



2021 ORIENTATION GUIDE

Postgraduate Coursework

Public Health and
Preventive Medicine

CONTACT US

Postgraduate Office
553 St Kilda Road
Melbourne VIC 3004
E: pgradenq@monash.edu
T: +61 3 9903 0563

Note: we are not located at the
Clayton campus or Caulfield campus



This booklet will assist you with academic and administrative enrolment requirements from the time you receive a Monash offer through to the first week of semester.

Please read the contents of this package carefully.

Note: (1) Please check your course structure and note that you should complete **core units** before undertaking elective units.

(2) We are located at 553 St Kilda Rd, Melbourne 3004 we are **not** located at Clayton or Caulfield Campus.

Caution

While the information provided here was correct at the time of publication, Monash University reserves the right to alter procedures, fees and regulations should the need arise. Students should carefully read all official correspondence, other sources of information for students and the official University noticeboards to be aware of changes to the information contained herein.

The information in this booklet is correct as at 10 June 2021.

Glossary

Authcate	Monash eSolutions (IT Services) Username and Password
Commonwealth Higher Education Student Support Number (CHESSN)	CSP and FEE-HELP students will receive a 10 digit number which is retained for life (as with a Tax File Number). The CHESSN is a unique, lifelong identifier used by all higher education providers. It allows you to view details of your Commonwealth- assisted study, including any HELP debts incurred. Your CHESSN is on your Commonwealth Assistance Notice. This Notice is available in the Web Enrolment System (WES) by 28 days after the census date. To view information on how much Commonwealth assistance you have received, login to myUniAssist app.heims.education.gov.au/myuniassist/forms/logon.aspx
Course Enrolment Form (CEF)	Used to gather student's course and unit information, address details, etc. Faculty staff key this data into Callista (a student information system).
Enrolment Questionnaire (EQ)	Used to gather Higher Education data for the Department of Education
FEE-HELP	Government loan scheme for non-CSP students. Available to undergraduate and postgraduate Australian citizens and Permanent Humanitarian Visa holders. To find out more, please visit: studyassist.gov.au/sites/studyassist/helpayingmyfees/fee-help/pages/fee-help-
Student Learning Entitlement (SLE)	All Australian and New Zealand citizens and permanent visa holders are allocated an SLE. This is comprised of ordinary, additional and lifelong SLE. Your SLE is consumed as you undertake study as a CSP student.
Tax File Number (TFN)	Number obtained from the Australian Taxation Office which is required if you have been a) offered a CSP and wish to choose the deferred payment option or b) have been offered a full-fee place and wish to apply for FEE-HELP. The TFN must be supplied to the University before the census date for the first semester of study.
Tuition fees	Fees payable for each unit of study by a domestic student who is in a full-fee place.
Web Enrolment System (WES)	Resource available to students to fill out enrolment forms, change home address details, etc.

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WELCOME TO MONASH UNIVERSITY

Welcome to the School of Public Health and Preventive Medicine at Monash University. We look forward to working with you and hope that your studies will be challenging and enjoyable

LOCATION DETAILS

Graduate Office
Department of Epidemiology and Preventive Medicine
School of Public Health and Preventive Medicine
553 St Kilda Road,
Melbourne VIC 3004
Note: We are not located at the Clayton or Caulfield campus

CONTACT DETAILS

Email: pgradenq@monash.edu
Web: www.monash.edu/medicine/sphpm/epidemiology/teaching/pgrad
<https://www.monash.edu/connect>

COURSE ENQUIRIES

Our teaching spaces are located at the following three sites, maps are located at the end of the booklet:

Monash Alfred Centre
Lecture Theatre / Seminar Rooms
Level 5, 99 Commercial Rd
Melbourne VIC 3004

**Alfred Research Alliance
Education Centre** (formerly
AMREP) Lecture Theatre /
Classrooms
Ground Floor, 89 Commercial Rd
Melbourne VIC 3004

**Monash School of Public
Health and Preventive Medicine**
Conference Rooms
Ground Floor, 553 St Kilda Rd
Melbourne VIC 3004

STAFF CONTACTS

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Dr Ewan Macfarlane (Deputy)
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BIostatistics COORDINATOR

Professor Andrew Forbes
Andrew.Forbes@monash.edu

INTERNATIONAL STUDENT AMBASSADOR

Dr Roslin Botlero
Roslin.Botlero@monash.edu

IMPORTANT DATES 2021

UNIVERSITY/PUBLIC HOLIDAYS

NEW YEARS DAY	Friday 1 January
AUSTRALIA DAY	Tuesday 26 January
EASTER	Good Friday 2 April Easter Tuesday 6 April
ANZAC DAY	Sunday 25 April
GRAND FINAL FRIDAY	Friday 24 September
UNIVERSITY CLOSEDOWN	Thursday 23 December
CHRISTMAS DAY	Saturday 25 December
2021 NEW YEARS DAY	Friday 1 January 2021
UNIVERSITY REOPENS	Tuesday 4 January 2021

Labor Day, Queen's Birthday and Melbourne Cup Day are not University holidays

MONASH IMPORTANT DATES	www.monash.edu/students/dates
SEMESTER DATES	www.monash.edu/students/dates/summary-dates

CENSUS DATES

STANDARD	www.monash.edu/enrolments/dates/census
NON-STANDARD	www.monash.edu/medicine/study/student-services/non-standard-dates#DEPM-2021

Please be aware of census dates. This is the last date for students to withdraw from a unit without financial or academic penalty. Please be aware that not all units run in a standard semester – so your census date can vary from unit to unit. It is the student's responsibility to be aware of the applicable census dates.

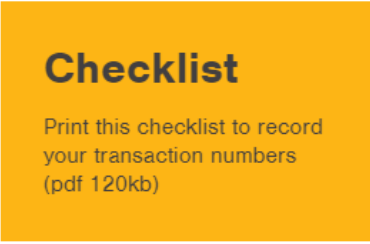
ENROLLING IN A COURSE AT MONASH UNIVERSITY

The step by step guide for enrolling at Monash can be found at:

DOMESTIC monash.edu/get-started/enrolment/domestic

INTERNATIONAL monash.edu/get-started/enrolment/international

The step by step guide contains general enrolment information, all of which may not apply to your course. This may include information that is not relevant to your particular course. These steps are summarised below with instructions specific to the Public Health and Preventive Medicine Postgraduate Coursework Program.



Checklist
Print this checklist to record your transaction numbers (pdf 120kb)

You should also download and complete the student checklist on the first page of the guide.

STEP 1: CREATE YOUR MONASH ACCOUNT

Already have your Monash account? Go straight to Step 2: Register your details on page 7.

If not, we recommend you do this step right away, as it may take a few hours to create your account and you need it to go on to the next steps.

As a Monash student, you are granted a computer account that is your main access to the University's IT facilities. This is called an Authcate account and consists of a username and a password. Your Authcate account enables you to access the Monash website and other resources which are protected by a password, including:

- Computers, software and internet in the computer labs
- Exam results and timetable information
- Web Enrolment System (WES)
- Library resources
- Your Monash email (Webmail)
- The my.monash portal
- Monash University Studies Online (Moodle), including lecture notes

Your email account is one of the main sources of communication between you and the University and you are expected to check it at least once a week.

- The University will send emails only to your Monash email account, not to personal ISP email accounts.
- You **must** use your Monash email account when you communicate with the University via email.

Access to your Authcate account is subject to the University's acceptable use of information technology facilities by students' policy which addresses internet usage and copyright infringement. Failure to comply can result in disciplinary action.

If you choose not to proceed with your enrolment your email account will be disabled.

TO CREATE YOUR MONASH ACCOUNT go to account-registration.monash.edu/. Make sure you have your Monash ID ready. This is located directly above your address in your offer letter.



Monash Account Registration Service



Please verify your identity

The details provided in your course application must be used to verify your identity.

All fields marked with an asterisk (*) must be completed

Monash ID number or VTAC ID number *

STEP 2: REGISTER YOUR DETAILS

Once you have established your Monash account, you can now login to register your details in the Web Enrolment System (WES).

WES is open 24 hours a day, 7 days a week.

In order to log into WES, you will need to provide:

- Authcate username and password
- Postcode or date of birth that matches the postcode on your offer letter

Work your way through the Enrolment Summary screen to:

- Update your contact details
- Fill out the Enrolment Questionnaire
- Confirm how you will pay your fees

my.monash.edu
Your single point of access for information, services and resources at Monash University

my life
my study
my future
my.monash

'Ancora Imparo' by Peter Zhang

Web Enrolment System

Login to WES

New student? Get a username and password
Past student or graduate? Login here
Help to login to WES/my.monash
Change your Monash account password
IT Security



If you are having problems with your password or WES login, please contact:

eSolutions Service Desk

Phone: 03-9903 2777

Web: servicedesk@monash.edu

TO REGISTER YOUR DETAILS

Login to WES at my.monash.edu.au/wes/, you will be presented with the WES main menu.

- Click the Enrolment / Re-enrolment link
- Then agree to the Student Acknowledgement statement.

Web Enrolment System

Enrolment / Re-enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

Monash Links

my.monash

Allocate+ (Class Allocation)

Class timetable (prev. MUTTS)

Moodle

Web Enrolment System

Enrolment / Re-enrolment

- **Enrolment / Re-enrolment**
Includes: Fee Extension, Fees Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP
- Research enrolment summary
- Intermission
- Deferment
- Course discontinuation
- Commonwealth Assistance Notice (CAN)
Only for students with CSP, HECS-HELP, FEE-HELP or SA-HELP
- Credit (advanced standing)
- Enrolments website

Fees / Scholarships

- Fee statements
Includes your payment records
- Make a payment
- FEE-HELP usage
- Fee payment extension
- Final semester fee payment extension
- Refund
- Fees website
- Scholarship - respond to your offer
- Scholarship - view your response
- Scholarship - Centrelink Customer Reference Number (CRN)
Consent and amendment form
- Scholarship payment details
- Scholarships website

Student Services

- Submit your photo for an ID Card
- Purchase a student letter
- Purchase an official academic record - paper
- Purchase an official academic record - digital
- Domestic transport concession form
Including Australia Award students
- International student travel concession code (iUSEpass)
- Student letters - view your requests
- Overseas Student Health Cover (OSHC)
- Address update
- Monash Connect

Course Progression

- Unofficial academic record
Results, GPA and WAM
- Exam timetable
- Exams website
- Deferred exam applications
- Special consideration status
- Off Campus Learning (OCL) exams website
- OCL - Nominate your exam venue
- OCL - Nominate a Special Local Invigilator (SLI)
- Graduation application
- Graduation - update your details
- Graduation documents
For in absentia applications

TO REGISTER YOUR DETAILS - CONTINUED

Work your way through the first two sections of the Enrolment Summary screen.

You need to do each section in order from top to bottom to unlock the next section.

Module	Status										
<p>Web Enrolment System</p> <p>Enrolment / Re-Enrolment</p> <p>Fees / Scholarships</p> <p>Student Services</p> <p>Course Progression</p> <p>Enrolment Access Dates</p> <p>WES Guides</p> <p>Monash Links</p> <p>my.monash</p> <p>Allocate+ (Class Allocation)</p> <p>Class timetable (prev. MUTTS)</p> <p>Moodle</p>	<p>Web Enrolment System</p> <p>✓ Check Faculty and Course requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting Course Adviser if you are unsure.</p> <p>Enrolment Summary:</p> <table border="1"> <thead> <tr> <th>Module</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> <p><u>Postal Address</u></p> <p><u>Emergency Contact Details</u> INCOMPLETE</p> <p><u>Mailing Name Format</u> INCOMPLETE</p> <p>1</p> <p>Your address details and mobile number must be up to date.</p> <p>For new students, this is part of Get Started - Enrolment: Register details</p> <p>Click here for help</p> </td> <td> <p>Last updated: 09/01/2018</p> </td> </tr> <tr> <td> <p><u>Enrolment Questionnaire</u> INCOMPLETE</p> <p>2</p> <p>Your citizenship status, residency, education qualifications and disability information.</p> <p>For new students, this is part of Get Started - Enrolment: Register details</p> <p>Click here for help</p> </td> <td> <p>No record</p> </td> </tr> <tr> <td> <p>Unit Enrolment <i>(Available once you complete the module above) (Read Only)</i></p> <p>Your unit enrolment.</p> <p>For new students, take a look at Get Started - Enrolment: Plan your course and Enrol in units.</p> <p>Once you have received your 'U' transaction number you have successfully accepted your offer.</p> <p>Click here for help</p> </td> <td> <p>Course: Master of Teaching in Secondary Education (D60017)</p> <p>Campus: CLAYTON</p> <p>FACULTY OF EDUCATION</p> <p>No record</p> </td> </tr> <tr> <td> <p>FEE-HELP loan scheme <i>(Available once you complete the module above)</i></p> <p>Your Request for FEE-HELP assistance.</p> <p>FEE-HELP is a government loan scheme that assists eligible fee paying students pay all or part of their course fees.</p> <p>For new students, this is part of Get Started - Enrolment: Enrol in units</p> <p>Click here for help</p> </td> <td> <p>Apply for Fee Help now</p> </td> </tr> </tbody> </table>	Module	Status	<p><u>Postal Address</u></p> <p><u>Emergency Contact Details</u> INCOMPLETE</p> <p><u>Mailing Name Format</u> INCOMPLETE</p> <p>1</p> <p>Your address details and mobile number must be up to date.</p> <p>For new students, this is part of Get Started - Enrolment: Register details</p> <p>Click here for help</p>	<p>Last updated: 09/01/2018</p>	<p><u>Enrolment Questionnaire</u> INCOMPLETE</p> <p>2</p> <p>Your citizenship status, residency, education qualifications and disability information.</p> <p>For new students, this is part of Get Started - Enrolment: Register details</p> <p>Click here for help</p>	<p>No record</p>	<p>Unit Enrolment <i>(Available once you complete the module above) (Read Only)</i></p> <p>Your unit enrolment.</p> <p>For new students, take a look at Get Started - Enrolment: Plan your course and Enrol in units.</p> <p>Once you have received your 'U' transaction number you have successfully accepted your offer.</p> <p>Click here for help</p>	<p>Course: Master of Teaching in Secondary Education (D60017)</p> <p>Campus: CLAYTON</p> <p>FACULTY OF EDUCATION</p> <p>No record</p>	<p>FEE-HELP loan scheme <i>(Available once you complete the module above)</i></p> <p>Your Request for FEE-HELP assistance.</p> <p>FEE-HELP is a government loan scheme that assists eligible fee paying students pay all or part of their course fees.</p> <p>For new students, this is part of Get Started - Enrolment: Enrol in units</p> <p>Click here for help</p>	<p>Apply for Fee Help now</p>
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1. Contact details

- Click on Postal Address, Emergency Contact Details or Mailing Name Format to check the details and update if required
- Postal Address (mandatory) – this is the address to which the University will send all hardcopy correspondence
- Emergency Contact – Please obtain permission from the person concerned. The University will only use this information in an emergency
- Mailing name format: Update if you wish to change the way your name appears on official correspondence

2. Enrolment Questionnaire

- Click on the Enrolment Questionnaire link and complete all mandatory fields
- Submit your transaction and note transaction number beginning with Q
- Note if you do not get a transaction number, your transaction has **NOT** been processed

STEP 3: PLAN YOUR COURSE

Before you enrol in units, you need to:

Understand your course structure

- Most courses have specific requirements and units that you must take (core requirements). Some have units you can choose (electives). **You should complete core units prior to undertaking elective units.**
- Consult your course structure and course map available from the Faculty of Medicine, Nursing and Health Science Course Monash Handbook <https://handbook.monash.edu/>

Check which units are available

- Some units are pre-requisites that students must complete before enrolling in subsequent units. Co-requisites are units students must take concurrently in the same semester.
- Please consult the timetable available at monash.edu/medicine/sphpm/epidemiology/teaching/pgrad as most units are only offered once per year.

STEP 4: ENROL IN UNITS

NEW STUDENTS

In WES my.monash.edu.au/wes/ go to Enrolment / Reenrolment and then Unit Enrolment (see below). You'll know you have successfully enrolled in units when you see the status **ENROLLED**, next to your units.

RE-ENROLLING STUDENTS

Re-enrolling students enrol in units online. You'll need to have your unit enrolment completed before the lapse date, but there are options to add and discontinue units if you need to before the start of Semester.

Please remember to consult the Handbook and Timetable (see Step 3: Plan your course above) before enrolling in units.

In WES my.monash.edu.au/wes/, go to Enrolment / Reenrolment and then Unit Enrolment. You'll know you have successfully enrolled in units when you see:

- The status **ENROLLED** next to your units
- **Submission successful** in red, with a **U** transaction number

You'll also receive a transaction email in your Monash email account.

Web Enrolment System	Web Enrolment System										
Enrolment / Re-Enrolment	✓ Check Faculty and Course requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting Course Adviser if you are unsure.										
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Class timetable (prev. MUTTS)											
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COMPULSORY MODULES - Information on compulsory modules that all students need to complete is available at <https://www.monash.edu/students/new/compulsory-modules> and accessible via WES.

STEP 5: ORDER YOUR STUDENT ID CARD

M-Pass is your Monash student ID card, which is also linked to an online account, so you can use it to:

- Add credit to pay for printing, copying and library fines (the library does not accept cash)
- Borrow books etc. from the library
- Access secure buildings
- Identify yourself on campus and at exams

More information can be found at www.monash.edu/connect/id-cards

You will need to upload a clear scan of a form of photo ID (e.g. passport) and a clear current photo to order your student card online.

TO ORDER YOUR M-PASS/STUDENT CARD ONLINE

- Login to WES at my.monash.edu.au/wes/. You will be presented with the WES main menu.
- In the Student Services section, click Submit your photo for an ID card (see below).
- Verify your identity by submitting some photo ID (e.g. passport).
- Upload your own photo.
- Confirm your details and nominate how to receive your card.

Web Enrolment System

Enrolment / Re-Enrolment

- **Enrolment / Re-enrolment**
Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP
- [Research enrolment summary](#)
- [Intermission](#)
- [Deferment](#)
- [Course discontinuation](#)
- [Commonwealth Assistance Notice \(CAN\)](#)
Only for students with CSP, HECS-HELP, FEE-HELP or SA-HELP
- [Credit \(advanced standing\)](#)
- [Enrolments website](#)

Fees / Scholarships

- [Fee statements](#)
Includes your payment records
- [Make a payment](#)
- [FEE-HELP usage](#)
- [Fee payment extension](#)
- [Final semester fee payment extension](#)
- [Refund](#)
- [Fees website](#)
- [Scholarship - respond to your offer](#)
- [Scholarship - view your response](#)
- [Scholarship - Centrelink Customer Reference Number \(CRN\)](#)
Consent and amendment form
- [Scholarship payment details](#)
- [Scholarships website](#)

Student Services

- [Submit your photo for an ID Card](#)
- [Purchase a student letter](#)
- [Purchase an official academic record - paper](#)
- [Purchase an official academic record - digital](#)
- [Domestic transport concession form](#)
Including Australia Award students
- [International student travel concession code \(iUSEpass\)](#)
- [Student letters - view your requests](#)
- [Overseas Student Health Cover \(OSHC\)](#)
- [Address update](#)
- [Monash Connect](#)

Course Progression

- [Unofficial academic record](#)
Results, GPA and WAM
- [Exam timetable](#)
- [Exams website](#)
- [Deferred exam applications](#)
- [Special consideration status](#)
- [Off Campus Learning \(OCL\) exams website](#)
- [OCL - Nominate your exam venue](#)
- [OCL - Nominate a Special Local Invigilator \(SLI\)](#)
- [Graduation application](#)
- [Graduation - update your details](#)
- [Graduation documents](#)
For in absentia applications

REASONS YOUR PHOTO MAY BE REJECTED

- You haven't provided photo ID such as a passport or driver's licence to verify your identity (first step)
- Your ID document (e.g. passport or licence) was cropped or wasn't scanned properly
- The photo submitted for your student card is too dark
- Previously, you had a Monash University or College ID card
- You selected postage to receive your card, but you didn't supply a valid Australian address (in this case, you'll need to collect it on campus)

Alternatively, you can go to Monash Connect and have your photo taken. Your ID will be printed and issued to you on the spot. Simply bring photo ID and your U transaction number to Monash Connect once you have completed your enrolment.

FEES

Each semester after you enrol we

- Calculate your fees
- Send an email to your Monash account with your Fee Statement attached
- Also make your Fee Statement available in WES my.monash.edu.au/wes/fees/

If you add or drop a unit, you will receive an updated statement. This may take up to 10 days.

You should check your enrolment details on your statement to ensure it is correct.

FEE-HELP LOAN SCHEME

Eligible domestic full-fee students can request a FEE-HELP loan to cover all or some of your course fees (up to your limit).

How you apply for FEE-HELP depends on your citizenship and whether you have a Tax File Number (TFN).

You will need to apply online through WES my.monash.edu.au/wes/ or via a form available from Monash Connect at any campus (see monash.edu/connect/contact-us)

For general information go to monash.edu/enrolments/government-loans/domestic-full-fee

Information includes:

- Eligibility criteria
- Loan conditions and limits
- A copy of the FEE-HELP booklet which must be read before applying

Note:

- A Tax File Number (TFN) is required if you choose to apply for FEE-HELP.
- If you do not have a TFN you can apply for one via the Australian Tax Office see (connect.monash.edu/askmonash/s/article/FAQ-2871).
- If paying upfront, you don't have to apply for FEE-HELP. Many students still do this as a safety net in case they can't pay by the due date.
- You **must** apply for FEE-HELP before the census date in the semester from which you want it to take effect (i.e. 31 March for Semester 1 or 31 August for Semester 2).

If you are eligible to apply for FEE-HELP via WES the FEE-HELP loan scheme option below will appear in your WES Enrolment / Re-enrolment section after you have completed Unit Enrolment. Click on FEE-HELP loan scheme and complete the required information to apply.

Web Enrolment System

Enrolment / Re-Enrolment

Fees / Scholarships

Student Services

Course Progression

Enrolment Access Dates

WES Guides

Monash Links

[my.monash](#)

[Allocate+ \(Class Allocation\)](#)

[Class Timetable \(prev. MUTTS\)](#)

[Moodle](#)

Web Enrolment System

✓ Check [Faculty and Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting with your Course Adviser if you are unsure.

Enrolment Summary:

Module	Status
Postal Address Emergency Contact Details INCOMPLETE Mailing Name Format INCOMPLETE Your address details and mobile number must be	Last updated: 30/09/2019
Respect at Monash INCOMPLETE All new students must complete the <i>Respect at Monash</i> module in Moodle. All you need to do now is agree to complete the module at a later date, then finish the other Enrolment Summary tasks. If you've just created your Monash account, it will take a few days for the module to appear in Moodle . Then once you've finished the module, it takes about a week for the completion to show in WES. The <i>Respect at Monash</i> module aims to educate on the structure of healthy relationships, mutual respect and promote behaviour to create a safer, more inclusive community. For new students, this agreement is part of Get Started - Enrolment: Register details	Moodle module: INCOMPLETE
Enrolment Questionnaire (Available once you complete the module above) Your citizenship status, residency, education qualifications and disability information.	No record
Unit Enro Your unit enrolment. Once you have received your 'U' transaction number you have successfully accepted your offer and enrolled in your course.	Course: Master of Data Science (CR004) Campus: CLAYTON FACULTY OF INFORMATION TECHNOLOGY No record
FEE-HELP loan scheme (Available once you complete the module above) Your Request for FEE-HELP assistance. FEE-HELP is a government loan scheme that assists eligible fee paying students pay all or part of their course fees. For new students, this is part of Get Started - Enrolment: Enrol in units	Apply for Fee Help now



CRITICAL DATES FOR ENROLMENT CHANGES (CENSUS DATES)

Please be aware of census dates. This is the last date for students to withdraw from a unit without financial or academic penalty. Please be aware that not all units run in a standard semester – so your census date can vary from unit to unit. It is the student's responsibility to be aware of the applicable census dates.

STANDARD www.monash.edu/enrolments/dates/census

NON- STANDARD www.monash.edu/medicine/study/student-services/non-standard-dates#DEPM-2021

APPLYING FOR CREDIT FOR PREVIOUS STUDY (CREDIT)

If you have not already applied for credit you can do so up to 3 days before or after semester starts. Please note that credit is approved only for the course you are enrolling in. If you enrol in a new course you will need to apply again.

To apply for credit please refer to the following website at: www.monash.edu.au/admissions/credit/.

Note: Supporting documents that must be submitted with your application if you studied at another university, you need to provide **all** of the following:

1. An academic record/official transcript produced by the institution. **If your transcript is not in English**, you need to provide a certified translated copy.
 - o Results slips or electronic printouts are not official transcripts.
 - o We can't accept transcripts through My eEquals that require a PIN or other authentication method
2. An explanation of what the results mean.
 - o This is usually found on the back of the transcript, like a grading scale, mark sheet or key.
 - o You could also provide a link to this information on the university's website. Make sure it's a public page that doesn't require a login.
3. A unit outline that includes the learning outcomes and assessment requirements for each unit you're seeking credit for.
 - o Course handbooks may contain unit level information. If providing a link, ensure it doesn't require a login.

You must **not** assume that credit has been granted until you receive written notification from your faculty.

CERTIFIED COPIES

A certified copy of a document is an unaltered copy of an original document that has been certified as being a true copy by an authorised person. Every page must be certified – not just the first one.

When you ask someone to certify a copy of a document, you need to take both the original document and the copy with you. The certifier needs to compare them to certify they are exactly the same.

See www.monash.edu/study/how-to-apply/international-student-applications/certifying-documents

UNIT CHANGES

It is your responsibility to ensure that you complete units that fulfil the requirements of the program you are enrolled in. It is advisable that you complete core units prior to undertaking elective units.

Course descriptions and structures can be found in the Monash handbook <https://handbook.monash.edu/>

Each year you should check your study plan to ensure it matches the requirements listed in the handbook. Students are required to follow the course structure listed in the Handbook for the year they commenced their course, not the current year.

If you feel that your unit enrolment is incorrect, or if some personal circumstances cause you to reconsider your enrolment please contact Monash Connect at <https://www.monash.edu/connect>

It is possible to change units in which you have enrolled, but you must do so within certain time limits (census dates). You should be aware of these time limits and the correct procedures for changing units so that your academic record is not adversely affected.

See also Critical Dates for Enrolment Changes (Census dates) above.

DISABILITY SUPPORT SERVICES

Monash promotes access and equity for students who have a disability, ongoing medical or mental health condition. Disability Support Services assists students with disabilities, mental health conditions and on-going medical conditions. This includes students with learning difficulties, short-term injuries and students on the Autism Spectrum.

If you have a disability, medical or mental health condition that might affect your studies you may choose to **register** with disability services to assist you to study independently and arrange adjustments. This can be done as soon as you enrol.

Monash supports students who are carers of a person who is aged and frail or has a disability, medical or mental health condition. If you're in this situation and it affects your ability to study, you can discuss reasonable adjustments with a disability adviser. To receive this support, you'll need to **register** as a carer with Monash Disability Support Services. This can be done as soon as you enrol.

For further information see www.monash.edu/disability

THE YULENDJ INDIGENOUS ENGAGEMENT UNIT

The Yulendj Indigenous Engagement Unit supports Indigenous students and staff in their education and employment aspirations. Yulendj actively recruits Indigenous staff and students, and provides strategic advice to the University on Indigenous matters. Located on the Clayton campus, Yulendj provides tutorial and study spaces for students, and a multi-purpose lounge.

Location: 10 Ancora Imparo Way, Clayton Campus

Contacts: www.monash.edu/about/indigenous/students/contact

Web: www.monash.edu/about/indigenous/engagement-unit

Facebook: www.facebook.com/pages/Yulendj-Indigenous-Engagement-at-Monash-University/364807865533

AFTER ENROLMENT

DISCONTINUE YOUR COURSE

There are two ways you can submit an application to discontinue:

You can apply for course discontinuation online using the University's Web Enrolment System (WES).

- Log into WES (my.monash.edu.au/wes/)
- From the WES main menu, click on Apply for Course Discontinuation.
- A transaction record will appear on your screen. Be sure to record your transaction number for future reference, and you will also receive an email to your Monash student email account if your submission is successful.

Web Enrolment System Enrolment / Re-Enrolment Fees / Scholarships Student Services Course Progression Enrolment Access Dates WES Guides Monash Links my.monash Allocate+ (Class Allocation) Class timetable (prev. MUTTS) Moodle	Web Enrolment System	
	Enrolment / Re-Enrolment <ul style="list-style-type: none"> Enrolment / Re-enrolment Study, Questionnaire, CSP, HECS-HELP, FEE-HELP, SA-HELP Research enrolment summary Intermission Deferment Course discontinuation Commonwealth Assistance Notice (CAN) Only for students with CSP, HECS-HELP, FEE-HELP or SA-HELP Credit (advanced standing) Enrolments website 	Fees / Scholarships <ul style="list-style-type: none"> Fee statements Includes your payment records Make a payment FEE-HELP usage Fee payment extension Final semester fee payment extension Refund Fees website Scholarship - respond to your offer Scholarship - view your response Scholarship - Centrelink Customer Reference Number (CRN) Consent and amendment form Scholarship payment details Scholarships website
	Student Services <ul style="list-style-type: none"> Submit your photo for an ID Card Purchase a student letter Purchase an official academic record - paper Purchase an official academic record - digital Domestic transport concession form Including Australia Award students International student travel concession code (iUSEpass) Student letters - view your requests Overseas Student Health Cover (OSHC) Address update Monash Connect 	Course Progression <ul style="list-style-type: none"> Unofficial academic record Results, GPA and WAM Exam timetable Exams website Deferred exam applications Special consideration status Off Campus Learning (OCL) exams website OCL - Nominate your exam venue OCL - Nominate a Special Local Invigilator (SLI) Graduation application Graduation - update your details Graduation documents For in absentia applications

If WES does not allow you to discontinue your course online you will get a warning message and you will need to contact Monash Connect at <https://www.monash.edu/connect>

Please note that courses must be discontinued prior to the appropriate census dates to avoid academic and financial penalties. See Critical Dates for Enrolment Changes (Census dates) on page 12.

TIMETABLES – please check regularly for changes

The Timetable for your units can only be found on the Department of Epidemiology and Preventive Medicine, School of Public Health and Preventive Medicine website and on Allocate+

www.monash.edu/medicine/sphpm/epidemiology/teaching/pgrad

Note: Please check the timetable regularly for any location or date changes. You do not need to be enrolled into units to be able to view their availability.

You **must** check this website regularly (at least once a week) as any changes or updates to the timetable will be posted here.

It is the student's responsibility to check for their scheduled block days.

SPECIAL CONSIDERATION

To apply for in-semester Special Consideration complete the Special Consideration Form available at www.monash.edu/medicine/sphpm/epidemiology/teaching/pgrad and email it along with supporting documentation to the Postgraduate Office pgradenq@monash.edu.

See www.monash.edu/exams/changes/special-consideration

NOTE: Extensions

You can request a short extension of up to five calendar days in exceptional circumstances (e.g. illness, carer responsibilities) – this applies to most assessments *except* quizzes, tests and final assessments. To apply, you'll need to contact your Unit Coordinator via email.

You might be eligible for special consideration if you can't complete an assessment due to exceptional circumstances beyond your control. If your application is approved, you may be given an extension, another assessment, or a deferred assessment.

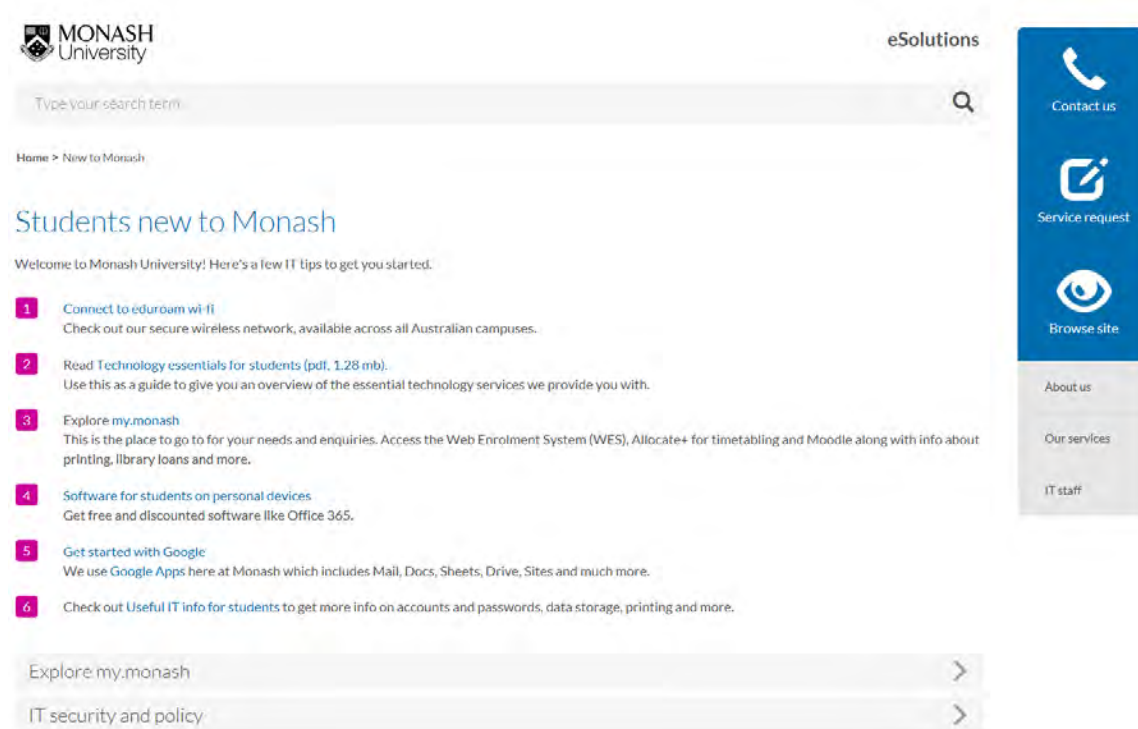
MONASH IT RESOURCES

eSolutions provides a full range of IT support services for Monash staff and students.

At the eSolutions webpage www.monash.edu/esolutions you can search for solutions to your common IT queries.

New Students are encouraged to explore the Students new to Monash page [/www.monash.edu/esolutions/new-to-monash/students](http://www.monash.edu/esolutions/new-to-monash/students)

and read the Student Technologies Essentials Handbook [www.monash.edu/ data/assets/pdf file/0010/1041220/student-it-brochure.pdf](http://www.monash.edu/data/assets/pdf_file/0010/1041220/student-it-brochure.pdf)



CHECK OUT YOUR FLEXIBLE ACCESS

Monash provides a range of IT access options for students. State-of-the-art facilities are available in the on-campus computer laboratories, some of which provide 24-hour access, while remote access to the Monash network is available to everybody. The University provides wireless access.

See www.monash.edu/esolutions/students/information-for-students

and the Student Technologies Essentials Handbook [www.monash.edu/ data/assets/pdf file/0010/1041220/student-it-brochure.pdf](http://www.monash.edu/data/assets/pdf_file/0010/1041220/student-it-brochure.pdf)

USE MY.MONASH

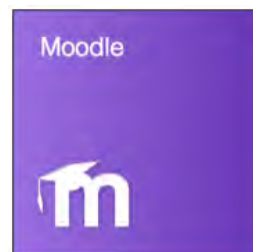
The university-wide award-winning intranet portal, my.monash (<https://my.monash/>) provides all students, whether on-campus, at home or at work, with an immediate gateway to Monash's online resources, including lectures, study timetables, library resources and email.



EXPLORE MOODLE

Moodle is Monash University's online learning system where you can:

- Find learning materials for enrolled units
- Access study materials including lecture notes, assignments and quizzes
- Participate in discussion forum
- Submit assessments
- Complete quizzes
- View your grades



Moodle can be accessed via the Moodle tile at my.monash (<https://my.monash/>) using your Monash account.

It can also be accessed directly at <https://moodle.vle.monash.edu/my/>

Library Guides for Moodle and Turnitin are available at:

<https://guides.lib.monash.edu/moodle/welcome>

<https://guides.lib.monash.edu/turnitin>

Information on how to set up and access Zoom - see information provided by IT
:<https://www.monash.edu/esolutions/students/systems-guide#heading-2127024-7>

For further support, students can contact the eSolutions service desk

eSOLUTIONS SERVICE DESK

At the eSolutions website www.monash.edu/esolutions you can search through common IT help topics.

If you require further assistance you can contact the Service Desk by web, email, phone or face to face.

CONTACTS

Web: servicedeskonline.monash.edu

Email: servicedesk@monash.edu

Phone: +61 3 9903 2777

OPENING HOURS

During semester

Mon to Fri: 8am - 10pm

Sat: 10am - 3pm

Non-teaching periods

Mon to Fri: 8am - 6pm

All Student Service Desks are closed over University holidays (see Important Dates 2021 above)

Face to Face support is available at Caulfield, Clayton, Parkville and Peninsula campuses. See <https://www.monash.edu/esolutions/contact>

FURTHER QUESTIONS

For questions which aren't answered by this booklet you can either contact us or check the faculty page www.med.monash.edu.au/.

Alternatively, visit ask.monash (ask.monash.edu) and log in using your Authcate username and password.

Ask.monash is an exciting online self-help system which enables Monash students to find answers to their questions at a time that suits them by:

- Searching a collection of frequently asked questions (FAQs)
- Submitting their questions to support staff online
- Visiting a personalised area where you can monitor the progress of questions you have submitted.

LIBRARY, RESEARCH & LEARNING SUPPORT

FACILITIES

THE IAN POTTER LIBRARY – ALFRED HEALTH LIBRARY SERVICES

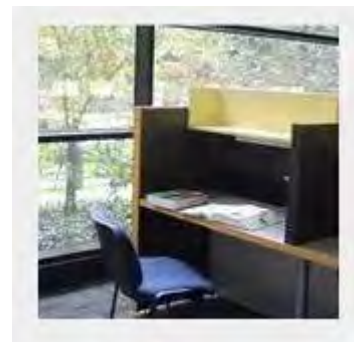
Ground Floor, Alfred Research Alliance Building (formerly AMREP),
Commercial Road, Melbourne.

From main hospital entrance, straight ahead to lifts, turn left, follow signs

Opening staffed hours: Monday - Friday 8.30am – 5.00pm

Closed Public Holidays

www.alfredlibrary.org/faq/



The Ian Potter Library provides an integrated library and information service to staff and students of the Alfred Research Alliance.

The Ian Potter Library is the Department of Epidemiology and Preventive Medicine home library.

MONASH UNIVERSITY LIBRARY SERVICE

Students can access our range of resources and services in a variety of ways - online, in person at Monash University libraries and through Research and Learning skills activities (see Research and LEARNING SKILLS on page 18) provided by Monash University staff through the academic program.

A list of Monash Library services for students can be found at monash.edu/library/services/users/students/

Help using the Monash University Library is available:

Web: www.monash.edu.au/library/about/contacts/.

In person: Visit the information desk at any branch library

Phone: **(03) 9905 5054**

Online: ask.monash inquiry service at ask.monash.edu

The library have created resources for students undertaking a Masters degree which can be found at: <https://lms.monash.edu/course/view.php?id=47219>

These include modules on academic writing, referencing, teamwork, communication skills and IT guidance.

LOANS

Registration, on presentation of a current M-Pass (Monash University ID card), is required before borrowing from the Ian Potter Library. As a postgraduate student, you may apply for after-hours library access to the Ian Potter Library located in this guide (see page 22)

Use your M-Pass (Monash University ID card) to borrow in person from any branch of the Monash University Library.

RESOURCES

BOOKS

Students can access both The Alfred Library Service and Monash Library Service catalogues.

ALFRED LIBRARY SERVICE CATALOGUE

<https://www.alfredlibrary.org/>

Search the SPYDUS catalogue in the Ian Potter Library to find books and audio visual material held by this library. The library also holds theses written by previous Master of Public Health students.

MONASH UNIVERSITY LIBRARY CATALOGUE

www.monash.edu/library

Search the Monash University Library catalogue to locate books and audio visual material held by all branches of the Monash University Library, including some material held in affiliated medical libraries, such as the Ian Potter Library and the Monash Medical Centre Library.

Students can request hard copy materials from the Monash Library service to be sent to the Ian Potter Library for pick up.

JOURNAL ARTICLES AND DATABASES

An extensive range of electronic resources is available to you in the library, at home or at work – using your Authcate username and password.

A guide to using databases can be found at <https://guides.lib.monash.edu/subject-databases>

This site provides links to subject specific databases (see <https://guides.lib.monash.edu/subject-databases/mnhs>), an A-Z list of databases and an A-Z list of e-journals.

You can also browse available e-journals by subject at <https://browzine.com/libraries/591/subjects> (enter your Authcate username and password to access)

Databases include *Medline*, *PsycINFO*, the *Cochrane Library*, *EMBASE*, *CINAHL*, *Sociological Abstracts*, *Proquest* or the *Web of Science*, *MediText*, *APAIS Health* and *Health & Society*.

For online access to journal articles from a wide range of health sciences journals you can use an advanced search of the Monash University catalogue (see www.monash.edu/library/search).

See also IN PERSON SUPPORT on page 19 for database classes.

RESEARCH AND LEARNING SKILLS

ONLINE RESOURCES

A wide range of online resources on skills and strategies for study, assignments, exams and research are available for students at Research and Learning Online.

www.monash.edu/rlo

These include:

Study Skills for University

www.monash.edu/rlo/study-skills

- Learning at University
- Studying Effectively
- Reading and note-taking
- Time management
- Academic integrity and referencing

Research and writing for assignments

www.monash.edu/rlo/research-writing-assignments

- Understanding the assignment
- Finding and evaluating information
- Critical thinking
- Writing

QUICK STUDY GUIDES

www.monash.edu/rlo/quick-study-guides

Quick study guides providing a brief overview of a topic are available for a variety of Study Skills and Research and Assignment Writing topics. Most are presented as an infographic (with an accessible text version). You can also download a PDF version for printing. Some also include links to interactive tutorials and videos if you want more information.

LIBRARY GUIDES

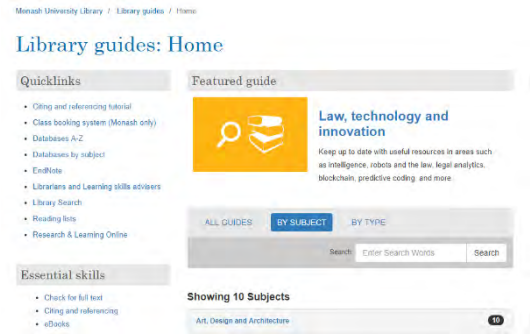
<https://guides.lib.monash.edu>

Online Library guides are available for a variety of topics including

- *EndNote
- Citing and Referencing
- Moodle
- Turnitin
- Literature Reviews

*ENDNOTE

Endnote is a software program that can save you time by storing, citing and formatting references in your assignments. Training and installation instructions can be found at <https://guides.lib.monash.edu/endnote>.



IN PERSON SUPPORT

STUDENT ACADEMIC SUPPORT UNIT (SASU)

www.med.monash.edu.au/current/sasu.html

The Student Academic Support Unit (SASU) provides language and academic support for students in undergraduate and graduate-entry professional courses within the Faculty of Medicine Nursing and Health Sciences. Particular emphasis is placed on clinical and professional communication and the needs of international students and students with English as an additional language.

DROP IN SESSIONS

www.monash.edu/library/skills/resources/programs/drop-in

10-15 minute consultations with a learning skills adviser and/or librarian are open to all students and are held at the Caulfield Library and Hargrave-Andrew Library (Clayton) during semester.

CLASSES/TUTORIALS

IAN POTTER LIBRARY – ALFRED HEALTH LIBRARY SERVICES

The Ian Potter Library holds monthly Database Classes providing training in Electronic Resources and Specific Databases, and also holds monthly EndNote training online.

Information available at: <https://www.alfredlibrary.org/>

Contact the library for details Email: library@alfred.org Phone: (03) 9076 3042

MONASH UNIVERSITY LIBRARY

The library also schedules tutorials to assist you in finding your way around the Monash University Library and its resources. The content of the tutorials is flexible and can be structured to suit your particular information needs. Book online at my.monash.edu.au/news-and-events/bookings/library. Search for tutorials using the keywords: **Master of Public Health**

Monash University Libraries <https://www.monash.edu/library/libraries>

INFORMATION FOR STUDENTS

ACCOMMODATION

We recommend that your accommodation is close to the Alfred precinct or easily accessible by public transport (trams, buses or trains).

Useful websites include:

www.realestate.com.au

www.domain.com.au

www.flatmatefinders.com.au

www.monash.edu/accommodation

COMPLAINTS AND APPEALS PROCESS

The University recognizes a students' right to make complaints and is committed to addressing complaints and grievances effectively and fairly.

www.monash.edu/medicine/study/student-services/policies/grievance-procedures

FACULTY POLICIES, PROCEDURES AND GUIDELINES

www.med.monash.edu/policies

INTERNATIONAL STUDENT – STUDENT LIFE

Monash University offers a wide range of services that support International students before and after you arrive in Australia

www.study.monash/student-life/services-for-students/international-students

Destination Monash

https://www.monash.edu/_data/assets/pdf_file/0003/1360515/DestinationMonash.pdf

Salaam Monash

https://www.monash.edu/_data/assets/pdf_file/0020/58412/salaam-monash-web.pdf

SPHPM POSTGRADUATE DIGITAL CAMPUS

Enrolled students only - <https://lms.monash.edu/course/view.php?id=55423>

INTERNATIONAL STUDENT – Study Melbourne Student Centre

<https://www.studymelbourne.vic.gov.au/>

MONASH CONNECT

Contact Monash Connect for the following services:

- Administrative services: ID card, fees, graduations, scholarships, official letters and transcripts.
- International student support: advice on visas / extension to visas and residency etc.
- Financial assistance: with loans, grants and budgeting advice.

Phone: (03) 9902 6011 Web: www.monash.edu/connect

MONASH GRADUATE ASSOCIATION

The Monash Graduate Association (MGA) is the representative body for all research and coursework postgraduate students at Monash University. The MGA is an independent, not-for-profit association governed by postgraduates, for postgraduates to enhance the quality of your academic experience including an independent advocacy service.

Please see the following site for support and services available to coursework postgraduates:
mpa.monash.edu.au/coursework-postgrads

OVERSEAS STUDENT HEALTH COVER (OSHC)

International students on a student visa must have health cover for the length of their visa while studying in Australia

www.monash.edu/fees/other-fees-charges/overseas-health-cover

SERVICES FOR STUDENTS

For information on support services please see the following site:

www.monash.edu.au/study/life/services.html.

CAREER CONNECT www.monash.edu/career-connect/home

Students can consult with a career education consultant and participate in other career services.

HEALTH SERVICES www.monash.edu/health

Medical appointments are available at the Caulfield and Clayton campuses.

Counselling support is available in person, online and via telephone.

The University also runs Mindfulness and Mental Health Programs.

FINANCIAL ASSISTANCE

www.monash.edu/financial-assistance

An in person financial advisory service is available for all students as well as a range of online resources.

STUDENT DIVERSITY AND INCLUSION

www.monash.edu/student-diversity-inclusion

INDIGENOUS AUSTRALIAN STUDENTS

www.monash.edu/about/indigenous

The Yulendj Indigenous Engagement Unit is the contact point for accessing services available to Monash Indigenous Australian students.

Location: 10 Ancora Imparo Way, Clayton Campus

Contacts:

www.monash.edu/about/indigenous/students/contact

Web: www.monash.edu/about/indigenous/engagement-unit

Facebook: www.facebook.com/pages/Yulendj-Indigenous-Engagement-at-Monash-University/364807865533

DISABILITY SUPPORT www.monash.edu/disability

Disability Support Services assists students with disabilities, mental health conditions and on-going medical conditions. They also support students who are carers of a person who is aged and frail or has a disability, medical or mental health condition.

Student diversity and inclusion

Monash is committed to inclusion for all students



Indigenous Australian students

We support our Indigenous students from application to beginning their study, through to graduation and beyond.



Widening participation

We encourage and support increased participation and success of students from low-income families.



LGBTIQ

Monash University recognises and celebrates our lesbian, gay, bisexual, transgender, intersex and queer or questioning students and staff.



Disability support

We promote access and equity for students who have a disability, ongoing medical or mental health condition.



Cultural inclusion

Promoting a culture free from race-based harassment and unlawful discrimination, we value and celebrate the cultural diversity of our community.



Gender equity

We foster a safe and respectful community and support students of all genders to succeed.

SPIRITUALITY www.monash.edu/spirituality

STUDY SKILLS www.monash.edu/students/resources/study-skills

See also Research and LEARNING SKILLS on page 18.

TECHNOLOGY SERVICES

At the eSolutions website www.monash.edu/esolutions you can search through common IT help topics.

If you require further assistance you can contact the eSolutions Service Desk via email, by phone or face to face.

CONTACTS

Web: servicedeskonline.monash.edu

Email: servicedesk@monash.edu

Phone: +61 3 9903 2777

OPENING HOURS

During semester

Mon to Fri: 8am - 10pm

Sat: 10am - 3pm

Non-teaching periods

Mon to Fri: 8am - 6pm

USEFUL FORMS AND MAPS

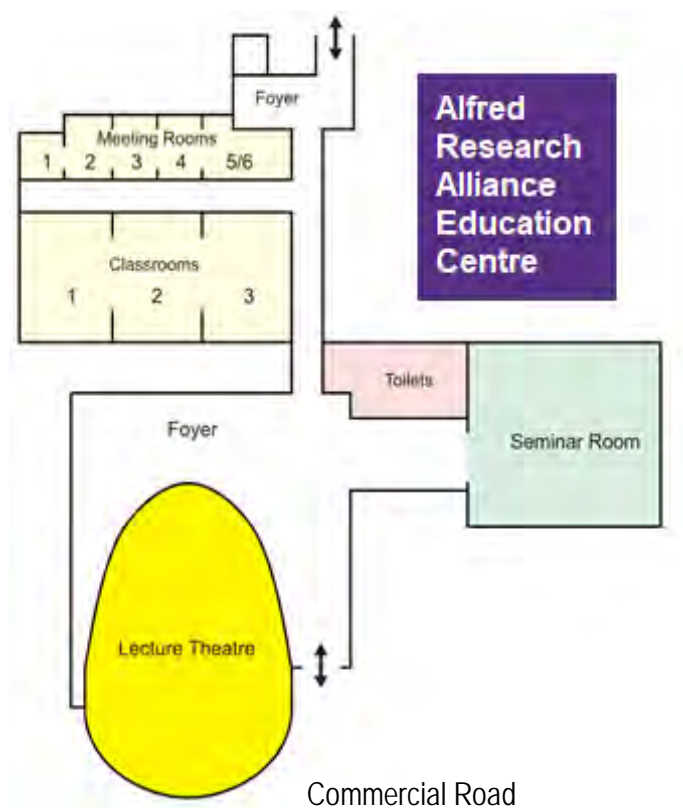
IAN POTTER LIBRARY ACCESS CARD APPLICATION FORM

A.M.R.E.P.		
Alfred Medical Research & Education Precinct		
ACCESS CARD REQUEST FORM		
		Please take this authority form, with sections completed, to the Alfred Security Office - lower ground floor Alfred Hospital
REQUEST FOR:	New Postgraduate Student - Monash University	
NEW CARD *	REPLACEMENT CARD *	ACCESS LEVEL CHANGE #
GIVEN NAME *#		
SURNAME *#		
TITLE		(Extra Info 1)
DEPARTMENT	Epidemiology & Preventive Medicine - PG	(Extra Info 2)
ORGANISATION *	Monash	(Department)
CARD FRONT *	Monash	
CARD NUMBER		Card Expiry Date: ____ / ____ / ____
ACCESS LEVEL DETAILS		
BAKER PANEL	USER TYPE	USER TYPE NAME: AMREP Library only
MBC PANEL	USER TYPE	USER TYPE NAME: AMREP Library only
MMS PANEL	USER TYPE	USER TYPE NAME: AMREP Library only
AUTHORISED BY: *#		
Baker Institute		Burnet Institute
1. Katrina Raiik		1. Dana Herrmann
2. Pennee Thompson :		2. David Anderson :
3. Julie Morris		3. Peter Spiller
Monash University		Burnet Institute PC3
1. Paul Dover		1. Dana Herrmann
2. Gillian Holley :	_____	2. Paul Gorry :
3. Ben Norman		3.
NTRI		ACBD
1. Phuong Nguyen		1. Robert Metcalf
2. Renate Jonnson :	_____	2. Simone Schoenwaider :
3.		3.
Monash University - SPHPM - DEPM		
1. Maria Macuare Guzman	_____	1. Vicky Wootton
		2. Lisa Nelson :
		3.
2. Maida O'Keefe	_____	
ALFRED LIBRARY		Infectious Diseases
1. Adam Clark		1. Melissa White
		2. Brian Price :
3.		
A.C.H. S.I.		PAC
1. Thomas Hatvani		1. Deb Ramsey

ALFRED RESEARCH ALLIANCE EDUCATION CENTRE FLOOR PLAN

****NOTE**** THE ALFRED RESEARCH CENTRE IS CURRENTLY UNDERGOING RENOVATIONS, MAP MAY NOT BE REFLECTIVE OF THE CURRENT SETUP

www.alfredresearchalliance.org.au/resources/education-centre-facilities/



PARKING AND TRANSPORT AT THE ALFRED

CAR PARKING

Limited metered parking is available on Commercial Road outside The Alfred Hospital on Commercial Road or parking is available in The Alfred Centre's Visitor Parking www.alfred.org.au - [map](#).

PUBLIC TRANSPORT

The following options are available:

- **Trains:** Prahran Station is a short walk to Commercial Road.
- **Trams:** From Swanston Street City, tram no. 72 stops almost outside the Burnet Building. All trams except no.'s 8 and 1 travel along St. Kilda Rd. Get off at the corner of St. Kilda and Commercial Rds for the Alfred Centre and Moubay St for 553 St Kilda Rd.
- **Buses:** Bus routes from the city 216, 219 and 220 will take passengers to The Alfred. The 246 bus from Clifton Hill Interchange also runs along Punt Road close to the Burnet Building.
- **Taxis:** There is a taxi rank on Commercial Rd, directly outside The MacFarlane Burnet Centre. A phone booking service is available in the foyer at the main entrance to the Hospital.

For further information regarding train, tram and bus information and timetables call 131 638 or visit Metlink www.metlinkmelbourne.com.au