ASK:
get enrolled
get involved
get started
be supported
be enlightened

Arts Survival Kit 2015
Information for
Postgraduate Coursework Students

Domestic and International Students

Clayton | Caulfield

artsonline.monash.edu.au/gshss
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Orientation Week, Clubs and Societies, Monash Postgraduate Association (MPA), Monash Sport

3. get started

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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.
1 get enrolled
Enrol for the first time | After you enrol | Textbooks and unit readers

Checklist: New postgraduate students – Enrol for the first time

Enrolment in your course is done online – this is your way of accepting your offer.

To enrol, follow the instructions in your offer letter – go to the Web Enrolment System (WES) and follow the prompts.

Before Semester 1 commences, you must:

1. Create your computer account (using your 8-digit Monash student ID number) – this will give you a username (known as your Authcate) and Monash student email address
2. Register your details and complete the Enrolment Questionnaire (Government requirement)
4. Enrol in units online using WES (Web Enrolment System)
5. Domestic students: If required (and applicable), fill in the application form for FEE-HELP
6. Visit Monash Connect on your campus to collect your Student ID card, and make sure you take some current photo ID (licence or passport) with you.

After you enrol:

1. Check the timetable details for your units on MUTTS (Monash University Timetable System): https://mutts.timetable.monash.edu/MUTTS/
2. 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
3. IMPORTANT! Attend the Arts Postgraduate Orientation and Welcome at the Caulfield campus: https://eplanner.adm.monash.edu.au/eorientation/
4. Start attending classes from Week 1!
   Week 1 commences on Monday March 2nd

For questions and specific details about course structure or unit content, we recommend that you email or contact your course coordinator and/or unit coordinators.

Where can I buy my textbooks and unit readers?

Clayton – Book and Gift Emporium, Campus Centre (21 Chancellors Walk, formerly Building 10), Ground floor
Caulfield – The Campus Bookstore, Building K, Level 2

A tip! Don’t buy your textbooks until after your first class. 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 Welcome and Orientation – Thursday February 26th
4.45-7.30pm, Building K, Caulfield campus (Level 3, room K3.09) – for all Clayton and Caulfield students

Master of Applied Linguistics information session – Wednesday February 25th
4.30-5.00pm, Menzies Building, Clayton campus (20 Chancellors Walk, Level 3 East Wing, room E365)

Master of Interpreting and Translation Studies information session – Thursday February 26th
4.00-5.00pm, Building T, Caulfield campus (Level 2, room T2.06)

Monash Postgraduate Association (MPA) Welcome and Orientation – Tuesday February 24th
Clayton: 9.30am-1.30pm, 16 Rainforest Walk (S3 Lecture Theatre)
Monash Postgraduate Association (MPA) Welcome and Orientation – Wednesday February 25th
Caulfield: 9.30am-12.30pm or 1.30-4.30pm*, Building H (Level 1, room H1.16) * attend one only

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

Monash Postgraduate Association (MPA)

You can also get involved in the Monash Postgraduate Association (MPA), which run a number of programs and social events for postgraduate coursework and research students.

 Monash Postgraduate Association (MPA)

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.

 Monash Sport
What do all of these words and phrases mean?

There are lots of words and phrases you may need to know as you start studying at Monash, especially if you didn’t study here as an undergraduate student.


Study Load

Domestic Australian students can choose to study full-time or part-time in their course, and can vary this throughout their degree.

Full-time study is when you are enrolled in 18-24 credit points per semester.

Part-time study is when you are enrolled in 6-12 credit points per semester.

International Students must be enrolled full-time each semester.

Overloading: A normal full-time load is 24 credit points per semester. You cannot take more than 30 credit points per semester.

Time limit: If you choose to study part-time, you need to be aware of the time limit for completing your course. The time limit includes any periods of intermission which you may take during your course.

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, which will affect your Weighted Average Mark (WAM) and your Grade Point Average (GPA). 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 via WES (by clicking ‘Remove’ next to the relevant unit), or come to Arts Student Services counter, fill in an Enrolment Amendment Form, and we will process your request. From the ‘Withdrawn-Fail’ deadline onwards, you will need to ask us to withdraw you from a unit.

It is your responsibility to check WES after withdrawing from a unit, or requesting to be withdrawn, to ensure that it has been processed correctly, and you need to keep note of your WES transaction number.
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/

Timetable and Recorded classes: 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.

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

If you are unable to attend activities 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 activities are being recorded.

1. http://mulo.monash.edu/

I want to delay starting my course

Deferring your offer

Having been made an offer for this year, you may decide that you want to delay starting your degree for one or two semesters – this is known as Deferring your offer. By doing this, you guarantee your place but can commence at a later time. There is no cost to defer and you will not be charged fees while you are deferred.

If you defer your place, you will be contacted prior to your scheduled return with details on what you need to do. If you decide that you wish to return from Deferral earlier than scheduled, you will need to contact Arts Student Services in writing (via the ask.monash enquiry system) to request this.

For information on how to defer your offer, please contact Arts Student Services by submitting an online enquiry in the ask.monash enquiry system or by contacting us by phone via Monash Connect (1800 MONASH).

I want to receive recognition for previous study

Applying for Credit/Advanced Standing

If you have previously completed any tertiary study, you may be eligible to apply for credit towards your Monash Arts course – this is known as Credit or Advanced Standing.

You can submit a Credit Application form, with an original or certified copy of your transcript for your previous study, to an Arts Student Services counter for assessment.

1. For details about applying for Credit/Advanced Standing and to download the application form, go to: http://www.monash.edu.au/admissions/credit/
I have some issues with my results

Grades, Reviewing/Remarking of work, WH (Withheld) and DEF (Deferred) results, WAM/GPA, 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:

Remission of Debt application: 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.

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

Applying for Withdrawn Incomplete (WI) grades: 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.

For details about this, read Section H, part 11 of the Unit Assessment Procedures at:

Grades – Monash Grading Scheme

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>HD</td>
</tr>
<tr>
<td>70-79</td>
<td>D</td>
</tr>
<tr>
<td>60-69</td>
<td>C</td>
</tr>
<tr>
<td>50-59</td>
<td>P</td>
</tr>
<tr>
<td>0-49</td>
<td>N</td>
</tr>
</tbody>
</table>

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 6 for details). Once you have sat your deferred exam, your final mark and grade will be released on a specific date in each semester.

WAM: Weighted Average Mark
GPA: Grade Point Average
These are measurements of your academic performance in units, taking in to account the year-level of units.

FOR LATER THIS YEAR: Re-enrolling for next year

This is still some way off for you as a new student but it is important. 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 re-enrol for next year via WES (Web Enrolment System).

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.

Here are some tips to help you with your re-enrolment:

1. **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.

2. **Re-enrol in your current course, even if you are applying to transfer to another Monash course.** Internal Course Transfer applications won’t be assessed and finalised until after Semester 2 results are released in December, by which point it could be too late to re-enrol without the late fee. You should assume you are NOT going to transfer and will be staying in your current course. If you DO get an offer to transfer in to another course or double degree course, your enrolment will be altered for you, and you will then be able to adjust your enrolment for next year, without a late fee.

3. **Re-enrol even if you are planning to take a break from your study – Intermission.** If you are planning to take Semester 1 and/or Semester 2 off next year (known as Intermission), you will need to apply for this via WES as part of the re-enrolment process. If you are taking Intermission for just one semester, you will need to enrol in units for the other semester.

4. **Re-enrol even if you are not sure you want to continue with your course.** If you are considering discontinuing your course but want some time to think about it, you can re-enrol for next year and then consider your options over the Summer break. If you do decide to discontinue, you can apply for Course Discontinuation. If you decide to continue, you will be enrolled and will have avoided the late fee.

**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, 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.

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

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.

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

DO NOT book a holiday or flight home (if you are an International Student), 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 overseas is NOT grounds to apply for Special Consideration and to have a deferred exam.
I need to take a break from my course

Intermission (leave of absence)

**Domestic Students:** If you need a break from your course (after you have completed at least one semester), you can apply for **Intermission**. If you have started a semester but then decide to take Intermission, you need to do this by the Census Date for that semester to avoid being liable for the fees for the units in which you are enrolled. Normally, Intermission is approved for 1-2 semesters, but longer periods, or several periods of Intermission during your course, may be approved – these are processed in 1 or 2 semester blocks.

1. You can apply for Intermission via WES, or by submitting an Intermission application form to the faculty which manages your course: [http://www.monash.edu.au/connect/assets/docs/forms/intermission.pdf](http://www.monash.edu.au/connect/assets/docs/forms/intermission.pdf)

**International Students** on a student visa who apply for Intermission are required to first consult with Student Life and Support Services at Clayton (Campus Centre, 21 Chancellors Walk, Level 1 West).

Please note that Intermission will only be approved on **exceptional compassionate grounds** such as illness or severe personal problems. Unfortunately, financial difficulties do not constitute compassionate grounds.

1. The **Intermission application form** can be found at the following website: [http://www.monash.edu.au/connect/assets/docs/forms/intermission.pdf](http://www.monash.edu.au/connect/assets/docs/forms/intermission.pdf)

It is recommended that International Students having financial difficulties consider the following options:

- Discontinue from your current enrolled course, then re-apply for admission with advanced standing when circumstances improve; or
- Return home and complete the remainder of your units by distance education (online learning). Part-time study is permitted.

I want to change my course

Internal Course Transfer applications

We understand that you might start your postgraduate course but then find that you don’t feel it is the right course for you, or that wish to change in to another course or double degree course to get more out of university.

To do this, you need to submit an **Internal Course Transfer** application form to the faculty which manages the course you wish to transfer to. There are deadlines for applications for Semester 1 and Semester 2 – not all faculties will offer Semester 2 course transfers. **You need to meet the entry criteria** for the course you wish to transfer to, and you can submit more than one application and submit applications to more than one faculty.

Application forms can be downloaded from the website, or picked up from Arts Student Services. **Applications will be processed after the release of results for the semester during which you are applying**, and you will be notified of the outcome of your application via email.

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.

http://monash.edu/social-justice/disability/index.html

**Clayton - 21 Ancora Imparo Way (formerly Building 55), 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, formerly Building 10), 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.

http://monash.edu/library/skills/resources/classes/

**Clayton - Sir Louis Matheson Library, 40 Exhibition Walk (formerly Building 4) - main library for Arts students.**
**Caulfield - Building A, Levels 2-4.**

| Accommodation – Monash Residential Services (MRS) | Clayton - 58 College Walk (formerly Building 47). **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, formerly Building 10), Ground floor West. **Phone:** (03) 9905 3151.
| **http://www.monash.edu.au/careers** | **Caulfield - Building S, Level 3.** **Phone:** (03) 9903 2114. |
| **Spirituality** | Clayton - Religious Centre (38 Exhibition Walk, formerly Building 9).
| **http://www.monash.edu.au/spirituality** | **Caulfield - Spiritual Centre (Building B, room 1.56).** |
For International Students:

**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 a full-time enrolment (see page 5 for more information) 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 9 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.

**Online eCoE application**

You may need to extend your eCoE if it becomes apparent you will not complete your course within the expected duration. You must make your application at least 1 month before your current student eCoE expires – you can apply via WES (Web Enrolment System).

Under Government requirements (National Code of Practice 2007), a new eCoE can be issued and a course extended in Australia in limited circumstances:

- compassionate or compelling grounds.
- Academic Progress Intervention Strategy.
- Intermission.

Your faculty will decide whether your application for an extended eCoE satisfies these grounds. If your application is successful, you will receive a revised eCoE by email from Monash Connect.
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, formerly Building 10), Ground floor.
Caulfield - Building A, Ground floor.

Arts Student Services

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, formerly Building 11), 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 well as building numbers.

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 (formerly known as building 11) 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

Useful websites

| Arts Graduate School of Humanities and Social Sciences | http://artsonline.monash.edu.au/gshss/ |
| 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

| University Orientation (O-Week) | Monday February 23rd - Friday February 27th |
| Arts Orientation and Welcome – for all Clayton and Caulfield postgraduate coursework students | Thursday February 26th, 4.45-7.30pm Building K, Caulfield campus (Level 3, room K3.09) |
| Semester 1 commences (Week 1) | Monday March 2nd |
| Census Date: Last day to discontinue Semester 1 units without Withdrawn appearing on your academic record or incurring fees | Tuesday March 31st |
| Semester break | Friday April 3rd - Sunday April 12th |
| Semester 1 exam timetable released in WES | Monday April 27th |
| Last day to discontinue Semester 1 units without Withdrawn-Fail appearing on your academic record | Monday May 4th |
| Semester 1 ends | Friday May 29th |
| SWOT Vac (student study break) | Monday June 1st - Friday June 5th |
| Examination period | Monday June 8th - Friday June 26th |
| Semester 1 results published | Monday July 13th |
| Semester 2 commences | Monday July 27th |

① For all important 2015 dates, go to: http://www.monash.edu/students/dates/principal-dates.html