



## Monash University Partner Fact Sheet 2018 Academic Year

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Monash University – Monash Abroad	
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<p>Our reputation goes far beyond <a href="#">rankings</a>. We've built our reputation on career-focused degrees, the highest academic standards and research that makes a difference. Our research brings real and positive change to people all over the world. The <a href="#">Monash Abroad</a> team are dedicated to ensuring your time with us is everything you want it to be. Home to Monash's four campuses, Melbourne is consistently named one of the world's most liveable cities, and has also been commended in the QS Best Student Cities survey as Australia's best city for students. We know that Melbourne is one of the world's most liveable cities, but what does that mean for international students studying abroad? We asked some of our exchange students why they chose to come and study at Monash University in Melbourne. See why <a href="#">here</a>.</p> <p><i>"Few opportunities to expand your intellectual horizons can rival a period of overseas study. And as one of the world's most highly ranked universities, Monash has developed an international reputation for excellence in education and research. Monash is a truly global university, with locations in China, India and Malaysia and a centre in Italy. With one third of our students coming from offshore, diversity and inclusion are celebrated on every campus, creating a network of friends and colleagues that extends worldwide. There has never been a better time to join Monash. We look forward to welcoming you into our community."</i> Professor Margaret Gardner AO, President and Vice-Chancellor, Monash University</p>	
Office Contacts	
The Inbound (Partner to Monash) Students website is the best source of current information: <a href="#">Inbound Students</a>  <b>Quick Link:</b> <a href="http://monash.edu/study-abroad/inbound">monash.edu/study-abroad/inbound</a>	<b>Regional International Education Coordinator (IEC):</b>  Rikki Campbell International Education Coordinator Asia, Oceania, Middle East, Monash Malaysia and Monash South Africa T: +613 9905 3076 E: <a href="mailto:rikki.corry@monash.edu">rikki.corry@monash.edu</a>

<b>General Office Contact:</b>  T: +61 3 9905 1551 F: +61 3 9905 8334 E: <a href="mailto:monash.abroad@monash.edu">monash.abroad@monash.edu</a> Opening hours: 10:00am - 4:00pm (Monday to Friday) EST	<b>Senior International Education Coordinator:</b>  Gina Friedman Senior Coordinator T: +61 3 9905 8242 E: <a href="mailto:gina.friedman@monash.edu">gina.friedman@monash.edu</a>
<b>Exchange or Fee-paying Study Abroad</b>	
Students coming on an <a href="#">exchange</a> with a reciprocal agreement in place with Monash and non-partner <a href="#">fee-paying study abroad</a> students follow the same processes for admission as outlined below.	
<b>Eligibility</b>	
<p>To be eligible for admission to Monash for exchange or study abroad, students must have:</p> <ul style="list-style-type: none"> <li>completed at least one full year of study at their home university (variable for postgraduates);</li> <li>achieved a minimum Grade Point Average (<a href="#">GPA</a>) of 3.0 or Weighted average mark (<a href="#">WAM</a>) of 60%, or home university equivalent to a credit average;</li> <li>met the <a href="#">Monash English language requirements</a>; and</li> <li>be nominated by their home university or agent.</li> </ul>	
<b>Nomination Process</b>	
<p>We would like to request that partners/agents please send nominations via this <a href="#">link</a>. There is no deadline to nominate students however please do send your nominations in advance of applications. It requires just basic information on the student and what level and campus they will be studying at. This will need to be filled in for <b>each individual student</b>. Once you have made the nomination, please proceed to completing the Monash Application form.</p> <p><b>Nomination Dates:</b></p> <ul style="list-style-type: none"> <li>Semester one (Feb – Jun): July 1 - October 1</li> <li>Semester two (Jul – Nov): December 1 - March 1</li> </ul> <p><b>Please note: The nomination link changes each semester so please do not save it in your bookmarks. Please do not share this link with students directly.</b></p>	
<b>Monash Application Form</b>	
<p>Please send the applications by scan/email (one file per student) to the IEC by the application deadlines:</p> <p><b>Application Deadlines:</b></p> <ul style="list-style-type: none"> <li>Semester one (Feb – Jun): October 1</li> <li>Semester two (Jul – Nov): March 1</li> </ul> <p>Find out more about <a href="#">key dates</a>. If you envisage having any difficulties in meeting this deadline, please don't hesitate to contact me to discuss.</p> <p>The application form and full instructions on how to apply can be found at <a href="http://www.monash.edu/study-abroad/inbound/apply">http://www.monash.edu/study-abroad/inbound/apply</a>. The application form itself also has detailed instructions and has fillable fields and in-built features to assist students in completing their study plan correctly. It must be downloaded and saved first, and the fields can be filled out using Adobe Acrobat PDF Reader or Apple Preview. Once students have filled in their application they should print it, physically sign it and provide it to you for home university endorsement signing and sending. This form is used for both exchange and study abroad (fee-paying) applicants.</p> <p><b>Please note:</b> All applications forms must be signed but the student and have home university or agent endorsement. Applications <b>will not</b> be considered unless the full application and supporting documentation is received.</p>	

### Creating a study plan

Part of the process of applying to Monash is creating a study plan. A study plan is the list of subjects students plan to study while on exchange/study abroad, and forms part of their application. I have [attached](#) a helpful document you can provide to students to use when creating their study plan. Students need to make sure that the unit is available for the Semester in which they are applying, and also meet any prerequisite requirements. If students are applying to study second and third year units they must show they have completed the prerequisites as detailed in the Monash handbook(s). For proving a student meets the prerequisite, they would need detailed curriculum and results of all completed equivalent units to be attached to their Monash Abroad application for assessment by the faculty. More information on study options can be found on our website at <http://www.monash.edu/study-abroad/inbound/study-options>

### Supporting Documentation

Please ensure students attach all supporting documentation to their application including:

- 1) an up-to-date official academic transcript
- 2) a copy of their passport information page (*an expired passport is fine, at the application stage it is only to verify personal details*). If students have an Australian or New Zealand passport please have them include this to waive the visa and OSHC requirements.
- 3) [Proof of English proficiency](#) (if required - in the case of non-native speakers of English, evidence of English language proficiency (IELTS/TOEFL) must be submitted and signed by the home university or agent).

### Where to send applications

Applications can be sent by email attachment, providing the students academic transcripts and, if applicable, their English test has been sighted and signed by the home institution.

### After the application has been received by Monash

After we receive an application, the study plan will be sent to the relevant faculty for approval of the units they have selected. Monash Abroad will then send a list of pre-approved units with the student offer letter. While they will be approved in advance to enrol in these units, their enrolment will take place in-person with their base faculty during Monash Abroad orientation and is subject to timetable and class availability. Students may be able to change units after they arrive but approval to enrol in different units is at the discretion of the relevant faculty and they may be required to produce original transcripts or other documentation.

### Housing

#### [On-campus options](#)

Included in the application form are also details about how to apply for on-campus accommodation. Students should not apply directly to Monash Residential Services (MRS) at the nomination stage. The Monash Abroad Office will send instructions on how to apply online at the time we send the application acknowledgement email.

#### [Off-campus options](#)

Students who choose to rent privately or with a group of friends can receive assistance/advice on searching for rental properties, setting up a share house, things to look out for before they sign a contract, an idea of comparable rental costs, how to budget, and how to get the essentials like internet, gas and electricity connected.

### Orientation and enrolment

Move in day for the residential halls is normally the Saturday before Monash Abroad orientation and enrolment week, which is always the week before the university wide orientation week starts. The [Semester dates summary page](#) actually gives you 2017-2020 dates so it is a good link to save for future advising.

Monash Abroad orientation attendance is compulsory. For Semester 1, 2018, students would need to arrive by 12 February at the latest (although move in day normally for the residential halls would be the 10th), with the Monash Abroad specific orientation starting on the 13th. The following week is the University wide orientation week and so on.

**It is very important that students advise Monash Abroad if they are unable to arrive by orientation commencement. Late arrival will be subject to strict Faculty approval. Students arriving late without formal Faculty permission will not be allowed to enrol and therefore, their program will be voided.**

### Visa

On receipt of students acceptance form and payments where applicable, Monash Abroad will email them an electronic Confirmation of Enrolment (eCoE) form. The eCoE along with their offer letter are required to apply for a

[student visa \(subclass 500\)](#). It is important, and the students responsibility, to fully understand their obligations and responsibilities when applying for a student visa. We advise students do not book non-refundable travel until their visa has been issued.

#### **Overseas Student Health Cover (OSHC)**

OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. OSHC will also pay limited benefits for pharmaceuticals and ambulance services. It is a condition of student visas that visa-length OSHC be purchased and maintained for the duration of that visa. Failure to purchase OSHC will result in students being non-compliant with their student visa requirements.

Students can arrange to pay for their OSHC when accepting their offer through Monash. Monash University's preferred provider is OSHC with Allianz Global Assistance and we would highly recommend students take this option. Students can purchase OSHC online by visiting other OSHC insurers' websites. They retain the right to choose their own OSHC provider which must come from the list of five providers below. For more information on OSHC go to <http://www.health.gov.au/internet/main/publishing.nsf/content/overseas+student+health+cover+faq-1>

The few specific OSHC providers which can be used include the following:

- Australian Health Management
- Allianz Global Assistance (subcontracted by Peoplecare Health)
- BUPA Australia
- Medibank Private
- NIB

**Whichever option a student chooses, they must select the OSHC cover dates set out in Part B of their International Student Course Agreement.**

#### **Travel insurance**

We strongly encourage students to take out comprehensive travel insurance before they leave for Australia as their OSHC will provide only basic medical and hospital cover whilst in Australia and does not cover any travel related claims. The OSHC does not cover students while travelling to or from Australia, their personal belongings or if they have an emergency and need to return home urgently. It is important to fully understand the terms and conditions of their travel insurance and what this covers.