

COMPLEMENTARY STUDY APPLICATION FORM

Complementary Study (Internal Monash Students)

If you are currently enrolled in a Monash University degree program and wish to enroll in units offered at other tertiary institutions as part of your current Monash course, you can apply for complementary study.

Complementary study is normally only approved where the unit (s) selected is/are not offered by Monash University.

Approval must be received from your faculty **prior** to enrolment in any units. If approved, you will have your complementary unit (s) included on your official transcript. It is your responsibility to submit a certified statement of results from the host institution to the faculty office on your home campus. Please note that the result will appear on your Monash transcript as either SFR (Pass) or Fail.

Unit Details

You must attach syllabus information for the unit(s) that you wish to study at another institution. This information must include: year level of the proposed unit (s), discipline, contact hours and intended semester of study.

Where specified in unit outlines, applicants must show evidence of meeting prerequisites as indicated on Section D of this application form.

Enrolment

Once an application is processed, you will be notified in writing from your faculty. You are advised **not to** enroll at another institution until you have received written notification from your faculty stating the outcome of your application.

Please note, approval from Monash does not necessarily mean that the host institution will approve the application.

Fees

You will pay amenities fees to Monash University. Fees for the unit(s) are payable to the host institution.

Closing dates

Closing dates for processing applications vary. For details on your enrolled faculty closing date, please refer to the following website:

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

Please note, these dates do not reflect closing date for host institutions. You need to refer to the relevant host institution for advice.

Lodgement of Applications

Applications should be submitted to:

Course Management Office
(Of your respective School)
Monash University Sunway Campus
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan.

Privacy statement

The information on this form is collected for the purposes of assessing your application for Complementary study. If you do not complete all questions on this form, it may not be possible for the application to be assessed by the enrolling faculty. Personal information may also be disclosed to the relevant institutions for verification of your previous studies. 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, please contact the University Privacy Officer: privacyofficer@adm.monash.edu.au

Please attach the following together with your application:

- Syllabus information for the unit (s) that you wish to study at another institution

RECEIVED:

Please retain this copy as proof that the school has received your application.

Student Name: _____

Student ID: _____

COMPLEMENTARY STUDY APPLICATION FORM

| SECTION A PERSONAL DETAILS | | | | | | | | | | |
|--|------------|---------------------------------------|----------|------------|---|---------------|---------------|-----------------|--|--|
| Title | | Family Name | | | | | Date of Birth | | | |
| Given Names | | | | | | | | | | |
| Monash Student ID Number | | | | | | | | Course Code | | |
| Email _____@student.monash.edu | | | | | | | | | | |
| Mobile Number | | | | | Home Number | | | | | |
| Are you an International Student? (Please tick) | | | | | | | | | | |
| <input type="checkbox"/> Yes Passport No.: | | | | | <input type="checkbox"/> No | | | | | |
| SECTION B DETAILS OF CURRENT ENROLMENT | | | | | | | | | | |
| Course Name & Code: | | | | | | | Campus: | | | |
| SECTION C DETAILS OF PROPOSED COMPLEMENTARY STUDY | | | | | | | | | | |
| Institution: | | | | | | | | | | |
| Host institution unit details | | | | | Monash Office Use Only | | | | | |
| Unit Code | Unit Title | Year Level | Semester | Discipline | Enrolled Unit Code | Credit points | Year Level | School Approval | | |
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| <i>Note: For each unit, a syllabus including details of contact hours per week and method of assessment must be attached.</i> | | | | | | | | | | |
| SECTION D PRE-REQUISITE REQUIREMENTS | | | | | | | | | | |
| Where prerequisite requirements exist for the unit(s) you wish to study, you must attach certified proof of having met these requirements (eg. transcript of results) | | | | | | | | | | |
| Have you attached certified proof of having met any existing pre-requisites? | | | | | | | | | | |
| <input type="checkbox"/> Yes | | | | | <input type="checkbox"/> No – There are no pre-requisite requirements | | | | | |
| SECTION E STUDENT'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 authorize 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 acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay or a change in the assessment of my application. | | | | | | | | | | |
| Student Signature: _____ | | | | | Date: _____ | | | | | |
| OFFICE USE ONLY | | | | | | | | | | |
| <input type="checkbox"/> Approved | | <input type="checkbox"/> Not Approved | | | | | | | | |
| Authorised staff | | | | | Date | | | | | |
| Comments | | | | | | | | | | |
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