Arts Survival Kit 2015
Information for Study Abroad and Exchange Students

Undergraduate and Postgraduate

Undergraduate Study Abroad (course code 0933)
and Exchange (course code 2294)

Postgraduate Study Abroad (course code 3922)
and Exchange (course code 3778)

Clayton | Caulfield

future.arts.monash.edu | monash.edu/study-abroad
The information in this guide was correct at time of publication (January 2015).

Monash University reserves the right to alter this information should the need arise.

Please check the Monash University and Faculty of Arts websites for updated information.

Arts Student Services, Faculty of Arts, Monash University.

CRICOS provider: Monash University 00008C
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Welcome to Monash Arts

As Dean of the Faculty of Arts, I extend a very warm welcome to you and invite you to take some time to explore our challenging and exciting programs.

We offer both first (or undergraduate) degree courses, as well as a range of graduate coursework and research programs.

At Monash Arts, we are committed to providing you not just with an excellent academic education, but also with an enjoyable educational experience that combines intellectual stimulation with social interaction and engagement with the wider world. Our large and diverse Faculty is particularly strong in the humanities, performing arts, languages and social sciences, and encourages the development of cutting-edge studies that operate at the intersection of traditional academic disciplines.

You will find that our courses are rigorous and stimulating, preparing you for further study, or for a career in the global economy.

The Monash Arts community is spread across our Australian and overseas campuses, and includes distance education students across the nation and around the world.

We welcome international and study abroad students from many nations; international and Australian students mix in our classes, sharing experiences, understandings and knowledge, and forging friendships.

Ours is a vibrant community where differences are celebrated and our students are encouraged to become humane, tolerant and active citizens.

You can enrol in a single or double degree course, or take Arts subjects as electives in a non-Arts degree. We also encourage the very best Arts graduates from Monash and around the world to apply for entry to our Honours year and postgraduate programs.

I invite you to consider joining the Monash Arts global community.

Rae Frances
Dean, Monash Arts

Responsibilities of Students

Students of the university have the following responsibilities:

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

Checklist for enrolment
Enrolment in your course is processed by the Faculty of Arts.

Following enrolment today, you must:

1. If you haven’t done so already, create your computer account — this will give you a username (known as your Authcate) and Monash student email address. If you experience any problems with this, please see Monash Connect (Clayton: Campus Centre, 21 Chancellors Walk, or Caulfield: Building A).

2. After you have been manually enrolled by the Faculty of Arts, you can change your units if needed (once you have received approval from the Education Advisor at your home university) by filling in an Enrolment Amendment Form and bringing it to the Arts Student Services counter at the Clayton campus ONLY. Your application is kept at Clayton and Monash Abroad are based at Clayton.

   Arts Student Services at Clayton – Menzies Building, 20 Chancellors Walk, Level 2 South.

   Enrolment Amendment Forms and other administrative forms are available here.

   To find Arts units, use the Arts Areas of Study webpage in the online Handbook at: http://www.monash.edu.au/pubs/2015handbooks/aos/index-byfaculty-arts.html

3. Visit Monash Connect on your campus to collect your Student ID card.

After enrolment:

1. Undergraduate students – Enter your timetable preferences (including your preferred tutorial times) using Allocate+ (accessible via the Web Enrolment System, WES) — more details on page 8.

   Deadline for entering your preferences: Thursday February 19th (5.00pm, AEDT)

2. Check (and adjust) your timetable after Allocate+ has sorted students into classes.

   Available from 10.00am on Tuesday February 24th.

3. Download your unit guides (these are a week-by-week guide to your unit, as well as providing details about readings and assessment tasks): www.arts.monash.edu.au/unit-guides/

   Available online from Orientation Week

4. IMPORTANT! Attend the Arts Orientation Day and other activities (as listed in the Monash Abroad program) at your campus. Orientation Week (known as O-Week) runs February 23rd-27th.

   https://eplanner.adm.monash.edu.au/eorientation/

5. Start attending classes from Week 1!

   Week 1 commences on Monday March 2nd

Where can I buy my textbooks and unit readers?

Clayton – Book and Gift Emporium, Campus Centre (21 Chancellors Walk), Ground floor

Caulfield – The Campus Bookstore, Building K, Level 2

A tip! Don’t buy your text books until after your first lecture. You may change your mind about your units during the first two weeks of semester. You can’t return or exchange textbooks!
Get in to uni life during Orientation Week!

As well as your Arts Orientation Day, you can use the Orientation ePlanner to find other activities and get the most out of O-Week – attend information sessions, take a tour of the Library, and more.

Orientation Week 2015 is February 23rd-27th, and the ePlanner is available at:
https://eplanner.adm.monash.edu.au/eorientation/

- Faculty of Arts Orientation at Clayton – Wednesday February 25th in the Robert Blackwood Hall (49 Scenic Boulevard, behind the Matheson Library)
- Faculty of Arts Orientation at Caulfield – Tuesday February 24th in Building K, Level 3
- Music Information Session at Clayton – Thursday February 26th in the Music Auditorium (room G36), 55 Scenic Boulevard

PAL (Peers Ambassadors Leaders) Program

PAL is a three-year sequence that is designed for undergraduate students studying in the Faculty of Arts at Clayton and Caulfield. The PAL program offers students the chance to engage with the university community, to support fellow students, develop their teamwork skills and transform their leadership capacities.

As a Study Abroad or Exchange student, you can join the program as a Peer and get involved in social and networking events.

For details and to register, go to: http://artsonline.monash.edu.au/transition/category/pal-program/
For any enquiries, contact: arts-transition@monash.edu

Society of Arts Students (SAS)

Join SAS, an entirely student-run club for Faculty of Arts students, and one of the largest clubs at Monash with around 1600 members. Annual membership is just $10 with an MSA card.


Connect with Arts and Monash – stay in touch via social media

facebook.com/MonashArts @MonashUni

Monash Clubs and Societies

There are a wide range of academic, cultural, spiritual and special interest clubs and societies you can join at the Clayton or Caulfield campuses. Find clubs and societies on your campus by going to:

http://www.monash.edu.au/students/associations/clubs-societies.html

You can also check out the student association or union on your campus, which run a number of programs and events and run a range of programs.
Monash Host Scheme

Check out the Monash Host Scheme, a student-run orientation program for domestic and international students which includes camps, BBQs and daytime and night events, as well as the Orientation Week Carnival.

http://msa.monash.edu/Campus-Life/Host-Scheme

Monash Sport

Stay fit and healthy during your time at university! Data gathered by Monash Sport has shown that students who use their facilities have a higher pass rate, so it pays to get active while on campus. Check out Monash Sport, which offers a range of health and wellness programs, services and activities for students, with access to fitness centres, an aquatic centre and courts for various sports.

For details, go to: http://monash.edu/sport/

Clayton - Monash Sport, 42 Scenic Boulevard and the Doug Ellis Swimming Pool, 36 Scenic Boulevard.
Phone: (03) 9905 4103.

Caulfield - Building S, Level 1. Phone: (03) 9903 2358.

Undergraduate:

Clayton - Monash Student Association (MSA)
Campus Centre (21 Chancellors Walk), Level 1.
Phone: (03) 9905 3138.
① http://msa.monash.edu/

Caulfield - Monash University Student Union (MONSU)
Building S, Level 2.
Phone: (03) 9903 2525.

Postgraduate:

Clayton - Monash Postgraduate Association (MPA)
Campus Centre (21 Chancellors Walk), Level 1.
Phone: (03) 9905 3197.
① http://mpa.monash.edu/

Caulfield - Monash Postgraduate Association (MPA)
Building H, Level 2 (rooms 2.33 and 2.34)
Phone: (03) 9903 1880.
① http://mpa.monash.edu/

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What do all of these words and phrases mean?

University glossary, Areas of Study, Units,

There are lots of words and phrases you may need to know as you start studying at Monash.


Undergraduate Students – Areas of Study: these are also known as disciplines (for example: History, Politics, Literary Studies). The Faculty of Arts offers approximately 40 areas of study for undergraduate students, and you’ll be choosing the units you take from the areas of study in which you are interested, and which line up with units and the areas of study you have been approved for by your home university.

Unit: the basic unit of your course (other universities may call it a subject or module), and normally worth 6 credit points (undergraduate), although some postgraduate units are worth 12 credit points.

What do the unit codes mean?

All units offered by the Faculty of Arts begin with the letters ATS (Undergraduate) or ATS/APG (Postgraduate). Each unit code will have 4 digits – the most important is the first digit, as this tells you at what year-level the unit is offered at.

ATS1xxx = first-year unit  ATS2xxx = second-year unit  ATS3xxx = third-year unit
ATS4xxx/APG4xxx/APG5xxx = fourth-year or fifth-year (postgraduate) unit

Other faculties use lettering based on the discipline or area of study for the unit. For example, Psychology units begin with the letters PSY – Psychology 1A is PSY1011 and Psychology 1B is PSY1022.

If you have studied a language at high school or at your home university, and wish to start studying in a language here at a level higher than Introductory, see the information about Language Placement Tests below.

Study Load

For undergraduate and postgraduate students, you can enrol in 18-24 credit points per semester.

I want to enrol in higher-level language units

Language Placement Tests

Languages in the Faculty of Arts are offered at Introductory, Intermediate, Proficient and Advanced levels. If you want to commence studying a language at Introductory level, you can be enrolled in to the relevant first-year units if approved by your home university.

However, if you have studied a language or languages at high school or your home university, and wish to start studying in a language at a higher level (for example, Intermediate or Proficient), you will need to undertake an online language placement test to determine the level at which you should start.
To do this, go to: http://artsonline.monash.edu.au/lcl/language-placement-tests/ and click on the appropriate language test.

After completing and submitting the test, you will receive an automated response email, advising you of what level language and in which unit (code and title) you should enrol.

To then be enrolled in this unit, you have 2 options:

1. **IN PERSON:** Print out the email and take it to the Arts Student Services counter at the Clayton campus – we will get you to fill in an Enrolment Amendment Form, and will process your enrolment for you. This is known as a manual enrolment; or

2. **ONLINE:** Attach the email or a screenshot of the email to an enquiry in the ask.monash enquiry system, requesting to be enrolled in the appropriate unit. Your enquiry will be passed on to Arts Student Services and we will process your enrolment for you, and then respond to your enquiry to confirm that you have been enrolled.

**COMMENCING A LANGUAGE IN SEMESTER 2:** Language units are sequential – you need to complete one unit in the language before progressing to the next (for example, you need to pass Introductory 1 before being able to take Introductory 2).

If you haven’t studied a language previously, it is unlikely that you will be able to commence a language in Semester 2, as Introductory 1 units in all languages are only offered in Semester 1.

**Enrolling in units from other faculties, Changing units before or after semester starts**

If you wish to enrol in a unit or units from other faculties, you need to get approval from the relevant faculty (for example, at their enquiry counter), and then forward or bring that approval to Arts Student Services at the Clayton campus – see below for the process for being enrolled in units.

1. **Contact details for all Monash faculties:** [http://www.monash.edu/faculties.html](http://www.monash.edu/faculties.html)

After you have been enrolled in your units, you can change your mind and select other units before or even after semester starts, as long as they have been approved by your home university.

You need to complete an **Enrolment Amendment Form** and submit it to the Arts Student Service counter at the Clayton campus for processing.

**After Week 2, if you wish to enrol in to a unit, you will need the written approval of the unit coordinator.**

You will need to either:

1. email the unit coordinator, asking for approval to enrol in their unit (the name of the unit coordinator will be at the top of the unit webpage in the online Handbook); or
2. find the location of the unit coordinator’s office and get them to sign an **Enrolment Amendment Form**, approving you enrolling in their unit.

If granted approval to enrol in a unit from another faculty or to join a unit late, you need to:

1. print out the approval email from the managing faculty or unit coordinator and bring it to the Arts Student Services counter at Clayton, and we will process the enrolment for you; or
2. attach the email or a screenshot of the email to an enquiry in the ask.monash enquiry system, requesting to be enrolled in the appropriate unit. Your enquiry will be passed on to Arts Student Services and we will process your enrolment, and then confirm that you have been enrolled; or
3. bring a signed/approved Enrolment Amendment Form to an Arts Student Services counter, and we will process the enrolment for you.

After the end of Week 2 of semester, unit coordinators may refuse to grant you approval to join their unit. **Joining a unit after Week 2 is not advised, as you will have missed two weeks of classes.**
Withdrawing from units before the Census Date – March 31st (Semester 1) and August 31st (Semester 2)

If you wish to withdraw from a unit and avoid being liable for the fee for the unit, you should do so by the Census Date in that semester.

In Semester 1, the Census Date (March 31st) is the last day to withdraw from units without being liable for the fee and without ‘Withdrawn’ appearing on your academic transcript.

In Semester 2, the Census Date (August 31st) is the last day to withdraw from units without being liable for the fee. The deadline to avoid having ‘Withdrawn’ appearing on your transcript is Monday of Week 4.

If you withdraw from units later in each semester, you need to be aware of the deadlines so you do not receive a ‘Withdrawn Fail’ grade for a unit. You cannot withdraw from units after the last teaching day of semester.

1 Principal dates: http://www.monash.edu/students/dates/

You can withdraw from units by coming to the Arts Student Services counter at Clayton, and filling in an Enrolment Amendment Form, and we will process your request.

Important dates – check the Monash calendar for key dates each semester!

You need to ensure that you check the Monash calendar online for important dates relating to semester start and end dates, withdrawing from units to avoid financial and academic penalties, re-enrolling for the following year, when your exam timetable will be released and the exam period for each semester, and more.

1 Principal dates can be found from the Monash homepage: http://www.monash.edu/students/dates/

I have timetable clashes with my units

Allocate+ and your timetable, MUTTS, MULO

Once you have enrolled in units, you need to use the Allocate+ timetable system (via WES) and enter your preferences for classes. Allocate+ is a preference system and is not first-in, first served. It remains open for 6 weeks for students to enter their preferences, and you have as much chance as anyone else of getting your preferred time.

You will use Allocate+ prior to each semester starting to enter your timetable preferences.

For some units, your lecture will be ‘auto-allocated’ – this means that the unit only has one lecture time, so you need to attend it at that time. For your tutorials and other activities, you need to enter your preferences (as many as are requested).

When Allocate+ closes, the system then sorts everyone into their classes, and you are given your timetable. The system will re-open for ‘adjustment’, to allow you to change your timetable, if possible.

1 How to use Allocate+: http://www.monash.edu.au/timetables/allocate/how-to-use.html

Allocate+ will aim to give you a clash-free timetable, however if you have any clashes (for example, involving auto-allocated lectures), you need to look at how you can resolve them.

MUTTS and MULO

Before you enrol in a unit, you can check on MUTTS (Monash University Timetable System) to see when the activities for a unit are going to be held at each campus.

https://mutts.timetable.monash.edu/MUTTS/

If you are unable to attend lectures in a unit due to a timetable clash but still want to take the unit, you can check MULO (Monash University Lectures Online) to see if the lectures are being recorded. (You can also listen to a lecture if you miss one).

http://mulo.monash.edu/
If you have a lecture clashing with another lecture or activity:

1. check to see if one or both of the lectures are being recorded and uploaded in to MULO, so you can listen to one lecture in your own time – you can then attend the other lecture or activity.
2. check the unit webpage to see if the unit is being offered at another campus (Clayton or Caulfield), and if the lecture is being held at a time when you can attend (by using MUTTS). You should stay enrolled in the unit at the campus where you will be attending your tutorial, regardless of where you attend the lecture.
3. check the unit webpage to see if the unit is offered in DE (Distance Education/off-campus) mode.
4. if you can’t resolve the clash in these ways, you may need to withdraw from one of the units.

After the system re-opens in adjustment mode, and if you are allocated to a tutorial time but would prefer another time, check to see if your preferred time has ‘Pick Me’ next to it and select that time. If the timeslot is listed as ‘Full’, then you will be unable to select that time. If you really need a different time for a tutorial, you will need to email the unit coordinator and ask if you can be added to a ‘Full’ tutorial.

Arts Student Services are unable to resolve Allocate+ and timetable clashes, or solve any technical issues you may have with Allocate+, and are unable to move you to other tutorial times.

I have some issues with my results

Grades, Reviewing/Remarking of work, WH (Withheld) and DEF (Deferred) results, Remission of Debt and Withdrawn Incomplete grades applications

Results are released on specified dates after each semester – normally in July for Semester 1 results and December for Semester 2 results. Results will appear in WES (Web Enrolment System). You cannot receive your results prior to these dates.

Review of Assessments: this is the process in which the mark for an assessment task is reviewed with the result that it might be adjusted.

Remark of Assessments: this is the process in which an assessment task is remarked by a second marker, with the result that the mark awarded by the second marker, even if lower than the original, becomes the final mark for that task.

Students must follow the relevant procedures for each of these processes and submit requests in writing within 4 weeks of the assessment task item being returned or made available for return.

More information is available from:

Grades – Monash Grading Scheme

80-100: HD (High Distinction)
70-79: D (Distinction)
60-69: C (Credit)
50-59: P (Pass)
0-49: N (Fail)

WH (Withheld) result: if a grade is showing as WH, it means that the result for that unit has been withheld by the unit coordinator. If you are uncertain of why this has occurred, you will need to email the unit coordinator.

DEF (Deferred) result: if a grade is showing as DEF, it means that your result is pending the outcome of your deferred exam (see page 12 for details). Once you have sat your deferred exam, your final mark and grade will be released on a specific date in each semester.
Remission of Debt application (Study Abroad students only): you can apply to have the fees for a unit (or units) you withdrew from after the Census Date (March 31st for Semester 1, and August 31st for Semester 2) refunded or waived, if extreme circumstances prevented you from completing the unit (or units). These circumstances need to make their full impact after the Census Date and be beyond your control.

To apply, you need to submit the Remission of Debt application form and relevant supporting documentation to your managing faculty within 12 months of the date you discontinued the unit.

1. To download the form, go to: http://www.monash.edu.au/connect/assets/docs/forms/remission-debt.pdf

Applying for Withdrawn Incomplete (WI) grades (Study Abroad students only): a Withdrawn Incomplete (WI) grade for a unit will only be granted in extreme circumstances beyond your control, when medical or other reasons have prevented you from completing a unit and withdrawing from the unit before the Withdrawn-Fail deadline (normally the start of Week 8 of each semester). This is not a passing grade.

If you have failed a unit, or withdrawn from a unit during the Withdrawn-Fail period (normally the last 4 weeks of semester), due to medical or other reasons, you need to submit a letter (there is no application form) outlining the grounds for applying for a Withdrawn Incomplete grade and provide as much supporting documentation as possible (for example, medical certificates). This letter and documentation must be submitted to your managing faculty within 4 weeks of the finalisation of the grade for the relevant unit.

1. For details about this, read Section H, part 11 of the Unit Assessment Procedures at: http://policy.monash.edu.au/policy-bank/academic/education/assessment/unit-assessment-procedures.html

Examinations

Your lecturer or tutor will provide information about the format of your examination towards the end of the semester.

Your personal examination timetable will be displayed via your my.monash portal about 6 weeks before the end of semester. For details of the provisional timetable, please go to: http://www.monash.edu.au/exams/

Please note:

- Examination timetables are NOT mailed to you.
- Examination information is NOT provided over the telephone.
- Misreading the timetable is NOT grounds for Special Consideration.
- You are expected to be available to sit your exams on campus throughout the examination period.

Exams – check when your exams are going to be held!

DO NOT book a holiday or a flight home (or plan a major event) for the exam period, until you know your exam timetable (which is released mid-semester). Missing an exam because you were away on holiday or left Australia early is NOT grounds to apply for Special Consideration and to have a deferred exam. Students in an International Study Program (ISP) or studying Arts units in Prato (Italy) during Winter or Summer semesters, which clash with exams, can apply for a deferred exam. Exams in non-Arts units cannot be deferred to participate in an Arts ISP or Prato unit.
FOR LATER THIS YEAR: Re-enrolling for next year

If you are commencing in Semester 2 (July) and will be continuing to study here in Semester 1 next year, you need to be aware of the re-enrolment period. During the second half of this year, you will be sent a number of emails about re-enrolling in your course for next year – don’t ignore these emails!

Each year, during October/November, students need to re-enrol in their course for the following year. There is a 6-week period for students to do this, without any fee. **To avoid the re-enrolment late fee (which will be approximately $300), make sure you re-enrol during this period** – you will need to come to Arts Student Services at Clayton to have your re-enrolment processed.

**Re-enrol in units for next year even if you aren’t sure about all of the units you wish to take.** As long as you re-enrol during the re-enrolment period, you can then add and remove units without any fee or penalty, right through to the start of each semester next year.

When will I know which units will be available next year?

**At the start of October, the online Handbook for next year will be updated on the Monash website.** This will show you what units are available next year and in which semester. Take your time looking through the areas of study and units, and consider what you would like to study.

email – use your Monash student email account at all times!

**IMPORTANT! You must use your Monash student email account when corresponding with the Faculty of Arts and with the University** – this applies to everything, including requesting changes to your enrolment. If you use a personal (non-Monash) email account, your request will be delayed as you will be asked to confirm your identity and re-send your request from your Monash email.

You also need to check your Monash student email account regularly, for messages sent to you and to all students from the Faculty of Arts and the University. These emails contain important information, as well as reminders about key dates and deadlines, such as re-enrolling for next year. **By becoming a student here at Monash University, you agree to check your Monash email account on a regular basis.**
I need more time for an assignment or need to defer an exam

**Extensions and Special Consideration**

If you need an extension for an assignment, on medical or other grounds, you have two options, depending on how long an extension you need.

**An extension of up to 2 calendar days:** students may be granted a two-day extension for reasons which would not require documentation (such as short-term illness, unforeseen employment obligations, or family circumstances). You must email your tutor/unit coordinator before the assignment deadline to request an extension, and if the extension is granted, you must tick the ‘extension’ box on your assignment coversheet.

**For an extension of longer than 2 days, or to re-sit a missed in-class test, have tutorial absences waived, or to defer an end-of-semester exam:** you need to apply for Special Consideration. You need to use the appropriate form (In-semester or End-of-semester/Deferred exam) and you can submit your application and supporting documentation online or in person.

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More information and details about the process in the Faculty of Arts, and a link to submitting your application online, can be found at: [http://www.monash.edu.au/exams/special-consideration.html](http://www.monash.edu.au/exams/special-consideration.html)

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For In-semester applications, you need to submit it to the Faculty which teaches the unit (for example, Psychology units are taught by the Faculty of Medicine, Nursing and Health Sciences).

For End-of-semester applications, you need to submit it to the Faculty which manages your course (double degree courses have a managing faculty, check your course in the online Handbook if you are unsure).

Applications must be submitted no later than 2 working days after your assessment task is due; for deferred exams, applications must be submitted no later than 2 working days after your final exam. In Arts, to submit your application in person, take it to an Arts Student Services counter.

**Supporting documentation:** You need to include supporting documents (such as medical certificates) with your Special Consideration application for it to be assessed. If you are waiting on supporting documentation, you should submit your application, and you then have up to 5 days to provide the supporting documents.

I need help with my study and life on campus

**Disability Services (Social Justice Unit)**

Monash promotes access and equity for students with disability, ongoing medical or mental health conditions, and students can register for assistance throughout their course. Registered students may be eligible for services such as support workers for note-taking and Auslan interpreting, alternative formatting of coursework material, alternative arrangements for assessment, assistive equipment, and peer mentoring.


Clayton - 21 Ancora Imparo Way, Level 1 (next to Menzies Building and Faculty of Law).

Phone: (03) 9905 5704. Email: disabilityservices@monash.edu
Health Services – Doctors, Dentists and Counselling & Mental Health

Health Services are available for you to make an appointment to see a doctor or a dentist, and also provide a free face-to-face counselling appointment service for students. If you wish to make an appointment, you can phone or drop in, and they are open Monday-Friday, 9.00am-5.00pm. Counselling run programs to help students perform better under stress and get the most out of their study.

Clayton - Campus Centre (21 Chancellors Walk), Ground floor. Phone: (03) 9905 3175.
Caulfield - Building B, Level 1 (ground floor). Phone: (03) 9903 1177.
Counselling - phone number for all campuses: (03) 9905 3020.

Libraries – tours, drop-in sessions and Learning Skills workshops

In Orientation Week, the Monash University Libraries provide tours, tips on how to get started at university, and training on how to search electronic databases for research.

During semester, advice is available at each library for students wishing to improve their academic performance. Go along for a 15 minute drop-in session where you can discuss your studies with a learning skills adviser or librarian. For advice outside of session times, you can ask at the Library Information Point.

Also during semester, activities may be offered at particular branches in such areas as Learning Skills workshops focusing on academic reading/writing, citing and referencing, exam preparation, note-taking, argumentation skills, preparing for tutorials and study skills, and search techniques for databases.

① http://monash.edu/library/skills/resources/classes/
Clayton - Sir Louis Matheson Library, 40 Exhibition Walk – main Library for Arts students.
Caulfield - Building A, Levels 2-4.

| Accommodation – Monash Residential Services (MRS) | Clayton - 58 College Walk. Phone: (03) 9905 6200. |
| http://www.mrs.monash.edu | Caulfield - Building A, room 1.08. Phone: (03) 9903 2737. |

| Employment and Career Development | Clayton - Campus Centre (21 Chancellors Walk), Ground floor West. Phone: (03) 9905 3151. |

| Spirituality | Clayton - Religious Centre (38 Exhibition Walk). |
| http://www.monash.edu.au/spirituality | Caulfield - Spiritual Centre (Building B, room 1.56). |

Student Visa Requirements

As a registered provider of education for International Students, Monash University is required by law to inform the Department of Immigration and Citizenship (DIAC) of any changes to your enrolment or attendance.

Therefore, you must:
- Maintain an enrolment of 18-24 credit points (normally 3 or 4 units) at all times.
- Attend all classes – if you are absent due to illness, please obtain a medical certificate in case you need to apply for Special Consideration (see page 12 for more information).
- NOT return home during the semester, as you may have difficulty re-entering the country.
- Keep your address and contact details updated.

ASK: Arts Survival Kit 2015 – Study Abroad and Exchange | page 13
Useful websites

| International – undergraduate | http://monash.edu.au/study/international/undergraduate/ |
| International – postgraduate | http://monash.edu.au/study/international/postgraduate/ |
| Orientation                   | http://www.monash.edu.au/orientation |
| Arts Unit Guides              | http://www.arts.monash.edu.au/unit-guides |
| Monash Connect                | http://www.monash.edu.au/connect |
| Student Life and Support Services | http://monash.edu/study/life |
| University Health Service     | http://www.monash.edu/health-medical |
| Safer Community Unit          | http://adm.monash.edu.au/safercommunity |
| Library                       | http://monash.edu/library/index.html |
| Monash Abroad                 | http://monash.edu/study-abroad |

2015 Academic Calendar and Important Dates

Semester 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Study Abroad and Exchange – Arts Enrolment</td>
<td>Wednesday February 18th</td>
</tr>
<tr>
<td>University Orientation (O-Week)</td>
<td>Monday February 23rd - Friday February 27th</td>
</tr>
<tr>
<td>Arts Orientation and Welcome – CAULFIELD</td>
<td>Tuesday February 24th, 9.45am-11.30am Building K, Level 3, Room K3.09</td>
</tr>
<tr>
<td>Arts Orientation and Welcome – CLAYTON</td>
<td>Wednesday February 25th, 10.30am-2.30pm 49 Scenic Boulevard, Robert Blackwood Hall</td>
</tr>
<tr>
<td>Semester 1 commences (Week 1)</td>
<td>Monday March 2nd</td>
</tr>
<tr>
<td>Census Date: Last day to discontinue Semester 1 units without Withdrawn appearing on your academic record or incurring fees</td>
<td>Tuesday March 31st</td>
</tr>
<tr>
<td>Semester break</td>
<td>Friday April 3rd - Sunday April 12th</td>
</tr>
<tr>
<td>Semester 1 exam timetable released in WES</td>
<td>Monday April 27th</td>
</tr>
<tr>
<td>Last day to discontinue Semester 1 units without Withdrawn-Fail appearing on your academic record</td>
<td>Monday May 4th</td>
</tr>
<tr>
<td>Semester 1 ends</td>
<td>Friday May 29th</td>
</tr>
<tr>
<td>SWOT Vac (student study break)</td>
<td>Monday June 1st - Friday June 5th</td>
</tr>
<tr>
<td>Examination period</td>
<td>Monday June 8th - Friday June 26th</td>
</tr>
<tr>
<td>Semester 1 results published</td>
<td>Monday July 13th</td>
</tr>
<tr>
<td>Semester 2 commences</td>
<td>Monday July 27th</td>
</tr>
</tbody>
</table>

For all important 2015 dates, go to:  http://www.monash.edu/students/dates/principal-dates.html
be enlightened

ask.monash | Monash Connect | Arts Student Services | Monash Faculties
Monash App | Campus Maps | Menzies Building | Public Transport & Parking

ask.monash
http://ask.monash.edu

You can use the ask.monash online enquiry system at any time to search for answers to frequently asked questions (FAQs). You can also ask a question and you will get a response as soon as possible.

If you have an enquiry or request for Arts Student Services to process, please submit it via ask.monash and it will be forwarded through to us. Please always use your Monash (Authcate) student email account!

Monash Connect
http://www.monash.edu.au/connect

Monash Connect are here to support you with your study and can help you with a wide range of administrative issues, including student ID cards, fees, scholarships, parking permits, travel concessions, official letters (including Verification of Enrolment letters) and academic transcripts, International student support (visa, ECOE, residency), financial assistance (loans and grants) and more.

Phone: 1800 MONASH (1800 666 274).

Monash Connect locations:
Clayton - Campus Centre (21 Chancellors Walk), Ground floor.
Caulfield - Building A, Ground floor.

Arts Student Services
enquiry counters, online enquiries, phone

Arts Student Services can help you with administrative issues relating to your Arts enrolment, course advice, finding rooms and any questions you may have. We also have many forms available in our foyer. For other administrative matters, please see Monash Connect (above) for help.

Clayton - Menzies Building (20 Chancellors Walk), Level 2 South
Normal opening hours: Monday - Friday, 9.00am - 5.00pm (with extended hours at the start of semesters).

Caulfield - Building H, Level 5, room 5.102
Normal opening hours: Monday - Friday, 9.00am - 4.00pm.

Submit your online enquiry or request to Arts Student Services via ask.monash (above).

To speak with Arts Student Services via phone, call Monash Connect on 1800 MONASH (1800 666 274).

Monash Faculties
To find contact details for all Monash Faculties, go to: http://www.monash.edu/faculties.html

Download the Monash app

The Monash University App is your guide to campus maps, timetables and much more, and provides easy to access information directly from your smartphone or other mobile device.

The app is available to download from Google Play (Android) and the Apple App Store.
Campus Maps – finding your way around

1. Carry a Campus Map (Clayton or Caulfield) with you: http://www.monash.edu.au/people/maps/

The Clayton campus is large and can take a little while to get used to. Throughout this guide you would have seen references to ‘street addresses’ for various buildings on campus.

As of January 1st 2015, Monash Clayton uses a street address system to refer to buildings (similar to being in a city), rather than building numbers. Signs still refer to old building numbers (shown in a circle on the signs) but buildings are now known by their street address – there are a series of pedestrian ‘walks’ (streets) across the campus.

As in a city, street addresses and numbers ascend from north to south and west to east – odd numbers are located to the north and west of each of the ‘walks’. To find a building, you need to know the street address and number, and the address refers to the main entrance for that building.

For example, the Menzies Building (home of Arts Student Services) is at 20 Chancellors Walk, so room numbers in the timetable will look like this: CL_20Chn/xxxx.

Room numbers begin with a letter which refers to the wing of the building they are in. Classrooms and staff offices are in the East (E), West (W) or South (S) wings.

The first number is the level of the building – 1 is Level 1, 2 is Level 2, and so on. Rooms with three digits will be on Levels 1-9. Rooms with four digits will be on Levels 10-11.

Some examples:
W210 is on Level 2, West wing.
E1164 is on Level 11, East wing.

H1-H10: Room numbers H1-H10 refer to the lecture theatres on the Ground Level of the Menzies Building, on the side facing the Campus Centre.

EB/WB: Rooms numbers beginning with EB or WB are in the Basement (below Ground Level).

Bathrooms are on every Level of the Menzies, except for Ground Level, and are usually in the East and West wings.

Arts Student Services: Level 2, South wing.

Lockers are available in the Basement – find an empty locker, put your own padlock on it. Remove your belongings and padlock after each semester!

Lost in the Menzies?
How to find your way around the Menzies Building at Clayton

If you are a Clayton or Caulfield student, you may have classes in the Menzies Building on the Clayton campus.

The Menzies is big – 13 levels, 3 wings, it’s easy to get lost. Here are some tips to help you find your way around.

Building address – the Menzies Building is at 20 Chancellors Walk, so room numbers in the timetable will look like this: CL_20Chn/xxxx.

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Smokefree campuses
Monash University has joined with all Victorian universities in moving towards having smokefree campuses. In 2015, smoking is restricted to 8 designated smoking points on the Monash Clayton campus and 1 designated smoking point on the Caulfield campus. From January 1st 2016, smoking will not be permitted anywhere on Monash campuses.

How to get to Monash! Public Transport & Parking