

## Complementary study application form

ADM03-V08/09

**This form is not to be used by Monash College students**

### Complementary study (Internal Monash Students)

If you are currently enrolled in a Monash University degree program and wish to enrol 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.

### Enrolment

Once your application is processed, you will be notified in writing from your faculty. You are advised, **NOT TO** enrol 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 application will be approved by the host institution.

### Fees

You will pay amenities fees to Monash University. Fees for the unit(s) are payable to the host institution irrespective of whether the host university gives you a Commonwealth Supported Place (CSP) or Full Fee place. Additional information can be accessed at:

<http://www.adm.monash.edu.au/enrolments/>

**NOTE: If you are a CSP pre-2008 student at Monash University and you are given a CSP at your host institution you will need to make enquiries with your host institution to be considered as a pre-2008 student.**

### International students (Australian campus)

If you are an international student you must be enrolled on a full-time basis at your home campus before you will be considered eligible to enrol in complementary study.

### Closing dates

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

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

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

### Lodgement of applications

#### Berwick, Clayton, Gippsland, Peninsula, Parkville campuses:

Applications should be submitted to your faculty office on your home campus.

#### Caulfield Campus:

**Business & Economics UG** – submit to Counter 8 at the Student Service Centre

**Business & Economics PG** – submit to GSB office, Building N, Level 4

**Faculty of I.T. and Art & Design** – submit to the Student Service Centre

**All other faculties** – submit directly to your faculty office

### Privacy statement

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

|  |   |
|--|---|
| <p>RECEIVED</p> <p>Please retain this copy as proof that your application has been submitted</p> |   |
| Student ID number  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Tracking number  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |



## Complementary study application form

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Tracking Number: \_\_\_\_\_

Faculty Sent to: \_\_\_\_\_

Campus: \_\_\_\_\_

### Section A Personal details

Student ID number

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Date of birth

Are you an international student on a student visa? (please tick)

Yes  No

### Section B Details of current enrolment

Course name \_\_\_\_\_

Campus \_\_\_\_\_

Course code \_\_\_\_\_

### Section C Details of proposed Complementary Study

Name of host institution: \_\_\_\_\_

| Host institution unit details |            |            |          |            | Monash office use only |               |            |                              |
|-------------------------------|------------|------------|----------|------------|------------------------|---------------|------------|------------------------------|
| Unit code                     | Unit title | Year Level | Semester | Discipline | Enrolled unit code     | Credit points | Year Level | Faculty/Dept/School approval |
|                               |            |            |          |            |                        |               |            |                              |
|                               |            |            |          |            |                        |               |            |                              |
|                               |            |            |          |            |                        |               |            |                              |
|                               |            |            |          |            |                        |               |            |                              |

*\*Note, for each unit, a syllabus including details of contact hours per week and method of assessment must be attached*

### Section D Applicant's declaration

I declare that the information supplied on this form and the information given in support of my application is correct and complete.

I authorise the University to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my 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.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Office use only (Faculty/Dept/School)

Accept application  Reject application

Student notified by  Photocopy of this page  Letter sent

Comments \_\_\_\_\_

Processed by \_\_\_\_\_

Date \_\_\_\_\_