

## Inbound Student Fact Sheet - 2024-25 Academic Year

### Monash University – Monash Abroad

#### Monash Abroad in Australia:

Phone: +61 3 9905 1551

Email: [MonashAbroad.InboundStudents@monash.edu](mailto:MonashAbroad.InboundStudents@monash.edu)

Opening hours: 10:00am - 4:00pm (Monday to Friday) EST  
After hours emergency contact: Monash Security +613 9905 3333

Postal Mailing Address:  
Monash Abroad  
Level 1, 21 Chancellors Walk  
Monash University  
Clayton Campus, VIC 3800, Australia

Australia Inbound student [information](#)

#### Monash Abroad in Malaysia:

Phone: +60 3 5514 6000

Email: [MUM.MonashAbroad@monash.edu](mailto:MUM.MonashAbroad@monash.edu)

Opening hours: Monday – Friday, 8:30 pm – 5:30 pm MYT  
After hours emergency contact: Monash Security +603 5514 6333

Postal Mailing Address:  
Monash Abroad  
Monash University Malaysia  
Jalan Lagoon Selatan  
Bandar Sunway  
46150 Selangor Darul Ehsan, Malaysia

Malaysia Inbound student [information](#)

### Study Abroad or Exchange?

If you're planning on studying at Monash for a semester program (one or two semesters), you will be considered as either a Study Abroad student or an Exchange student, depending on whether your home institution is a [Monash University exchange partner](#). While Study Abroad and Exchange students both come from institutions overseas, attend our Monash Abroad orientation and study units at Monash, there are some key differences that we will clarify below. We also recommend you seek advice from your home institution about whether Study Abroad or Exchange is the most suitable option for you.

#### Study Abroad

Study Abroad will be your program option if there is no reciprocal exchange agreement between your home institution and Monash. As a Study Abroad student, tuition fees are paid to Monash by you directly or on your behalf by your home institution or a third-party provider. This program is sometimes known as 'Direct-Enrol' or 'Free-Mover'. *In some cases, Study Abroad may be recommended by your home institution even if they do have a reciprocal exchange agreement with Monash. For example, there could be an uneven balance of students participating in the exchange program, so Study Abroad may be the most suitable option for you.*

#### Exchange

Exchange will be your program option if your home institution has a [reciprocal exchange agreement with Monash](#). You'll need to be nominated by your home institution, and as an Exchange student you'll continue to pay tuition fees to your home institution.

Further information to help you determine whether you are a Study Abroad or Exchange student can be found [here](#), and you should also discuss your options with your outbound office at your home institution.

### Eligibility

Before you apply for exchange or study abroad you should check that you meet the following entry requirements:

- Your home institution has a [reciprocal exchange agreement](#) or study abroad agreement (can be confirmed with your home institution);
- You have completed at least one full year at your home institution by the time your program commences;
- You have achieved one of at least a 60% overall average, or a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale, or a 'C' average in the European Credit Transfer System (ECTS), or the home institution equivalent;
- You meet our [minimum English language proficiency requirements](#); and
- You have met all the pre-requisites of the units you would like to study at Monash University as published in the Handbook.

If you are unsure if you meet all of the above requirements, please email Monash Abroad at [monashabroad.inboundstudents@monash.edu](mailto:monashabroad.inboundstudents@monash.edu) to confirm.

## Study options

Your home institution will provide you with guidance on your study options at Monash. If you're looking for some further advice on the academic side of studying at Monash as a Study Abroad or Exchange student, consult the information provided at our [academic advising](#) page.

### Flexible study

There are hundreds of coursework units for you to choose from in our Monash [Handbook](#). You can find units to study in the Handbook through browsing by faculty, or [using the search function to find certain keywords](#) in courses (degrees or programs), areas of study (majors or minors), or units at Monash. Each unit in the Handbook will tell you if it is open to Study Abroad or Exchange students.

You can choose units that are related to your degree at home or units that are completely different, as long as you meet the academic requirements and prerequisites for each unit. If you already know what units or areas of study you want to study at Monash and are able to find them in the Monash Handbook, then the flexible study option might be the best choice for you.

### Optional Study Packages

If you're not sure what to study at Monash and are looking for some inspiration, we recommend looking through our [optional study packages](#), which we have created to help you find Monash units that meet your study needs and interests.

### Campus

You can apply to enrol in units taught at Clayton, Caulfield or both (Australian campuses with a shuttle bus that operates between them) but when it comes time to do your timetable, you should allow an hour to finish a class at one campus and get to your next class at the other campus. The Melbourne Law Chambers is for postgraduate Law students only and the Parkville campus for Pharmacy students only. If you find a unit taught at the Peninsula campus (just outside Melbourne) you must take all your units at this campus, due to the distance from the other the campuses. If you want to do units at the Malaysia campus, then your whole semester must be studied there. Units taught at any other location (Alfred Hospital, Gippsland, Prato in Italy, Singapore, Suzhou in China) are unavailable.

## Preparing your application

You can apply to study at Monash for one or two semesters. As part of your application you will be required to create a study plan, which is a list of units (subjects) that you wish to study at Monash. You can see the advice on how to put together your study plan below. You will also need the following supporting documentation:

- One [official](#) academic transcript from previous and current tertiary institutions you have attended (with certified English translation, if applicable). Unofficial transcripts will not be accepted.
- [Proof of English language proficiency](#), if applicable
- A clear copy of your passport's personal information page. Make sure your name, citizenship and other personal details are exactly the same as in the passport information page you submit with your application

While you can submit your application prior to uploading these documents, it is strongly recommended you upload these as soon as possible as your application will only be considered when all the above documentation is provided.

### Your study plan

Unless you have a faculty specific agreement, Monash offers you the option to enrol across all 10 of its faculties. See [study options](#) to start researching the unit offerings at Monash. Using the Handbook's [search tool](#) you can filter units by faculty, location, teaching mode and teaching period. We recommend selecting units with a code number prefix of 1, 2 or 3 only. This corresponds to 1st, 2nd and 3rd year e.g. MGC1010 is a 1st year unit. Units with a code number prefix of '5' or above are usually postgraduate units and are available only to students enrolled in a postgraduate degree at their home institution. Non-Law units with a code number prefix of '4' are generally honours level and are not available to Exchange and Study Abroad students. You will need to take account of the points made on the [academic considerations](#) website when selecting units at Monash University, as they relate specifically to units taught in that faculty. Other points to note are:





- There are some units (subjects/modules) that, for different reasons, are not available to you as an Exchange or Study Abroad student. This is clearly defined in the Handbook with the question "Open to exchange or study abroad students?" and answered yes or no. You should select 'on-campus' units but are permitted to do 1 of your 4 units per semester online or as distance education;
- Undergraduate students can only choose undergraduate units, and postgraduate students can study one undergraduate unit but the rest of their units must be at the postgraduate level; and
- Select the units offered in "First Semester". Undergraduate students and non-postgraduate Law students may not select units taught in any other teaching period e.g. Summer A, Summer B, winter, Terms 1-4, Trimesters A-C. Postgraduate Law students may only select units taught January-June at [this link](#). If there is no teaching period mentioned then it is not being offered in 2023 and you should not select this unit.

You can see an example of a unit entry in the Handbook to help you understand what you're looking for.

## MGC1010 - Introduction to management

You are viewing the 2021 version

2021 

Overview	<h3>Overview</h3> <p>This unit is designed to provide an introduction to the fundamental principles of managing business organisations. It will allow for the critical exploration of management concepts, models and contexts using a case-based approach. While working in teams, you will learn how to apply management theory and research evidence in analysing and creatively solving real-life</p> <p><a href="#">Read more</a></p>	<p><b>Faculty:</b> Faculty of Business and Economics</p> <hr/> <p><b>Owning organisational unit:</b> Department of Management</p> <hr/> <p><b>Study level:</b> Undergraduate</p> <hr/> <p><b>SCA band:</b> 4</p> <hr/> <p><b>EFTSL:</b> 0.125</p> <hr/> <p><b>Credit points:</b> 6</p> <hr/> <p><b>Open to exchange or study abroad students?</b> Yes </p>
Offerings	<h3>Offerings</h3> <p><a href="#">Collapse all</a></p> <p><b>S1-01-CLAYTON-ON-CAMPUS</b></p> <p><b>Location:</b> Clayton </p> <p><b>Teaching period:</b> First semester </p> <p><b>Attendance mode:</b> On-campus </p> <hr/> <p><b>S2-01-CLAYTON-ON-CAMPUS</b></p> <p><b>Location:</b> Clayton</p> <p><b>Teaching period:</b> Second semester</p>	

Note, if there is no "Offerings" section listed for the unit entry, that means it is not offered for that year.

When settling up your study you are required to select at least 6 units so that you have some alternatives should something like a timetabling clash occur. If you are applying to study second and/or third year units you must review the Handbook entry pre-requisites to ensure you have that prior knowledge to undertake the unit. Your home institution will confirm this when they sign off on your study plan so it is important they do that before you apply to Monash to confirm your study plan with your sending institution. Having this final internal approval from your home institution on your unit choices is important as they will be the ones counting your units back toward your final degree.

In the first two weeks once teaching commences at Monash, you can change your enrolment to any of the other pre-approved units from your initial application, or seek further approvals from your home institution.

If you want to change your enrolment, you will be required to do so via Monash Abroad. You can [add and withdraw from units](#) up until the end of the second week of semester. Please note that after the census date you cannot normally add a unit and you can withdraw from a unit, but [academic penalties \(and financial penalties for fee paying students\)](#) will apply.

### Completing the application

*my.application* is the online portal where students can digitally apply for an exchange or study abroad place at Monash University at our Australian and Malaysian campuses. The [Inbound Student Applicant Guide](#) has been developed to assist with the application process. Before you commence the process, you should read through this guide and have your supporting documents at hand.

Students applying to Monash from partner institutions will have an application created by their home institution, where they can complete the minimum information required or desired (e.g. some partners may choose to upload transcripts on behalf of students), before releasing the application to you via the portal to complete and submit. Do NOT search for the form online, this will take you to the direct apply page for study abroad students and completing this version of the form will mean you have to pay tuition fees to Monash. Wait for your home institution to nominate you and release the form to you.

Non-partner study abroad students going through an agent will also have their applications started for them by their agent, but students applying independently should submit their applications starting [here](#).

In all of the above cases, only students are able to submit their application.

### Application deadline for students commencing in Semester 1 (February to June), 2024:

Exchange: 1 November, 2023

Study Abroad to Malaysia only: 1 November, 2023    Study Abroad to Australia: 1 December, 2023

**Application deadline for students commencing in Semester 2 (July to November), 2024:**

Exchange: 1 April, 2024

Study Abroad to Malaysia only: 1 April, 2024    Study Abroad to Australia: 1 May, 2024

**Next steps**

After Monash Abroad receives the completed application you will receive an application receipt email. Applications are processed and an offer sent out in order of receipt and will include further advice about accepting the offer as well as supplementary advice regarding matters such as accommodation and next steps.

**Australia:**

Once you accept your offer by completing the acceptance form, paying for their Overseas Student Health Cover (OSHC) where relevant, and returning the form and evidence of the OSHC to Monash Abroad, you will be issued with a Confirmation of Enrolment (CoE), the document you need to apply for your student visa. You will also receive other relevant campus specific pre-arrival advice to help you get started, including advice about activating your student account, enrolment and timetabling which is done prior to your arrival.

You can follow the link to find out more about our [approval process](#) and you can also contact us via email along the way if you have any questions pre and post application.

**Malaysia:**

Once you accept your offer by completing the acceptance form, paying for your medical insurance, and returning the form and evidence of payment for medical insurance to Monash Abroad, you may proceed to apply for your student visa. You will also receive other relevant campus specific pre-arrival advice to help you get started, including advice about activating your student account, enrolment and timetabling which is done prior to your arrival.

You can follow the link to find out more about our [approval process](#) and you can also contact us via email along the way if you have any questions pre and post application.

**Important Dates**

Find out more about [key dates](#). Please ensure you are aware of these dates, particularly when you should arrive in Melbourne or Malaysia.

**Monash Abroad orientation and enrolment**

You will be enrolled into your selected units prior to your arrival at Monash University. Monash Abroad hosts a free, compulsory orientation for all Exchange and Study Abroad students each semester. **It is important that students advise Monash Abroad if they are unable to arrive by Monash Abroad orientation commencement. Late arrival will be strictly subject to Faculty approval.**

**Academic transcripts**

At the end of the semester once academic results have been published, you will be advised via email how to access and download an official digital transcript via [My eEquals](#). You will then also share, via the system, that electronic transcript with your home institution. If you require a hard copy you will need to contact Monash Connect to order and pay for this. The electronic version is provided free of charge at the end of your program. Refer to the [key dates](#) for when results are published.

**Housing**

Monash Abroad will email students with instructions about accommodation options and how to apply but below is some supplementary advice.

**Australia:****On-campus accommodation**

Information about on-campus options can be viewed [here](#). **You do not require an offer for exchange or study abroad to apply for on-campus accommodation**; there is no fee to apply. Once applications open, you can go to the [website](#) to register, and then complete an application. During the registration process you **must ensure that you answer that you are a Monash Abroad applicant**.

If you need or want to arrive earlier than the contract start date, you can contact MRS who may be able to bring the start date forward. Questions not answered on the website can be directed to Monash Residential Services at [mrs.applications@monash.edu](mailto:mrs.applications@monash.edu).

**Off-campus accommodation**

If students choose to live off-campus, they can [receive assistance/advice](#) on searching for rental properties, setting up a share house, things to look out for before you sign a contract, an idea of comparable rental costs, how to budget, and how to get the essentials like internet, gas and electricity connected.

**Malaysia:**

There are many comfortable and affordable accommodation options within walking distance to Monash University Malaysia. You may choose to live in on-campus or off-campus accommodation. Some options are the Sunway-managed residences and other student-friendly accommodation options. Find out more about your options on the [Accommodation web page for Malaysia](#)

## Learning agreements and signing of other forms

If your institution requires you to have Monash sign a learning agreement or other form confirming your arrival and/or enrolment at Monash, we request that you do this after your orientation at Monash and once your enrolment has been finalised. We find that students often change their enrolment after their arrival and having to re-sign forms creates a significant administrative burden.

## Additional campus specific advice - Australia

### Visa

Once you have your Confirmation of Enrolment (CoE) you need to apply for a [student visa \(subclass 500\), Non-Award Sector](#). It is important, and your responsibility, to understand fully your obligations and responsibilities when applying for a student visa. *Students are advised not to book non-refundable travel until your visa has been issued.*

You need to refer to the Department of Home Affairs website which has detailed step by step advice on the requirements.

### Overseas Student Health Cover (OSHC)

[OSHC](#) is insurance to assist international students in meeting 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 OSHC be purchased and maintained for the duration of that visa. Failure to do so will result in students being non-compliant with their visa requirements. Students will be required to purchase OSHC when accepting their offer and more information will be provided with the offer

### 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 while in Australia and does not cover any travel related claims. 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.

### Living costs

Information about living costs in Melbourne for international students can be found [here](#). This information is primarily for international students completing a full degree at Monash so there may be some variations for Exchange and Study Abroad students. Another source of information about living costs in Melbourne can be found [here](#).

### Employment

Holders of an Australian student visa can work part-time for up to 40 hours per fortnight, paid or unpaid, during the semester and full-time after exams have concluded. The visa work regulations place no restrictions on the type or nature of work that the student engages in and can be on or off-campus. Most students who work, find part-time work in the service and hospitality industries.

## Additional campus specific advice - Malaysia

For general information on preparing to study at Monash University Malaysia, please refer to the [International Students](#) webpage (note that some information may not be applicable to exchange and study abroad students).

### Visas

To learn more about the student visa requirements (known as a Student pass) for Malaysia, please read the [Student Pass](#) and Visas webpage. Once you have accepted your offer, you will be sent information about how to apply for your Student Pass (visa). You can [calculate your application fee for a Student Pass](#) online. Use the following in the calculator:

**Institution Type:** Private Higher Education Institution

**Application Type:** New Mobility Application for IPTS

**Type of Pass:** Student Pass (Mobility Program)

**Health Insurance:** Own Insurance Policy (contact your Educational Institution)

**i-Kad:** Select-Collect at EMGS

All applications for the Student Pass are lodged through the [Education Malaysia Global Services \(EMGS\) portal](#). Monash will confirm on the EMGS portal that you are a genuine applicant once you have submitted your application.

### Insurance

The Malaysian Government requires international students to have medical insurance from an approved provider. We will provide detailed instructions about this with your offer, and will arrange the medical insurance on your behalf, after you have made payment. Return the signed acceptance declaration and proof of payment to Monash Abroad via email to [MUM.MonashAbroad@monash.edu](mailto:MUM.MonashAbroad@monash.edu) by the date listed in your letter. You will be sent information about your medical insurance policy.