



Complementary study application form

Steps

1.	Complete the application form on page 3 and read all of the information on page 2.
2.	<p>Attach the syllabus of the host institution unit you wish to study. The syllabus should include:</p> <ul style="list-style-type: none"> • Year level of the unit • Discipline • Content synopsis • Contact hours • Assessment details (e.g. examination 70%, lab report 30%) • Credit points at the host institution • Intended year and semester of study
3.	Seek advice from your faculty to ensure the chosen unit fits in your course structure. Your faculty can answer questions about applying for complementary study.
4.	Submit your application with Monash University at the appropriate location listed on page 2. Keep page 2 for your records as proof that your application has been submitted.
5.	Wait for notification regarding your application. You will be advised of the outcome in writing, by your faculty.
	<i>If your application is approved by Monash University, continue with the following steps.</i>
6.	Apply to the host institution, by their closing date , to enrol as a cross-institutional student in the unit(s) approved by Monash.
	<i>If your application is approved by the host institution, continue with the following steps.</i>
7.	Submit all forms and enrolment steps as required by the host institution. This includes submitting requests for Commonwealth assistance through HECS-HELP and FEE-HELP to the host institution.
8.	<p>Add* the complementary study units to your Monash course enrolment* by:</p> <ul style="list-style-type: none"> • submitting an Enrolment Amendment form to your faculty no later than Friday of week two of semester in which the unit is to be taught • provide confirmation of enrolment in the unit(s) at the host institution with your Enrolment Amendment form <p>Note that the complementary study units will be recorded on your Monash academic record with special "CL" unit codes (e.g. ACL1001, BCL2001, CCL3003).</p> <p>*You will not need to do this step if your faculty has already enrolled you in step 5. Check in WES (unofficial academic record) to see if you are enrolled in complementary study.</p>
9.	If you need to discontinue your complementary study enrolment, you must do so at both Monash and the host institution. Academic and financial penalties may apply at both Monash and the host institution.
10.	Submit a certified statement of results from the host institution to the Monash faculty office on your home campus. Do this within six weeks of the release of results by the host institution. Failure to supply this statement will result in a 'Fail' result being recorded against the complementary study unit(s).
11.	Your result will appear on your Monash academic record against the special complementary unit(s) code as either SFR (Pass) or Fail.

Complementary study application form

ADM03-V0912

This form is not to be used by Monash College students

Complementary study (Internal Monash Students) Overview
If you are currently enrolled in a Monash University degree program and wish to enrol in units offered at another tertiary institution as part of your current Monash course, you can apply for complementary study.

In assessing an application for complementary study, the faculty will consider equivalence of content and learning outcomes, and whether there is significant educational advantage for the proposed program of study.

Complementary study is normally only approved where the units selected are not offered by Monash University within a reasonable timeframe.

You must get approval from your faculty **before** enrolling in any units. If approved, the complementary units will be included on your official Monash transcript.

Unit details

You must attach syllabus information for the units that you wish to study at another institution, containing the information listed in step 2.

Enrolment – additional information

DO NOT enrol at another institution until you have received written notification from your faculty stating the outcome of your application.

Approval from Monash does not necessarily mean that the application will be approved by the host institution.

You must seek approval from your faculty at Monash to vary your enrolment at the host institution

It is important to remember that standard census dates apply to complementary studies unit(s). If you are discontinuing your complementary studies you must do so at both Monash and the host institution to avoid fees and fail grades. You need to discontinue your Monash complementary units using an Enrolment Amendment form as you cannot discontinue the units via WES.

Results – important information

It is your responsibility to submit a certified statement of results from the host institution to the faculty office on your home campus within six weeks of results release. Failure to supply this statement will result in a 'Fail' result being recorded against the complementary study units. Your result will appear on your Monash transcript against the special complementary unit code as either SFR (Satisfied Faculty Requirements) or Fail.

Fees

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:

www.monash.edu.au/enrolments/change

NOTE: If you are a CSP pre-2008 or pre-2010 student at Monash University and you are given a CSP at your host institution you will need to make special application with your host institution to be considered as a pre-2008 or pre-2010 student.

International students (Australian campuses)

If you are an international student holding a student visa you must be enrolled so as to complete your course within the duration specified on your CoE before you will be considered eligible to enrol in complementary study.

Closing dates

Refer to the following website:

www.monash.edu.au/connect/forms.html

These dates do not reflect closing dates for host institutions. You will need to refer to the relevant host institution for advice.

Submitting applications

Australian campuses:

Submit your application to your managing faculty office on your home campus.

Monash South Africa:

Submit your application to the Student Services Centre.

Monash University Malaysia:

Use the application form available from the Course Management Office (of your respective School).

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 at: privacyofficer@monash.edu.au

RECEIVED	
Please retain this copy as proof that your application has been submitted	
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"/>

Office use only:

Tracking Number: _____

Faculty sent to: _____

Campus: _____

Section A Personal details

Student ID number

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Family name _____

Given names _____

Are you an international student on a student visa? (please tick) Yes No

Section C Details of proposed complementary study

Reason/justification for complementary study: _____

Name of host institution: _____

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

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 _____

Section B Details of current enrolment

Course name _____

Campus _____ Course code _____

Office use only (Faculty/Dept/School)

Approve application Reject application

Student notified by Photocopy of this page Letter sent Email sent

Comments _____

Processed by _____ Date _____