



## Partner Fact Sheet - 2019 Academic Year

### Monash University – Monash Abroad

**Postal Mailing Address:**

Monash Abroad  
Level 1, 21 Chancellors Walk  
Monash University  
Clayton Campus, VIC 3800, Australia

+61 3 9905 1551

[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

Inbound student [information](#)

### Key staff

**Senior Manager, Global Student Mobility**

Rachel Wellam [rachel.wellam@monash.edu](mailto:rachel.wellam@monash.edu)

**Program Manager, Learning Abroad**

Peter Komsta [peter.komsta@monash.edu](mailto:peter.komsta@monash.edu)

**Senior International Education Coordinator**

Gina Friedman (program management, agreements, balances) [gina.friedman@monash.edu](mailto:gina.friedman@monash.edu)

**International Education Coordinators**

Mandi Burns (Exchange: UK, Asia) [mandi.burns@monash.edu](mailto:mandi.burns@monash.edu)

Rachel Taylor (Exchange: Europe) [rachel.taylor@monash.edu](mailto:rachel.taylor@monash.edu)

Josephine Syed (Exchange: The Americas, Middle East, Oceania and incoming fee-paying Study Abroad) [josephine.syed@monash.edu](mailto:josephine.syed@monash.edu)

### Exchange or fee-paying Study Abroad

Students coming on an [Exchange](#) with a reciprocal agreement in place with Monash and non-partner [fee-paying Study Abroad](#) students follow the same processes for admission as outlined below.

## Eligibility

To be eligible for admission to Monash for Exchange or Study Abroad, students must have:

- completed at least one full year of study at their home university (variable for postgraduates);
- achieved a minimum Grade Point Average ([GPA](#)) of 3.0, overall 60% average, or home university equivalent to a credit average;
- met the [Monash English language requirements](#); and
- be nominated by their home university

## Nomination process

Please nominate your students via this [link](#) for students commencing Semester 2, 2019. There is no deadline to nominate students however students must be nominated in order to be invited to apply, therefore please note the priority and final application deadlines below. Please complete a nomination for **each individual student**.

### Application deadlines:

Semester 2 (July – November)

- Priority deadline: 1 March 2019
- Final deadline: 1 April 2019

\*For as early an outcome as possible to their application we encourage students to apply by the priority round deadline.

If you envisage having difficulties in meeting these deadlines please contact the regional International Education Coordinator.

**Please note: The nomination link changes each semester so please do not save it in your bookmarks. Please do not share this link with students directly.**

## Monash Abroad application form

Once you have submitted the nomination, Monash Abroad will email the nominated student, copy in the nominated home university coordinator, and invite them to complete the Monash Abroad application form. They are instructed to send applications and all supporting documentation by scan/email (one PDF file) to [MonashAbroad.InboundStudents@monash.edu](mailto:MonashAbroad.InboundStudents@monash.edu)

**Applications from students who have not been nominated will not be accepted.**

**Please note:** Applications **will not** be considered unless the form is fully completed and all supporting documentation is provided.

## Next steps

After Monash Abroad receives the completed application and all supporting documentation the student will receive an acknowledgment email confirming their Monash University ID number and next steps in the admission process. The study plan will be sent to the relevant faculty(ies) for approval of the units they have selected. Once at least 3 units have been approved Monash Abroad will email the International Student Course Agreement (offer for admission).

## Housing

### On-campus accommodation

The Monash Abroad office will email the student with instructions on how to apply online for on-campus accommodation in their Exchange or Study Abroad application acknowledgement. Students should *not* apply directly to Monash Residential Services (MRS) as we have a separate process and allocation of rooms on-campus.

### Off-campus accommodation

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

## Monash Abroad orientation and enrolment

Monash Abroad hosts a free, compulsory orientation for all Exchange and Study Abroad students each semester. All students will enrol in-person during Monash Abroad orientation week. Students are not able to enrol online or by proxy.

**It is important that students advise Monash Abroad if they are unable to arrive by Monash Abroad orientation commencement. Late arrival will be subject to strict faculty approval. Students arriving late without formal faculty permission will not be allowed to enrol and therefore, their program will be voided.**

## Important dates

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

	Semester one	Semester two
For students living on-campus*, accommodation contract will begin and end	Saturday 16 February and Friday 12 July	Saturday 13 July and Saturday 7 December
Students to arrive on/before	Monday 18 February	Monday 15 July
Monash Abroad Orientation	Tuesday 19 – Friday 22 February	Tuesday 16 – Friday 19 July
Monash 'O' Week	Monday 25 February – Friday 1 March	Monday 22 – Friday 26 July
Classes commence	Monday 4 March	Monday 29 July
Mid-semester break	Friday 19 – Friday 26 April (Easter)	Monday 30 September - Friday 4 October
Classes conclude	Friday 31 May	Friday 25 October
Swot vac (study leave, no classes)	Monday 3 – Friday 7 June	Monday 28 October – Friday 1 November
Exam period	Monday 10 – Friday 28 June	Monday 4 – Friday 22 November

\* On-campus accommodation contract dates are for Monash University Residential Village – longer contracts are in place for Urban Community.

## Visa

Students will need to complete and return the acceptance declaration in their International Student Course Agreement and receipt of payments where applicable. Monash Abroad will then email a Confirmation of Enrolment (CoE) form. The CoE is required to apply for a [student visa \(subclass 500\)](#). It is important, and the students' responsibility, to fully understand their obligations and responsibilities when applying for a student visa. *Students are advised to not book non-refundable travel until their visa has been issued.*

## 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 visa-length OSHC be purchased and maintained for the duration of that visa. Failure to purchase OSHC will result in students being non-compliant with their student visa requirements. Students will be required to purchase OSHC when accepting their offer for Exchange or Study Abroad. More information will be provided with your 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 whilst in Australia and does not cover any travel related claims. The 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. It is important to fully understand the terms and conditions of their travel insurance and what this covers.

## Living costs

Information about living costs in Melbourne for international students can be found [here](#). This information is primarily for international students completing full three-year degrees at Monash so there may be some variations for Exchange and Study Abroad students. You can also get an idea of living costs in Melbourne [here](#).

## Employment

Holders of Australian student visas can work part-time for up to 40 hours per fortnight 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 find part-time work in the service and hospitality industries.