

# L

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## Late Enrolment Fines

Students who fail to re-enrol by the due date will be charged a late enrolment fine of approx. \$110. An email notification will be sent by the university Fees Unit. If the fine 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 Faculty closing date to avoid this situation occurring. Re-enrolment dates are advertised widely by email and on noticeboards.

## Learning Skills Unit

**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 English and report writing
- 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

WEEKS 2 - 14	
Monday	12 – 2 pm
Tuesday	4 – 6 pm
Wednesday	4 – 6 pm
Thursday	12 – 2 pm

**Workshops and classes** on research, study and communication skills are offered throughout the semester, as well as sessions designed for specific unit assessment tasks. To find classes, search the *Library and learning skills class booking system*. In **my.monash** click on **News and Events** and look under **Booking Systems**.

**Online resources** for students' private study include interactive tutorials on study skills, reading, listening, oral presentations, referencing, grammar, and writing, with examples of Laboratory Reports and Technical Reports. Available at: <http://www.monash.edu.au/lis/llonline/>

The **Learning skills adviser** for Engineering, Amanda Everaert, can be contacted by email: [amanda.everaert@lib.monash.edu.au](mailto:amanda.everaert@lib.monash.edu.au) or telephone: 9905 9304.

**Higher Degree Research** students should contact:

Jane Moodie, Research Student Academic Support Lecturer  
Faculty of Engineering, Room 220 Building 72

Email: [jane.moodie@eng.monash.edu.au](mailto:jane.moodie@eng.monash.edu.au) 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 fairly 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 obvious.

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, day-dreaming 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 above 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. <http://www.mulo.monash.edu.au/>

## 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 Beddoe 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.

<http://www.law.monash.edu.au/legal/mols/index.html>

## 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.

<http://www.lib.monash.edu.au/hal/>

A Library User's Guide, which includes an outline of borrowing conditions, is part of the Library User's Toolkit which is made available to students. Information sheets including "Quickstarts" to finding engineering information and guides on engineering databases are available from the library. Your ID card and your computer Authcate passwords are all you need to borrow or to access electronic resources from the library.

Loan renewals, enquiries, access to the catalogue and many other resources, are also available remotely from the library web pages at <http://www.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, by email [library@lib.monash.edu.au](mailto:library@lib.monash.edu.au) or by online chat – <http://www.lib.monash.edu.au/livehelp>

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 <http://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

8.30 am and 9 pm Monday – Thursday,  
8.30 to 5.45 pm 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 <http://www.lib.monash.edu.au/hours/> or pick up a Hargrave-Andrew Library 2009 hours card from the information desk.

Phone and online information services, and other contact details for library services and facilities, are available from <http://www.lib.monash.edu.au>



# M

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## **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.

## **Mentor Scheme**

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. If you participate in this scheme, you will be matched with a small group of other first year students and one or two later year students. This is your Mentor Group. You will also be given information about any further events in the first few weeks of semester. These events will give you the opportunity to meet with your group on a regular basis, although it is anticipated that you may wish to arrange regular meetings individually with your group in addition to any scheduled events, at a time convenient to you.

The scheme is open to all engineering students and provides the opportunity to develop a support network of later year mentors as well as other level one students. Further information will be available at Orientation. Don't miss your chance to get involved!

## **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.

<http://www.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.

<http://www.eng.monash.edu.au/research/summer-scholarships.html>

- **Undergraduate Research Opportunities Program (UROP)**

Undergraduate Research Opportunities Program (UROP) provides undergraduate students an early opportunity to experience real life in an engineering research environment, working either with a research staff member or within a research group.

<http://www.eng.monash.edu.au/current-students/merit/urop/>

- **Work Ready Program**

An innovative program designed to equip you with the information and skills required to secure the job you want at the end of your degree. Available to students at all levels.

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

For more information on the Merit Program go to:

<http://www.eng.monash.edu.au/current-students/merit/>

## **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 <http://mess.org.au>

## **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 <http://www.msa.monash.edu.au/>

## **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+.

<http://mutts.monash.edu.au/MUTTS/>

## 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, Monash University Studies Online, 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 <http://my.monash.edu.au>

# N

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## 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 within a faculty. Usually, units for a non-award course attract full fees. 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.

## Near Pass (NP)

A grade of NP (Near Pass) may be awarded for a unit in which a mark in the range 45-49% has been obtained. Otherwise a grade of N (Fail) shall be awarded. No more than two units (12 credit points) can be awarded an NP.

For the purposes of academic progression, students are awarded the prescribed credit points for the completion of a unit with a near pass grade. Students are also deemed to have met the pre-requisite and/or co-requisite requirements of a unit for which a near pass has been awarded. However, where a department believes that a near pass in a designated unit provides an inadequate academic preparation for progressing to a further unit for which a pass in the designated unit is a prerequisite, the department



may, with the approval of the Faculty Board, prescribe that a pass or better must be obtained in the designated unit before progressing to the further unit.

**For BAeroEng, BE, BEnvCivEng, BCSE, BEnvEng and BMechatronics**

A grade of NP may be awarded for no more than two engineering units at levels one and two to a maximum of 12 credit points, with only 6 of the 12 points permitted at level two. Otherwise, a grade of N (fail) shall be awarded. No NPs will be awarded for any units at any later years.

**For engineering double degrees (except for Science)**

In the BE component of the double degree, a grade of NP may be awarded for no more than two engineering units at levels one and two to a maximum of 12 credit points, with only 6 of the 12 points permitted at level two. No NPs will be awarded at any later levels. In the other component of the double degree, the policy of the associated faculty applies.

**For BE/BSc, BAeroEng/BSc and BMechatronics/BSc**

A grade of NP may be awarded for no more than one science unit and one engineering unit to a maximum of 12 credit points at level one, or for one six credit point level one science unit and one six credit point level two engineering unit to a maximum of twelve credit points. No NPs will be awarded at any later levels.

**For BTech(Infrastructure)**

A grade of NP may be awarded for no more than two units (level one or level two) to a maximum of twelve credit points. No NPs will be awarded at level three.

<http://www.eng.monash.edu.au/current-students/np-policy.html>



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## 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.

Unit leaders will 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.

<http://www.adm.monash.edu.au/ohse/for/students.html>

## 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 is permissible, but you are advised **not to overload** unless you are coping well with your current course of study. Students are often tempted to overload in order to make up failed units but experience shows this is almost always unwise. Students wishing to overload must seek permission from the Course Adviser. The Faculty does not permit overloading in first year (level one) studies.

# P

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## **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 (leave of absence) 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.

Check the online Language and Learning website for more information at:  
<http://www.monash.edu.au/lsl/lonline/writing/general/plagiarism/index.xml>

University policy on plagiarism is outlined in  
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-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, taken in the same or in an earlier semester). Satisfaction of 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 by permission of the course adviser) by a student before enrolment is permitted. Relevant information can be found in the university's online undergraduate handbook (see <http://www.monash.edu.au/pubs/handbooks/undergrad/> ) where all the stipulated pre-requisites and co-requisites are shown in course maps and also indicated at the beginning of each unit description. 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).

## Prizes

Many prizes are awarded annually to engineering students who excel at different stages of their courses. A full list of prizes and their conditions of award are listed in the Engineering section of the *Monash Student Resources Guide 2008*. Scholarship information is also available at: <http://www.eng.monash.edu.au/current-students/scholarships/index.html>

## Proxy

A proxy is someone who stands in your place and represents you in an official capacity if you are unable to be present. If you are unable to attend enrolment, for example, a proxy can attend in your place. (See Re-enrolment)

## 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)

<http://fsd.monash.edu.au/travel-parking/travel/public-transport>

# Q

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## **Quotas**

For first year students undertaking the branch selection process in relevant courses, 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.

Quotas have to be imposed in some of the branches because there are only so many places available in second level 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 three preferences for their choice of engineering branch. Soon after the publication of results at the end of the year, provisional offers of places in engineering branches are posted on the web and students have the opportunity, if they wish, to change their preferences in the light of the results they have achieved. Final places will then be posted on the web in time for branch selection re-enrolment in early December.

In recent years quotas were enforced in some departments 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 (not an NP grade) 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. There will be a Branch Selection Information Day in Semester 2 which will give students the opportunity to learn more about each branch of engineering from the academic staff in charge of these programs. (also see Branch Selection)

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## Re-enrolment

In the Faculty of Engineering, level one re-enrolment for BE, BE/BA, BCom/BE and BLLB/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. If a student is unable to re-enrol personally, he/she can send a **proxy**. The student should provide the proxy with a signed letter of authorisation (including the student ID number) and should give clear instructions concerning his/her preferences for departments and elective subjects particularly where quotas are involved.

Students who have applied to transfer courses by means of internal course transfer application (for example, to enter the double-degree courses in engineering/commerce or engineering/law at the end of level one, or to change faculty) must still re-enrol in their current engineering course. If their application to transfer is successful, they will be required to lodge an Enrolment Amendment Form (for withdrawing from the old course) together with an Enrolment Form (for enrolling in the new course) at a later date. Application forms for internal course transfer to other Monash courses are available at the Faculty office in October or can be downloaded at:

<http://www.adm.monash.edu.au/service-centre/forms/> You must submit the application form by the due date in order to be considered for a place.

**Students who do not re-enrol during the designated re-enrolment period will be discontinued from their course.** This may result in the student having to reapply for entry into the course if they wish to continue with their studies. Late enrolments will also be subject to a late enrolment fine, which in 2008 was \$110. Do not make arrangements to leave Melbourne after the examination period without first making arrangements for re-enrolment (and for any supplementary tuition and examinations which are occasionally held over the long vacation).

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

<http://www.eng.monash.edu.au/current-students/firstyear/branch-reenrolment.html>

## Repeating Units

If a student fails a core unit (receives a grade of N and has not received a grade of NP or higher), 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 NP or higher) the credit points for that unit are not counted towards the completion of the course requirements.

Sometimes a grade of NP in a unit is insufficient to satisfy a prerequisite condition and, although credit points have been accrued, progress is prevented until that unit is repeated and passed with a higher grade (sufficient to satisfy the pre-requisite condition).

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 YWA 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.** Sometimes when a unit has been failed by a small margin, the examiners of that unit if approached may grant exemption from laboratory or other components of the unit when the student repeats it, and this can help with timetable difficulties.

## Results

The following grades are given for final unit results:

<u>Unit Mark (%)</u>	<u>Grade</u>
80 - 100	High Distinction (HD)
70 - 79	Distinction (D)
60 - 69	Credit (C)
50 - 59	Pass (P)
45 - 49	Near Pass (NP) <u>or</u> Fail (N)
0 - 44	Fail (N)

For an explanation of the Near Pass (NP) grade see the Near Pass entry in this guide. Please note that a department may specify that for certain core units an NP grade is not acceptable, and that a P grade is required as a prerequisite for enrolment in later units.

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.

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## **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 ext. 53059. The emergency telephone number at all campuses of Monash University is 333.

### **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 Thursday. 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.

## **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 is available at: <http://www.adm.monash.edu.au/scholarships/>

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

## **SMART Program – learning skills workshops**

A four week course provided by Health, Wellbeing and Development to maximise your learning success using: **S**trategies, **M**otivation, **S**tress **R**eduction & **T**ime Management.

### **Strategies for Success**

Understand and improve the ways you learn

### **Time Management**

Make the most of your time

Set goals and reach them

### **Motivation**

What does success mean to you

What gets in your way?

### **Stress Reduction**

Signs you may be stressed

Ways to reduce stress

For further information go to:

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

## **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: <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 either an In-semester assessment task special consideration application form or 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.

The Course Adviser is available to advise you on special consideration if you are uncertain as to the relevance of your circumstances. All inquiries and applications are treated confidentially. Any application of this nature should be accompanied by appropriate evidence and/or documentation. If illness is involved, then the second page of the application form must be filled in by a medical practitioner, who **must indicate** the

**severity** of the illness. A medical certificate merely citing "illness" or "a medical condition" is not sufficient.

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.

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

### **Study/Learning Techniques**

Study requires an act of the 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. The advice given in several texts, such as "*On Becoming an Educated Person*" by Voeks and "*Study without Tears*" by Jackson, is also worth following.

## Student Administration Services

The **Student Services Centre** is located on the ground floor of the Campus Centre, Building 10. The enquiry counter incorporates the fees counter and the cashier. Office hours are from 9.00am till 5.00pm Monday to Friday (ph. 9902 6011). 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.

The Student Services Centre 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.**



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## 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.

## Timetables

Allocate+ is the name of the computer 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: <http://allocate.cc.monash.edu.au/>

It is compulsory for students to allocate themselves into lectures and tutorials for their 2009 units. To do this you must have internet access – you may use the labs within the University with your student computer account or your home computer.

- **Timetable Abbreviations**

Description of abbreviations found on timetables for engineering students:

CL\_31/G15 is a tutorial room in Engineering building **31** on the **G**round floor in room **15**.

CL\_32/E1 to E6 are Engineering lecture theatres in Building **32**

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CL\_33/G01 & G02 are tutorial rooms on the **G**round floor of Engineering building **33**.

CL\_72/E7 – **E7** is in building **72** north of Hargrave Andrew Library (b.30), also known as the Sir Alexander Steward Conference Centre.

CL60\_/EH2 to EH4 are in building **60**. During the examination period, these rooms are used for the exams. **EH** stands for Examination Hall. 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 (b.**63**) north of the Campus Centre.

while

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.

CL\_68/DT + RR are Performing Arts Complex tutorial rooms located in building **68**, south of the Robert Blackwood Concert Hall.

## 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 speak with Ms Vicki Nash the **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 if available. Her telephone extension number is **53543** and her email address is: [vicki.nash@eng.monash.edu.au](mailto:vicki.nash@eng.monash.edu.au) 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

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

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 remarked, "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: <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.

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## 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 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 as to why a student may need to underload, including illness, academic progress or performance, credit transfer etc. Students 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 (CoE). 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:

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

<http://www.monash.edu.au/international/esos/ext-crs-duration.html>

or contact International Student Support in Health, Wellbeing and Development, level 1, Campus Centre (building 10). Application forms are lodged at the Faculty Office.

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## Websites

You will find that the web is an important resource for your studies and a lot of the information you need for your subjects will be posted on your my.Monash portal through Blackboard, or on departmental subject websites.

The Faculty of Engineering current students webpage is a useful source for information:  
<http://www.eng.monash.edu.au/current-students/>

For help with writing reports in specific subject areas, with referencing in engineering assignments and with developing academic language skills, go to the Learning Skills Unit website with online resources for undergraduate and postgraduate engineering students:

<http://www.lib.monash.edu.au/learning-skills> and

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

Information about the engineering profession can be obtained from:

Engineers Australia

<http://www.engineersaustralia.org.au/>

Engineers Australia – Victoria

<http://www.vic.engineersaustralia.org.au/>

Young Engineers

<http://vic.youngengineers.com.au/>

## Work Experience (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.

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

Please refer to your department webpages for department specific vacation work requirements.

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## **Youth Allowance (Austudy) and Financial Services**

As Centrelink details can change regularly, please refer to information in the *Student Diary 2009* and at the following websites:

[http://www.centrelink.gov.au/internet/internet.nsf/individuals/st\\_index.htm](http://www.centrelink.gov.au/internet/internet.nsf/individuals/st_index.htm)

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

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, 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 2009.