aid - All security officers are trained in first aid.
monash.edu.au/about/who/safety-security/services/

Scholarships
There are a limited number of scholarships available for first year engineering students, supported by the University and the Faculty. These scholarships are only available to full-time students who are Australian citizens or who have permanent residency in Australia. A number of other scholarships are available to later level engineering students. There are also certain scholarships available to international students. For further information on scholarships students should contact the Scholarships Unit. Information on scholarships is available online at: monash.edu.au/students/scholarships/

Information regarding Faculty scholarships is available at: eng.monash.edu.au/current-students/enrichment.html

SMART Program – study skills workshops
A four week course provided by the Counselling service to maximise your learning success using: Strategies, Motivation, Stress Reduction & Time Management.

<table>
<thead>
<tr>
<th>Strategies for Success</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand and improve the ways you learn</td>
<td>What does success mean to you</td>
</tr>
<tr>
<td></td>
<td>What gets in your way?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Management</th>
<th>Stress Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make the most of your time</td>
<td>Signs you may be stressed</td>
</tr>
<tr>
<td>Set goals and reach them</td>
<td>Ways to reduce stress</td>
</tr>
</tbody>
</table>

For further information go to:

Special Consideration
A student whose work during a semester or whose performance in an examination or other assessment 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. (see Deferred [Special] and Supplementary exams)

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

Eligible students can complete either an In-semester assessment task special consideration application form or an End-of-semester exam/assessment special consideration application form. Applications for special consideration for in-semester assessments should be submitted to
the departmental office or unit co-ordinator. Only end-of-semester applications for exams should be submitted to the Faculty Office. In all cases appropriate supporting documentation must be provided. Students are asked to ensure that supporting documentation from a qualified professional practitioner is included. 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 e.g. medical certificates, will be treated in strict confidence.

If you are uncertain as to the relevance of your circumstances, the course adviser is available to advise you on special consideration. All inquiries and applications are treated confidentially. Any application of this nature should be accompanied by appropriate evidence and/or documentation.

Students who have applied for special consideration for an end of semester exam will be notified of the outcome of their application via email and/or 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. Students who complete the final examination are not eligible for special consideration. If you are extremely unwell during the exam, you should ask for your paper to be cancelled, see a doctor immediately and then apply for a deferred exam.

Applications for special consideration or deferred examinations must be made prior to or within 48 hours of the candidate's last scheduled examination. Applications will be date-stamped and a receipt issued.

Student administration services – Monash Connect

Monash Connect is located on the ground floor of the Campus Centre, Building 10 incorporating the enquiry counter, fees counter and the cashier. Office hours are from 9.00am till 5.00pm Monday to Friday phone: 1800 MONASH (1800 666 274). Enquire there about replacement of ID cards, notification of change of name, confirmation of student status for international student cards and travel concessions, receipt of enrolment forms, examinations, statements of academic record and applications to graduate.

Monash Connect is the only section of the University authorised to prepare formal academic transcripts, which certify a student's academic record. The transcripts must be ordered in advance on a Request for Academic Record form (requests by telephone are not accepted) and must also be paid for in advance. The transcripts may take a week or two to prepare during busy times of the year. You can download an unofficial copy of your academic transcript from the web via your my.Monash Portal.

Study Leave
See section on Intermission in this guide

Study/Learning Techniques
Study requires an act of will. It is a skill that is gradually developed over a period of months or years. There is no shortcut to success, nor is there one perfect method. Attention to the following factors will assist in developing good study habits.
• Be aware of your goals and be honest with yourself. If you are studying engineering against your will, or at least without any real enthusiasm, you will probably not be successful. You will need to resolve these matters before you can do justice to yourself and your course. Lack of motivation should be treated seriously.

• Set apart a place for study. This should be private, free from noise and other distractions, be comfortable but not conducive to sleep. Alternatively, make use of the library facilities.

• Set apart some time most days of the week (say 6 out of 7) for study. Neglecting to work consistently throughout the year is a reliable method for achieving poor results.

• Make a daily study plan of both times and topics. Make sure you are ready before you begin to study. Decide what you are going to study and for how long. Include in that program some rest periods of say 5 or 10 minutes. Work energetically, and if helpful, start off with something you find interesting. Do not avoid the more difficult work either, and expect to struggle to understand some of the work some of the time. Refer to your notes and to the recommended texts. Doing examples and old examination questions often helps you highlight where an additional effort needs to be made. At the end of each session try to assess realistically how well you have learnt and understood the work and plan follow up sessions accordingly.

• Keep up to date with your study. New topics often require an understanding of earlier work.

• Have a weekly or cyclic study plan. It is important to be constantly revising your work and to plan for submission of reports and assignments that may involve several days work. In due course you should also be working through past examination papers to appreciate their standard and to help with revision. Past exam papers are available on the library website.

Do not confuse sound study with being "busy" with your work. It is a simple matter to occupy a few hours by rewriting notes, browsing through textbooks, rearranging books and thinking of reasons for studying "later" when the mood is "right". Study is a disciplined activity that is hard work, but it can be enjoyable and satisfying.

If you are struggling to develop good study habits there is help available through group workshop sessions offered by the counselling service and texts are available in the library.

Supplementary Examinations

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. Supplementary assessment may be granted at the discretion of the department in which the student is studying, with a result of NS until finalisation of the assessment. If failed, the student must re-enrol in the unit. The maximum mark returned for supplementary assessment will be 50 P.

Supplementary assessment will only be granted where all of the following criteria are met:

• the student is within 12 credit points of completion and the failed unit(s) would complete the requirements of the degree and
• the failed unit(s) were completed within the last 12 months and
• the failed unit(s) are worth no more than 12 credit points in total and
• the final grade for the failed unit(s) is in the range 45-49% and
• the failed unit(s) is not a final year thesis or a final year design project.

If eligible, a student should seek advice from their department regarding supplementary exams following the release of final results.
**Sustainability**

Monash University actively encourages the use of sustainable environmental practices wherever possible. In recent times a number of strategies have been implemented and are supported on an ongoing basis:

- Carbon neutral – reducing the university’s carbon footprint
- Energy – the university is committed to reaching targets by reducing energy consumption
- Green IT – covers the many possibilities for the contribution that IT can make towards environmental sustainability
- Green purchasing – includes reuse what you can and buy only what you need
- Recycling – waste prevention is a priority but recycling is supported by a number of strategies including specially marked bins around campus
- Sustainable development – standards have been implemented for new building projects
- Transport – your transport choices impact on the environment so consider walking, cycling or taking public transport to uni
- Water – water is a precious resource and water wise strategies are a top priority

For more information on university strategies or what you can do to contribute to environmental sustainability, go to the Monash University Greening up our act website at: [fsd.monash.edu.au/environmental-sustainability](fsd.monash.edu.au/environmental-sustainability)
Telephones
Monash telephone and fax numbers share a common ‘990’ prefix on all campuses. All five digit extension numbers may be dialled across all university campuses.

Textbooks
See the entry under Books in this guide

Timetables
Allocate+ is the name of the online system that all Monash University students use to allocate themselves into lectures and tutorials. Please read through the instructions carefully. If deadlines are missed, you will find yourself without places in your classes or you may have to choose from the least popular times left. Therefore it is important to refer to the Allocate+ homepage for timelines and deadlines. Updated information regarding the Allocate+ tutorial system and important dates is available at the following web address: monash.edu/timetables/allocate/how-to-use.html

It is compulsory for students to allocate themselves into lectures and tutorials for their 2014 units. To do this you must have internet access – you can use the labs within the University or your home computer utilising your Monash student account.

- Timetable Abbreviations
Description of abbreviations found on timetables for engineering students:

CL_31/G15 is a tutorial room in Engineering building 31 - Ground floor in room 15.
CL_32/E1 to E6 are Engineering lecture theatres in Building 32.
CL_33/G01 & G02 are tutorial rooms on the Ground floor of Engineering building 33.
CL_72/E7 – E7 Lecture Theatre is in building 72, also known as the Sir Alexander Stewart Conference Centre – next to the Engineering Faculty Office.

CL60_/EH2 to EH4 are in building 60. During the examination period, these rooms are used for exams. EH stands for Examination Hall or ‘Engineering Halls’. Note: EH1-1 to EH1-3 are also inside building 60. These rooms are computer labs.

CL_63/C1 is Central 1 Lecture Theatre located in the Information Technology building (building 63) north of the Campus Centre.

CL_64/STH1 is South 1 Lecture Theatre located in building 64 (Medicine Faculty), just near the bus loop at the south end of the campus.
Transition from School to University

It is unlikely that any one of you will find that the first year of the course is too difficult from an intellectual point of view. Success comes largely to those who are clear on their priorities, are self disciplined and who take responsibility for themselves and their studies. At the same time there is more to tertiary study than simply attending lectures and passing examinations. Involvement in extra-curricular activity is encouraged, although it should not be excessive. There is also a need to become more aware of yourself and others, to develop new skills, to be mindful of the world and its affairs. A balanced life is the objective. Take some time off from study each week. The idea of setting apart one day of the week as special has had a long history and is highly recommended.

The transition from secondary to tertiary education presents a significant challenge for many students. The inability to negotiate this transition successfully is the major reason for lack of success in the first year of the course. There are commonly three areas of difficulty:

1. You will have a considerable amount of freedom. You will be required to make many decisions where previously you had little or no choice.
2. Your progress will not be closely or constantly monitored. You will not be reprimanded if you neglect to keep up with your studies.
3. You may lack motivation. This is the most common problem and there may be several reasons for it:
   - exhaustion from VCE studies;
   - attendance at university to fulfil the expectations of others;
   - uncertainty about engineering as a career;
   - an inadequate assessment of other tertiary courses or career opportunities;
   - selection of an engineering course by default;
   - an unrealistic expectation that engineering studies will be easy compared with VCE studies;
   - prolonged illness or serious personal problems
   - a general feeling of inadequacy or loneliness.

Others have experienced these problems too and all of them have solutions. You are not an inferior or second-class person if you do encounter problems or need to resolve difficulties arising from the transition to university. Even very capable and successful students have, at times, found the first year of the course to be particularly challenging. There is help available. Don't let matters get out of control before seeking guidance.

Many personnel on campus, such as counsellors, medical practitioners, chaplains, welfare officers, financial advisers and academic staff members, are available to explore with you how to resolve virtually any matter of concern. In the first instance you can speak with Ms Vicki Nash the Faculty Course Adviser. Her primary role is that of oversight of the first-level students. She is available by appointment, telephone or by dropping-in and asking at the faculty office counter to see if she is available. Her telephone extension number is 53543 and her email address is: vicki.nash@monash.edu All matters are always treated confidentially.

The Monash Transition Program has been established to facilitate all aspects of first year adjustment and you can find out more about the program and read advice from students who have made the move to university study by visiting the Transition Program website monash.edu.au/adjusting/

Despite what you may have been told previously, the first year of the engineering course is very demanding compared with your VCE year. It is, however, manageable and you should find the work interesting and rewarding. The great majority of you will successfully complete the year!
This year will be one in which you will learn a lot about yourself. You will need to take responsibility for your life. Treat yourself and others with care and with respect. Do not be overwhelmed with the prospect of either success or failure.

Theodore Roosevelt once said, "What I am to be, I am now becoming". This is true for you too. The type of person you will be on graduation day will depend largely upon all the habits you practise between now and then, on the way you study, the way you listen, the way you participate in other activities and the nature of those activities, the way you respond to your colleagues, your friends and your family, and the way you feel about yourself.

**Tutors – be one or find one**

Monash University students and graduates offer a broad range of skills, experience and knowledge and as a tutor can assist primary, secondary and tertiary level students throughout the Melbourne metropolitan area.

Students can register to become a tutor or find a tutor for assistance with their studies by submitting details on the Employment and Career Development website: [careers.monash.edu.au](http://careers.monash.edu.au) Rates of pay vary but if you are seeking assistance as an undergraduate student it will cost you approx. $30 per hour.

**Twitter – info updates!**

Follow us on Twitter to keep up to date with important news and snippets of information from the student services team in the Faculty of Engineering!

[http://twitter.com/monashengineers](http://twitter.com/monashengineers)
Umbrellas

Beware of Melbourne weather! Monash University at Clayton is a large campus where students and staff usually have to travel between buildings across campus with very little protection from inclement weather. It’s usually a good idea to carry an umbrella with you (or wear a hoodie) during the winter months.

Underload

Full-time students undertaking less than the standard study load of 24 credit points (four units) in a semester are considered to be ‘underloading’. Local students may underload to 18 credit points (three units) and still be considered ‘full-time’ for Youth Allowance purposes. Undertaking 12 credit points (two units) in a semester is considered a part-time load. There are many reasons why a student may need to underload, including illness, academic progress or performance, credit transfer etc. You should note that lessening the amount of units studied in a semester will usually add additional time to the length of the degree.

International students must complete their degree within a specified timeframe outlined on their electronic Confirmation of Enrolment (eCoE). As a result, international students must enrol in 24 credit points (four units) per semester. Approval to underload may only be granted in certain circumstances:

1. Compassionate or compelling circumstances
   - Students facing illness or exceptional personal circumstances.
   - Course structure, progression rules or unit availability, where students are unable to enrol in units with a value of 24 credit points.

2. Implementation of intervention strategy to assist students at risk of unsatisfactory academic progress:
   - Academic or learning difficulty
   - Faculty enrolment load condition

Further information for international students is available at:

monash.edu.au/connect/forms.html - Underload form
monash.edu.au/enrolments/study-load.html

or contact Monash Connect, ground floor, Campus Centre (building 10). Application forms are lodged at the Faculty Office.

Unit evaluations

Towards the end of each semester, students will be asked to complete an online ‘unit evaluation survey’ that will gather feedback and data to help maintain and/or improve the offerings of the university. Please make sure that you complete the unit evaluation survey so that other students following you can benefit from your constructive feedback, as you will benefit from those ahead of you. Participating in the continuous improvement cycle helps you to shape your future studies in engineering.
WES (Web Enrolment System)
What you can do in WES:

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<td>• Enrol / Re-Enrol (Enrolment Questionnaire,</td>
<td>• View enrolment details and fee statement</td>
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<tr>
<td>• HECS /FEE Help, Unit Enrolment)</td>
<td>• View Payments made/refunds</td>
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<td>• Apply for course intermission</td>
<td>• Apply for a fee payment extension</td>
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<td>• Apply for course deferment</td>
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<td>• Apply for course discontinuation</td>
<td>• View Monash Uni &amp; College Fee-Help usage</td>
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<tr>
<td>• View Commonwealth Assistance Notice (CAN)</td>
<td>• Make a payment</td>
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<tr>
<td>• View advanced standing</td>
<td>• Link to Fees website</td>
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<td>• View special consideration status</td>
<td>• Accept your scholarship offers (new offers only)</td>
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<td>• Link to Enrolment information</td>
<td>• View your current scholarship payment detail</td>
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<td>• Link to Scholarship information</td>
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<td>• Purchase a student letter</td>
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<td>• Update/Change address details</td>
<td>• OCL - Nominate / Change your exam venue</td>
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<tr>
<td>• Link to Student Service Centres</td>
<td>• OCL - Nominate a Special Local Invigilator (SLI)</td>
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WES can be accessed via your my.monash portal, the Monash Uni website or via: my.monash.edu.au/wes/
Online Enrolment
After enrolment or re-enrolment:

YOU MUST CLICK ‘SUBMIT’ OR YOUR ENROLMENT WILL NOT BE COMPLETE

- A ‘transaction record’ will appear on your screen, and you will also receive an email of the transaction
- If an error is returned, amend your enrolment and click ‘Submit’ again
- Be sure to record your transaction number for future reference

Having Problems?
Unable to change units - units require manual authorisation to enrol into. In this case, you are required to amend your enrolment manually at the Faculty office
Barred from using WES - your Faculty has specific requirements for your course, you require course advice, or you have unpaid fees
‘Read only’ access to the unit enrolment module - you are a new to course international student with no enrolled units. Once you have enrolled into units at your faculty, you will have access to the unit enrolment module in order to make changes to your enrolled units

Note: Any problems or queries, please contact the Faculty for initial assistance

Error when submitting Unit Enrolment form?
Unit does not satisfy rules - error message will describe what the rule error is e.g. not satisfying pre-requisites, unit quota limit, unit incompatible etc.
Progression Rules – If you are required or not permitted to enrol in a particular unit your enrolment will not be submitted until these rules have been satisfied, unit must be removed from enrolment before continuing
Credit Point Limit – You are only permitted to enrol in a set amount of credit points determined by your Faculty.

Unable to modify unit or find Unit in the Unit Search?
If you are having problems finding a unit it may be because of the following problems:
Forced location – you are restricted to enrolling in units only on the campus specified in your unit enrolment form
Barred Unit – your Faculty does not allow online enrolment for this unit
Unit Not Offered – Unit is not offered for that particular semester
No links in the action column – Unit has been manually entered by the Faculty and cannot be changed online

Websites
You will find that the web is an important resource for your studies and most of the information you need for your units will be posted on your my.Monash portal through Moodle, or on departmental subject websites.

The Faculty of Engineering current students webpage is a useful source for information: eng.monash.edu.au/current-students
For help with writing reports in specific subject areas and with developing academic language skills, go to the Language and Learning Online website with online resources for undergraduate and postgraduate engineering students: monash.edu.au/lls/llonline/

For help with finding and acknowledging resources, go to the Library’s Research and learning skills page at: monash.edu.au/library-skills/resources

Information about the engineering profession can be obtained from:

- Engineers Australia
  engineersaustralia.org.au
- Engineers Australia – Victoria
  engineersaustralia.org.au/victoria-division
- Young Engineers
  engineersaustralia.org.au/young-engineers
- Consult Australia (formerly the Association of Consulting Engineers Australia)
  consultaustralia.com.au/
- Professionals Australia (formerly APESMA)
  professionalsaustralia.org.au/

**Work Experience – Vacation employment (Engineering)**

In addition to the academic requirements of the course, the Faculty of Engineering requires each student to complete a minimum aggregate of twelve weeks of vacation employment in approved ‘engineering’ jobs, normally at the end of second year and/or third year. Each department has a vacation-employment co-ordinator who can give students details on how to obtain suitable vacation employment, and the requirements of the report and certification that has to be submitted on completion of each job. Please refer to your departmental webpages for department specific vacation work requirements.

eng.monash.edu.au/current-students/vacation.html

**Resources to help you locate organisations that may offer vacation employment:**

- See the Websites entry above for a list of Professional associations

  - Employment and Career Development
    careers.monash.edu.au/
  - Graduate Careers Australia
    graduateopportunities.com
  - Career Fairs and Expos
    graduatecareers.com.au
  - Faculty Career Information
  - Search for jobs
  - Undergraduate Opportunities
  - Graduate Opportunities
  - Employer information sessions
  - Graduate Opportunities in Engineering & IT

  - Unigrad and Univac
    unigrad.com.au
  - Yellow Pages
    yellowpages.com.au/

International students may choose to undertake suitable engineering vacation employment in their home country and domestic students may undertake an overseas opportunity with prior approval.
Youth Allowance (Austudy) and Financial Services

As Centrelink details can change regularly, please refer to information in the university website, student diary and also at the following websites:

humanservices.gov.au/customer/services/centrelink/youth-allowance

monash.edu.au/financial-assistance

Students should also be aware of Centrelink's definition of “full-time study”, which is undertaking 75% or more of the normal full-time workload each semester, i.e. enrolment in units totalling at least 18 credit points in each semester (e.g. 3 x 6 credit point units). Twenty-four credit points is regarded as the standard full time semester load at Monash University.

Caution:
While the information provided herein was correct at the time of production, you should note that information may change following publication. Students should carefully read all official correspondence, the Monash University website, other sources of information for students and the official faculty and university noticeboards to be aware of any changes to the information contained herein. The information in this booklet was correct at January 2014.