



Single unit application form

ADM02 V13/11

Single unit enrolment

Single units are taken outside an award course. You will not be enrolled in a Monash University degree program and will not receive an award at the completion of study however you can purchase an official transcript of your results.

You are only able to apply for a maximum of 4 units (24 credit points) in a single semester.

Applicants are advised to contact the teaching faculty prior to lodgement of application to establish any additional requirements for entry.

Units available

You can select from a wide range of units. Specific unit outlines are available in the Monash University handbook:

www.monash.edu.au/pubs/handbooks

English language requirements

All applicants must satisfy the minimum English language requirements of Monash University for admission to single units and provide evidence of meeting these, as indicated on **Section E** of this application form.

Prerequisites

Where specified in unit outlines in the Monash University Handbook, you must provide evidence of meeting prerequisites as indicated on **Section F** of this application form.

Off Campus Learning

Some units are available by distance education. If you select this mode of study you must indicate your preferred exam location in **Section C**. A list of exam locations is available at:

<http://www.monash.edu.au/exams/off-campus-exam-venues.html>

Lodgement of applications

Berwick, Clayton, Gippsland, Parkville and Peninsula campuses

Applications should be submitted to the faculty you are applying to study with. If you wish to study units in more than one faculty you will need to submit a separate application to each faculty.

Caulfield campus

- **Art & Design & I.T. students** – submit to the Student Service Centre
- **All other faculties** – submit directly to your faculty office.

Faculty information and closing dates

For faculty-specific information and closing dates please see:

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

Enrolment

Approval is at the discretion of the faculty. Enrolment is determined on a semester-to-semester basis and no guarantee of subsequent enrolment can be made. You will be notified in writing of the outcome of your application and enrolment details.

If you are enrolling in a single unit enrolment as an entry pathway to an award program you should refer to the Monash University Credit Policy in relation to limits on credit:

<http://policy.monash.edu.au/policy-bank/academic/education/admissions/credit-policy.html>

Fees

Students enrolling in single units will be charged a tuition fee to be determined by the enrolling faculty. Commonwealth Supported Places (CSP) and FEE-HELP are not available for single unit enrolment.

When your fees have been assessed you will receive notification via your Monash email account to view your fee statement at <https://my.monash.edu.au/wes/>

Privacy Statement

The information on this form is collected for the primary purpose of assessing your application for single unit study. Other purposes of collection include communicating with you, co-ordinating, administering and managing your enrolment and de-identified statistical analysis. Personal and unit enrolment information may be disclosed to a relevant tertiary educational institution for verification of your studies and unit enrolment management and administration purposes. If you do not complete all questions on this form it may not be possible for the application information to be assessed by your enrolled faculty. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer in writing at sss.privacy@monash.edu

RECEIVED

Please retain this copy as proof that your application has been submitted

Student ID number

Tracking number _____

Faculty Stamp



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Tracking number:

Faculty sent to:

Campus:

Section A Personal details

Have you ever applied to, or enrolled at, Monash University? Yes No

If yes, please state student ID number

Family name

Given names

Sex (M or F)

Date of birth

Day

Month

Year

Postal address

Number/Street

Suburb/City/
Country

State

Postcode

Telephone/Mobile

Email address

What is your citizenship status? (please tick the box that relates to you)

I am an Australian citizen

If ticked, attach certified proof eg birth certificate, passport etc

I am a New Zealand citizen

If ticked, attach certified proof

I am the holder of an Australian permanent visa (including humanitarian visa)

If ticked, attach certified proof

I am on an international visa (eg student, spouse, diplomatic, temporary, bridging)

If ticked, attach certified proof

Section B Monash University unit details

Please list below the units you wish to apply for. Unit offering details including semester and mode of offering are located online at www.monash.edu.au/pubs/handbooks

Unit code	Unit title	Year	Semester	Day/DE Evening	Campus	Office Use Only	
						Approved? Yes/No	Authorised by

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Section E English language requirements		
Please tick one of the boxes below to indicate how you have met the Monash University English requirement. You must attach certified evidence of having met these requirements (eg an official transcript of results). Some faculties may require a higher level of performance than that indicated below. Applicants are advised to contact the teaching faculty prior to lodgement of application.		
Secondary schooling or equivalent	Completed the last two years of my secondary schooling, or equivalent, in an English medium educational institution.	<input type="checkbox"/>
Tertiary study	Satisfactorily completed study equivalent to at least 24 Monash credit points (one standard full-time semester) in an English medium educational institution at Australian VET certificate IV level or above, or equivalent.	<input type="checkbox"/>
Single higher education units	Passed a unit in an English medium higher education institution.	<input type="checkbox"/>
IELTS academic English test	Achieved minimum overall score of 6.5 and Achieved a minimum score in each band of: Reading: 6.0 Listening: 6.0 Writing: 6.0 Speaking: 6.0	<input type="checkbox"/>
Paper-based TOEFL English test	Achieved minimum overall score of 580 and Achieved a minimum score in the Test of Written English of 4.5	<input type="checkbox"/>
Internet-based TOEFL English test	Achieved minimum overall score of 90 and Achieved a minimum score in these components of: Written section: 22 Other sections: 20	<input type="checkbox"/>
Cambridge Certificate in Advanced English (CAE)	Achieved a grade of "A"	<input type="checkbox"/>
Cambridge Certificate of Proficiency in English	Achieved a grade of "C"	<input type="checkbox"/>

Section F Prerequisite requirements	
Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified evidence of having met these requirements (eg an official transcript of results).	
Have you attached certified proof of having met any existing prerequisites?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No – there are no prerequisite requirements



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Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application and/or academic transcript may result in the withdrawal of an offer of a place. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern the student's enrolment. I agree to abide by the statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

Signed:

Date:

Office use only (faculty/department/school approval)

Offer Conditional offer Reject

Selection officer

Logged Keyed Letter sent

Comments

Processed by:

Date