
ARTS TOOLKIT
Semester 1, 2021

All the information you need to kick start your
SASS journey

School of Arts and Social Sciences
Monash University Malaysia Campus

The information in this guide was correct at the time of publication (January 2021). Monash University reserves the right to alter this information should the need for it arise. Please check the Monash University websites for updated information.

Consolidated by:

Education Management Office (Arts)

School of Arts and Social Sciences

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SECTION ONE – GETTING STARTED

Important Checklists for New Students

BEFORE ENROLLING:

After you have accepted an offer, you need to enroll online. Please complete the following checklists **in sequence**:

Important: Take note of all your transaction numbers and remember your password.

1. Activate your Monash IT Account at: <https://account-registration.monash.edu>
2. Once you have received your password, login to WES (Web Enrolment System) <http://my.monash.edu.au/wes> and complete the online Enrolment Questionnaires. These are a mandatory step to ensure your enrollment.
3. Attend all the sessions organised by the School. Attendance is mandatory, and you can find more details on this in your Orientation Planner.

Important: The above steps must be completed before you proceed further. More details on this are available in your Orientation Planner.

AFTER ENROLLING:

1. Once you have enrolled, login to Allocate+ at: www.monash.edu/timetables/allocate/login to create your personal timetable.
2. Access Moodle, the online learning resources site, from your my.monash portal at: <http://my.monash.edu.au/wes> and download your unit guides. (Unit guides provide details about the units you have enrolled in, e.g. readings, assessments, weekly lecture schedules, etc.)
3. Now you are all set to attend your classes.

Important: It is advisable that you wait until you have attended your first lectures before purchasing your textbooks, as you may change your mind about your units in the first two weeks.

Arts Areas of Study: Synopsis

Communication: Communication processes are integral to human society and culture. Since the 19th century, rapid expansion and advances in media technologies have had profound impacts on developments in social, political, cultural and economic fields. In the 21st century, the impact of media technologies is expanding to all spheres of life - from interpersonal communication to professional practice – and enabling global networks of shared interests. The communication major will enable you to develop a strategic and critical understanding of the role of mediated communication in society. You will explore the workings of the media and develop the skills to describe and analyse the organisation, processes, uses and effects of traditional and new communications. You will learn to critically analyse the media and learn about the structure of communications industries and the relations between media, culture and power in global and local contexts. You will participate in a range of activities that develop key capabilities: creativity, teamwork, cross-cultural understanding, critical thinking, self-learning, researching and analytical writing skills. These will prepare you to work across the public and private sectors, and in a wide range of communications industries.

Gender Studies: Gender Studies is an exciting interdisciplinary field of inquiry that is informed by the belief that all social processes and institutions are 'gendered'. Studies in this area bring innovative theory and research techniques to understanding the ways in which our bodies are sexed, gendered and sexually oriented, as well explore how these are relevant to contemporary global debates on sexual and reproductive health and the plurality of sexualities. In this homegrown major, which has a dedicated focus on Asia, you will be introduced to a variety of feminist and queer analytical models that will assist you in developing a wide range of critical and methodological skills, and enhance your problem-solving abilities. You will also develop transferable professional skills through the workplace learning internship unit, and an ethos of gender equality and social justice that is transferable to your future career.

Global Studies: Global studies is an interdisciplinary area of study that brings to life the issues and events that have shaped, and continue to shape, our world. As the world globalises and states and economies become more integrated, it is important to understand how political, economic, social, and cultural developments in different countries affect the world around us, whether states and communities can cooperate to address national, regional, and global problems and the possibilities for a more peaceful and just global order. In Global Studies, you will begin by placing today's world in context, examining the history of the 20th century, and then move on to study the issues facing the world in the 21st century, many of which have roots in past political, economic and socio-cultural developments.

Film, television and screen studies: Film, television, and screen studies involve historical, textual and critical approaches to film and television, and related new screen technologies. The major covers Asian and European national cinemas, a range of directors and genres, early and contemporary cinema, film stardom and popular television genres. Emphasis is given to a variety of historical, critical and theoretical methods of analysis appropriate to the study of the moving image, including formal, institutional, reception based and cultural studies approaches, consideration of issues relating to the intersection of ideology and culture, the representation of gender, race and class, and questions concerning the relations between film and television and new technologies.

Psychology: Psychology is the study of mind and behaviour. It is a broad scientific discipline that includes investigations of the brain, learning, memory, perception, reasoning, decision-making, language, developmental and social processes, personality, and mental health and well-being. It is also concerned with the practical and ethical applications of psychological research to the profession. The psychology major is research-led and based on the scientist-practitioner model of education whereby you learn about professional practice within a scientific perspective. You will then be able to make informed choices about psychology-related careers and about further training at the fourth year and postgraduate level, both being required to practice as a psychologist in Australia. If you are studying in an APAC-accredited course, you may complete the ten unit (60 point) extended major, accredited by the Australian Psychology Accreditation Council (APAC) and intended for those who wish to specialise in psychology. This option provides a pathway to further study in psychology and to the training required to practise as a psychologist in Australia. Alternatively, you may complete an eight-unit (48 point) major in psychology, which will be sufficient to satisfy the requirements for a major in the 'Relevant courses' listed below. This option is for students who do not wish to become registered psychologists but have an interest in psychology or for whom the study of psychology complements their other expertise.

Writing: The writing major will enable you to gain an understanding of a range of writing practices in the context of communication and media studies, contemporary cultural theory, and analyses of literary and other media forms. Through the study of writing, you will become familiar with different kinds of contemporary writing, especially prose forms, and acquire detailed knowledge of a range of techniques associated with contemporary cultural production. Upper-level units offer the opportunity to reflect critically on your own writing practices while developing and applying skills and techniques through individual and collaborative projects. The emphasis throughout the major is on exploring the many forms and possibilities of writing by contextualising writing practice through reflecting on a range of textual histories and cultural theories.

Public Relations: The Public relations minor will introduce you to the various processes of strategic communication aimed at developing mutually beneficial relationships between organisations and the public. You will become familiar with the public relations

and public communication practices that organisations such as governments, corporations, international organisations and non-governmental organisations engage in to portray and position themselves strategically to a general public or specialised publics. The emphasis is on gaining a broad understanding of the function of public relations in the contemporary, digitally mediated world while also learning the craft of designing and implementing public relations campaigns through case studies that also reveal the potential challenges faced by public relations practitioners in the current social and political climate. You will also develop the range of practical writing, communication, research and analytical skills required in the public relations industry.

Unit Codes

All undergraduate units offered by the School of Arts and Social Sciences begin with the letters AMU. Each unit code will have 4 digits – the most important is the first digit, as this indicates the year-level at which the unit is offered.

AMU1xxx = first-year unit

AMU2xxx = second-year unit

AMU3xxx = third-year unit

Other faculties use lettering based on the discipline or area of study for the unit. For example, Psychology units begin with the letters PSY – Psychology 1A is PSY1011 and Psychology 1B is PSY1022. As a first-year student, you should be enrolling in first-year units – also called Gateway Units - this year. These units provide you with the introductory information and foundation you need before you progress to higher-level units.

Gateways, Cornerstones and Capstones

GATEWAY UNIT	A first-year level unit that introduces you to the area of study. Most areas of study have two gateway units that must be completed as part of a major or minor.
CORNERSTONE UNIT	A second-year level unit designed so that you can demonstrate that you have a solid understanding of the area of study. Most areas of study have at least one cornerstone unit that must be completed in the major.
CAPSTONE UNIT	A third-year level unit designed so that you can demonstrate what you have learnt and the skills that you have acquired throughout the study of your major. This might be a research project or an industry internship. Most areas of study have at least one capstone unit that must be completed in the major.

Grades: Monash Grading Scheme

Code	Grade	Mark	GPA Value	Malaysia CGPA Coursework Undergraduate and Postgraduate Courses
HD	High Distinction	80 - 100	4	4
D	Distinction	70 - 79	3	3.67
C	Credit	60 - 69	2	2.85
P	Pass	50 - 59	1	2.15
N	Fail	0 - 49	0.3	1.15
WN	Withdrawn fail	-	0	0
Other grades (see below)	Not included in calculations			
WI	Withdrawn incomplete			
SFR	Satisfied Faculty Requirements			
NSR	Not Satisfied Requirements			

Note: Units resulting in grades SFR (Satisfied Faculty Requirements), NSR (Not Satisfied Requirements) and WI (Withdrawn Incomplete) are not included in the GPA calculation.

Supplementary Assessment (NS)

An NS grade is used to indicate when all assessment has been completed but a pass has not resulted, and some form of supplementary assessment has been granted. The decision to grant supplementary assessment is made by the Board of Examiners of the student's degree-awarding faculty.

Withdrawn Fail (WN)

A Withdrawn Fail is awarded to students who apply to withdraw from units of study between Tuesday of Week 10 in a standard semester (or the equivalent in a non-standard semester) and the last day of the teaching period in that semester.

Withdrawn Incomplete (WI)

This grade is used to indicate that a student was unable to undertake or complete all assessment for a unit due to extreme circumstances beyond his or her control, occurring or having effect after the commencement of the relevant Withdrawn Fail period.

Withheld (WH)

The WH grade is used to indicate that not all assessment tasks have been assessed and that a final grade cannot yet be recorded.

Deferred Assessment (DEF)

The Deferred Assessment grade is used to create records for examination purposes in officially designated supplementary assessment periods, i.e., the Supplementary and Deferred Examination period in August/September for semester 1 units and January/February for semester 2 units.

Weighted Average Mark (WAM) is the average mark you achieve across all completed units in a course, including failed units. Learn more about it here: <http://www.monash.edu/exams/official-record-results/wam/calculator>

Grade Point Average (GPA) Is an internationally-recognized calculation used to find the average result of all grades achieved for your course. Learn more about it here: <https://www.monash.edu/exams/results/gpa>

CGPA Cumulative Grade Point Average is a calculation used in Malaysia. To get your CGPA, you need to request a CGPA letter, as it doesn't appear on your academic record. Learn more about it here: https://www.monash.edu/exams/results/gpa#tabs_1130008-02

Moodle

- Moodle provides important details about readings, assessment tasks, weekly schedules, etc. for each unit.
- To access Moodle, please refer to your my.monash portal at: <http://my.monash.edu.au>

Monash Student Handbook

This is the official site of the Monash University Handbook for course and unit information, including unit guides. Anything published elsewhere that is inconsistent with information provided in this Handbook is not accurate.

The Handbook is the official statement of courses and units available for study at Monash University, published each academic year. Changes made after publication which might affect student enrolment or progression are recorded in the official change register. The Handbook sets out the requirements that must be satisfied for a student to be eligible for course completion and graduation (refer also to 'How to Use the Handbook': <http://www.monash.edu.au/pubs/2019handbooks/how-to-use-the-handbook.html>).

You can view the Handbook here: <https://handbook.monash.edu/>

International Student Attendance Requirement

It is a requirement by the Ministry of Higher Education Malaysia for international students to maintain a minimum of 80% satisfactory attendance in all classes throughout their course of study and academic results of a minimum Weighted Average Mark (WAM) of 50 at all times.

Noncompliance to the attendance requirement (including absence for 3 or more consecutive days without valid supporting documents) will result in:

- A notification to the Police, Ministry of Higher Education Malaysia and Immigration Department of Malaysia; and
- **Cancellation / non-renewal of your student pass, resulting in your course discontinuation**

For more details please refer to the webpage on the attendance requirement:

<http://www.monash.edu.my/student-services/international-students/attendance-requirement>

SECTION 2 – PLANNING

First-time Unit Enrolment

a) For Bachelor of Arts and Social Science students

- ✓ It is recommended that you complete first-year arts sequences in more than two areas of the Arts and Social Sciences to give yourself more options in terms of finalizing your choice of major and minor.
- ✓ On the enrolment form, write down the first-year art sequences (e.g. AMU1277 & AMU1278) that you have chosen in three areas of your interest.
- ✓ Fill up the fourth column with electives. You can choose the first-year electives units from **Table 1**.

b) For Bachelor of Digital Media and Communication students

- ✓ Many units for the Digital Media and Communication area of study are predetermined. Please refer to the **course outlines** for more details.
- ✓ Fill up the third and fourth columns with electives. You can choose the first-year electives units from **Table 1**.

c) For Students with Credit Exemptions

- ✓ Please refer to the personalized course map that we have planned for you.

Areas of Study and Elective Unit Options (Table 1)

Arts

Area of Study	Semester 1, 2021		Semester 2, 2021	
Communication	AMU1277	Media Studies	AMU1278	Communication Technologies and Practices
Global Studies	AMU1325	Introduction to World Politics and History	AMU1326	Transformation from Above: Globalisation and the State
Gender Studies	AMU1310	Introduction to Gender Studies	AMU1309	Introduction to Sexuality Studies
Film, Television and Screen Studies	AMU1224	Film, television and screen studies: Forms	AMU1223	Film, television and screen studies: Approaches
Psychology	PSY1011	Psychology 1A	PSY1022	Psychology 1B
Writing (<i>minor</i>)	AMU1314	Writing techniques: Forms & literacy devices	AMU1312	Introduction to creative writing
Public Relations (<i>minor</i>)	AMU1277	Media Studies	AMU1010	Introduction to Public Relations
Arts electives	AMU1018	Learning in Higher Education	AMU1017	Academic Literacies
	AMU1331	Introduction to Internet Studies	AMU1330	Digital Media 1

Science

Area of Study	Semester 1, 2021		Semester 2, 2021	
Medical Bioscience	BIO1011	Blueprints for Life	BIO1022	Life on Earth
Biotechnology	BTH1802	Fundamentals of Biotechnology	BTH1802	Fundamentals of Biotechnology
	SCI1020	Introduction to Statistical Reasoning	SCI1020	Introduction to Statistical Reasoning

Business

Area of Study	Semester 1, 2021		Semester 2, 2021	
Accountancy	ACW1120	Financial Accounting 1	ACW1120	Financial Accounting 1
	ACW1020	Accounting in Business	ACW1020	Accounting in Business
Business Law and Taxation	BTW1042	Malaysian Business Law	BTW1042	Malaysian Business Law
Economics	ECW1101	Introductory Microeconomics	ECW1101	Introductory Microeconomics
	ECW1102	Introductory Macroeconomics	ECW1102	Introductory Macroeconomics
Econometrics and Business Statistics	ETW1001	Introduction to statistical analysis	ETW1001	Introduction to statistical analysis
Management	MGW1010	Introduction to Management	MGW1010	Introduction to Management
Strategic Marketing	MKW1120	Marketing Theory and Practice	MKW1120	Marketing Theory and Practice

*Arts unit offering list: <https://docs.google.com/document/d/1e1QPdWBvWtO17SvcdURUIZISbtXSOWytb0lLqeMFQQ0/edit>

IMPORTANT:

(i) When choosing an elective, please be careful when selecting units, especially in the areas of Science and Business. Sometimes, the same units are offered in two semesters consecutively. In these instances, select only one unit offering – either in Semester 1, 2021 or Semester 2, 2021. For example, if you pick MKW1120 as an elective in Semester 1, 2021, then in Semester 2, 2021 choose another elective unit (e.g.: MGW1010).

(ii) **A unit may count only towards one area of study**, for the purpose of meeting course requirements (except as described in the Handbook entry for the course). If the unit is counted twice towards more than one area of study, please contact the Arts Education Management Office immediately at mum.sasscmo@monash.edu for further assistance on the available unit options.

(iii) If you are intending to complete a major in Business, please be informed you will be required to have another major in Arts and a minor in Arts. The business areas of study that can form a business major are Econometrics and Business Statistics/ Management/ Strategic Marketing / Business Law and Taxation.

(iv) If you want to change the units you are enrolled in within the current semester, you must get advice and approval from the Education Management Office (School of Arts & Social Sciences) within two weeks from the start of the semester. **There is strictly no unit amendment allowed after week two.**

Withdrawing from units before the census dates

To withdraw from a unit and avoid academic or financial penalty, you should do so by the census date of that particular semester. Refer to the Monash Important Date section below to find out when these are.

Re-enrolment

All students will be required to re-enroll for 2022 via the University's Web Enrolment System (WES). Details on web re-enrolment will be conveyed to students between October and December 2021.

11 October 2021, Monday	Re-enrolment (timely): begins for 2022
26 November 2021, Friday	Re-enrolment (timely): ends for 2022

Monash Important Dates

25 January 2021	Allocate+ preference: opens at 10am (GMT+8)
05 February 2021	Allocate+ preference: closes at 10am (GMT+8)
16 February 2021	Allocate+ adjustment: opens 10am (GMT+8)
22 - 26 February 2021	Orientation Week
01 March 2021	Semester one (S1-01) teaching begins
05 March 2021	Fees due for semester one. A late payment penalty will apply after this date.
12 March 2021	Last day to add on-campus semester one units
15 March 2021	Allocate+ adjustment: closes 5pm (GMT+8)
26 March 2021	Fees: last day for course discontinuation semester one (S1-01) to qualify for a partial refund of fees
31 March 2021	Last day to discontinue semester one (S1-01) units without 'withdrawn' showing on academic record
31 March 2021	Census date for teaching period: semester one (S1-01). Last day to discontinue units in this teaching period without incurring fees
05 - 09 April 2021	Mid-semester break for semester one (S1-01)
27 April 2021	Exam timetable published for semester one in Allocate+
03 May 2021	Last day to discontinue semester one (S1-01) units with 'withdrawn' showing on academic record. Units discontinued after this date will show as a 'withdrawn fail'.
28 May 2021	Semester one teaching period ends. Last day to discontinue semester one (S1-01) units with 'withdrawn fail' showing on academic record. Units cannot be discontinued after this date.
31 May - 04 June 2021	Swot Vac
07 June 2021	Exams: begin for semester one (S1-01)
25 June 2021	Exams: end for semester one (S1-01)
12 July 2021	Results released for semester one (S1-01)

Important dates: For more information on the Monash Principal dates for 2021, please refer to the [link](#).

Class Timetable & Allocate+ Website

Class Timetable

- Class Timetable is used to view the **scheduled times for all units** offered by Monash. It includes all unit activities - lectures, tutorials, labs, classes, etc.
- Students who have more complex timetabling needs will benefit from using Class Timetable. The timetable within a year level and within a faculty will, in most cases, be clash-free. You may benefit most from using Class Timetable if you:
 - have failed units and need to take units spanning several year levels where clashes are more likely
 - are doing a double degree and have a wide variety of cross-faculty unit options
 - have limited on-campus availability, perhaps due to work commitments. Check Class Timetable before enrolling in units and again before using Allocate+ to select your class times.

For more details, visit: <http://www.monash.edu/timetables/class/how-to-use-class-timetable>

The Allocate+ website:

Allocate+ opens on specific dates so you can enter your preferred class activity times (for tutorials, labs, lectures etc.). After closing, it sorts your preferences to give you a workable timetable, and then reopens so you can make adjustments. Please check the Allocate+ dates via this website: <http://www.monash.edu/timetables/allocate/dates>

16 February 2021, 10am (GMT+8)	Allocate+ adjustment opens
15 March 2021, 5pm (GMT+8)	Allocate+ adjustment closed

If you encounter any difficulties during the allocation period, please email us at mum.sasscmo@monash.edu

General Studies (GS)

- General Studies (also known as Mata Pelajaran Pengajian Umum (MPU)) consists of units which every student enrolled in a Malaysian public or private higher education institutions (PHEIs) are required to undertake.
- All Malaysian and International students are compelled to enrol, undertake, complete and pass these units as a prerequisite to the award of a degree.

Categories of General Studies

There are four (4) categories of General Studies, which are as follows:

MPU U1	Appreciation of philosophy, values, and history
MPU U2	Mastery of soft-skills
MPU U3	Broadening of knowledge about Malaysia
MPU U4	Competencies in practical management of communities, community service and co-curricular activities

Classifications of General Studies (as of 04 August 2016)

GS for Malaysian Students*

Courses	MPU U1	MPU U2	MPU U3	MPU U4
Diploma in Higher Education Studies	MPU3113 Ethnic relations & MPU3123 Islamic and Asian Civilization	N/A		
Bachelor's Degree (ALL courses)	MPU3113 Ethnic relations & MPU3123 Islamic and Asian Civilization	1 unit	1 unit	1 unit

***Notes:**

(i) Malaysian students who **did not obtain a credit or undertake Bahasa Melayu (BM) in their Sijil Pelajaran Malaysia (SPM)** examinations will be required to enrol, undertake, complete and pass National Language A, which is also equivalent to fulfilling MPU U2 requirements. Students who have **obtained a credit or better in Bahasa Melayu (BM) in their Sijil Pelajaran Malaysia (SPM) or Diploma qualification can apply for credit exemptions**. Please refer to the [link](#) for more information.

(ii) If you have enrolled, undertook and completed the following MPU U1 units (e.g. MPU2213 Bahasa Kebangsaan A) in your post-secondary qualification (e.g. Diploma), please fill in the [Monash credit application form](#) and submit it together with the MPU unit outline from your previous institution, a photocopy of your academic transcript with the grading scale and the certificate of completion to CMO Arts (2-6-47) **latest by week 2 of your commencing semester**.

GS for International Students

Courses	MPU U1	MPU U2	MPU U3	MPU U4
Diploma in Higher Education Studies	MPU3143 Communicative Malay 2 & MPU3173 Malaysian Studies 3	N/A		
Bachelor Degree (ALL courses)	MPU3143 Communicative Malay 2 & MPU3173 Malaysian Studies 3	1 unit	1 unit	1 unit

Please refer to the MPU U2, U3 and U4 approved units attached.

Any inquiries regarding GS units should be emailed to mum.sassscmo@monash.edu, or you can drop by the Arts Education Management Office located at Building 2, Level 6, Room 47.

Course Map & Course Advice

If you need help or advice on your units, major or course progression, feel free to book an appointment with the Arts Education Management Office staff via the SASS Appointment Booking System.

Course Map Consultation Hours: **(by appointment only)**.

Please refer to consultation hours in the link for more information -

<https://www.monash.edu.my/sass/current/undergraduate/cmo-appointment-and-course-map-submission>

Venue: **Education Management Office, School of Arts and Social Sciences (Room 2-6-47)**

Documents checklist for course plan consultation:

- Come prepared with your completed course map (don't leave any blank spaces). You may obtain a copy of the course map template via this link - <https://www.monash.edu.my/sass/current/undergraduate/student-forms>
- List out units with pass grades only
- Please bring a copy of your unofficial transcript printed from WES
- Cross-check the GS units (U1, U2, U3 and U4)

Important notes:

Please make an appointment for the course map assessment via this link (<https://sasscmoappointmentbookingsystem.setmore.com/>) **a week before** the course map consultation appointment.

There is **no course map consultation during the orientation week and on Tuesdays**.

SECTION 3 – ADDITIONAL OPPORTUNITIES

Monash Exchange (Outbound) & Study Abroad

Students can go on exchange for a maximum of one semester only to Monash campuses in Australia (Clayton or Caulfield). Meanwhile, for partner university exchanges, students can go on exchange for up to two semesters (one year). Students also have the option to go for short-term study abroad to Arts in Prato, Italy and Partner University. Please refer to this [link](#) for the information on Monash Exchange.

Inter-campus exchange (Clayton/Caulfield)

To be eligible, you must have:

- ✓ completed at least 18 credit points of your course at Monash
- ✓ achieved a minimum Weighted Average Mark (WAM) of 60%
- ✓ an active enrolment in a Monash undergraduate or postgraduate coursework degree at any Monash campus
- ✓ an overseas study plan approved by your school(s) so that you are able to receive credit towards your degree
- ✓ selected units that will ensure you are doing a full-time load of on-campus units (18 or 24 credit points)
- ✓ been assessed by Monash Abroad as a suitable representative of your home campus

You also can refer to this [link](#) for more information on Intercampus exchange.

Important dates:

Semester	Study plan due to your Education Management Office	Completed online application via Monash Abroad Portal (MAP)
Semester 1	15 September	31 October
Semester 2	15 March	31 March

Documents checklist (CMO):

- ✓ An inter-campus exchange study plan application form (fill up the form completely before submitting it to the CMO)
- ✓ A hard copy of the course map
- ✓ An unofficial transcript from WES

Important notes:

- Don't forget to attend the inter-campus exchange briefing by the Monash Abroad Office
- If you are not too sure about how the units work, please get advice from the Education Management Office (Arts). Please make an appointment via this [link](#).
- You also can contact the [Monash Abroad office](#) if you have further inquiries on eligibility and application submission process.

Inter-University Exchange (Partner University)

To be eligible, you must have:

- ✓ Completed at least 18 credit points of your course at Monash
- ✓ Achieved a minimum Weighted Average Mark (WAM) of 60%

Certain partner universities require a higher WAM due to the competitive nature of their programs. Be sure to check for any additional requirements that each university may have before you apply. Please refer to this [link](#) for partner university minimum grade requirements. You also can refer to this [link](#) for more information on Partner University exchange.

Important dates:

Semester	Deadline to apply via Monash Abroad Portal (MAP)
Semester 1	29 May, 11.59pm (Melbourne time)
Semester 2	15 October, 11.59pm (Melbourne time)

Documents checklists (CMO):

- ✓ Outgoing exchange application form (fill the form up completely before submitting it to the Monash Abroad Portal (MAP))
- ✓ Completed course map in softcopy
- ✓ Unofficial transcript from WES
- ✓ Partner university syllabus/Unit Outline (only for inter-uni exchanges) in softcopy
- ✓ The year level of the unit/subject information at the partner university (only for inter-uni exchanges) in softcopy (if any)

Important notes:

- Don't forget to attend the partner university exchange briefing by the Monash Abroad Office
- If you are not too sure about how the units work, please get advice from the Education Management Office (Arts). Please make an appointment via this [link](#).
- You also can contact the [Monash Abroad office](#) if you have further inquiries on eligibility and application submission process.

Arts in Prato

To be eligible, you must have:

- ✓ Have an active enrolment in a Monash course and have achieved 24 credit points by the time of application
- ✓ Be 18+ by time of application
- ✓ Have met any prerequisites required for the program (as outlined in the current handbook) by time of application
- ✓ Have a credit average (60% or above) by time of application

*You may still apply if your WAM is less than 60%. Your application will only be considered if there are still places available, and at the discretion of the Arts Outbound Programs office and the unit coordinator. Please include a short statement with your application to explain why your application should be considered. Please refer to this [link](#) for more information on Arts in Prato.

Important notes:

- Don't forget to attend the Arts in Prato exchange briefing by the Monash Abroad Office
- If you are not too sure about how the units work, please get advice from the Education Management Office (Arts). Please make an appointment via this [link](#).
- You also can contact the [Monash Abroad office](#) if you have further inquiries on eligibility and application submission process.

AMU3744 Workplace Learning Internship

What is this unit about?

- This is an internship for the assessment unit offered by the School of Arts and Social Sciences.
- It serves as a capstone unit across all majors (e.g. Communication, Gender studies, Global studies and Film, television & screen studies) offered within the Bachelor of Arts and Social Sciences. It is also cross-listed as a U4 General Studies unit. It is a compulsory unit for those enrolled in the Bachelor of Communication and Media Studies and Bachelor of Digital Media and Communication.
- Students typically opt to intern at news agencies, public relations agencies, consulting firms, advertising agencies and in aviation, banking, insurance, and many other fields. You may opt to intern either in Malaysia or abroad, either as a home or international student.
- We also strongly encourage students to consider interning at non-governmental organisations either locally or abroad, as past student interns have done.

Who can enrol in this unit?

- A. Students who already have 72 credit points (including 12cpts at second-year level), with at least one more semester left at the point of enrolling for this unit; and
- B. Undergraduate students enrolled at SASS (this excludes students who are on exchange at Monash University, Malaysia).

When is this unit offered?

- It is the School's only **summer** unit, and is offered from November to mid-February yearly. The student can start the internship earlier if she/he does not have final exams.
- In practice, interested students are advised to allocate at least three months (e.g. November to February) as many companies, agencies, and NGOs prefer an internship duration of at least three months.
- There are no on-campus classes for this unit as student interns are expected to be in the field, not in a classroom.

Please contact the Arts Education Management Office via email: mum.sasscmo@monash.edu if you have further inquiries regarding the Workplace Learning Internship unit: AMU3744 or refer to this [link](#) for more information on the unit details.

SECTION FOUR – SUPPORT AND POLICIES

Arts Education Management Office

Should you have any queries regarding your courses, please contact:

- ❖ Ms Choo May May, Course Manager
Tel: 03-55146000 (extension: 46124)
Email: choo.may.may@monash.edu
- ❖ Ms Nurul Farahin Drahim, Course Executive
Tel: 03-55146000 (extension: 44969)
Email: nurul.farahin@monash.edu
- ❖ Ms Krystal Anne Goh, Course Executive
Tel: 03-55146000 (extension: 46338)
Email: krystal.anne@monash.edu

Office Location: Room 2-6-47 (Building 2, Level 6, Room 47)

Business Hours: 9.00am – 5.00pm (closed on weekends & public holidays)

Email: mum.sasscmo@monash.edu

Live chat: [Tawk.to](https://www.monash.edu/tawkto) (Monday - Friday at 9am - 5pm)

Course Coordinator Contact

- ❖ Dr Joseph Nicholas Goh
Email: joseph.goh@monash.edu
Phone: +60 3 5515 9650 (extension: 59650)
Department: School of Arts & Social Sciences, Malaysia

Note: It is advisable to email the course coordinator before you come for the consultation

Special Consideration

As a Monash student, you are required to complete assessment tasks to demonstrate you have achieved the learning outcomes of units. You normally have one chance to complete each assessment task or exam.

If you can't complete an assessment task or exam due to exceptional circumstances beyond your control, you may be eligible for special consideration. If you're granted special consideration, you may be given an extension, another assessment, or a deferred exam, but your original assessment result can't be changed.

Eligibility:

You may be eligible if you didn't complete your final exam or assessment due to exceptional circumstances beyond your control. The reasons may include:

- acute illness
- loss or bereavement
- hardship or trauma

You may also be eligible for special consideration if you can show your obligation to:

- military service
- jury service
- emergency services such as the Country Fire Authority
- Monash Sport's athlete support program, if you are participating in a key event.

a) In-semester tasks

The in-semester application is used for assignments, in-semester tests, lab classes, compulsory tutorials, and continuous assessment tasks such as art folios.

How to apply?

You need to **apply no later than two University working days** after the due date of the affected assessment or activity, by:

- submitting the in-semester assessment via the [SORS platform \(online form\)](#).
- including relevant supporting documents

Late applications

Late applications may be accepted at the discretion of the faculty but will not, under any circumstances, be accepted after the results have been released.

b) End-semester tasks

How to apply?

For other types of assessment and non-centrally administered exams, you need to apply **no later than two University working days after the due date of the affected assessment/activity**, by:

- submitting the in-semester assessment form including relevant supporting documents via the [SORS platform \(online form\)](#).

Make sure you submit the form and supporting documents to the Education Management Office (ARTS).

c) End-semester exams

How to apply?

- Apply using the end-of-semester assessment form via the [SORS platform \(online form\)](#).
- Deadlines: From semester 1, 2017 onwards, you will no longer be able to cancel your exam if you attend but can't complete it.

❖ Applying before the exam (early applications)

If you don't think you'll be able to attend or complete your exam due to illness or other serious situation, and believe you meet the eligibility criteria for special consideration, make sure you apply before the deadline.

You can apply for early approval of a deferred exam up until five University working-days before your exam.

❖ On the day of the exam

If you can't attend your exam due to exceptional circumstances, including serious or acute illness, make sure you apply for special consideration within two University working-days of your last exam.

If you suddenly become unwell during your exam, tell an exam supervisor and they'll advise you on an appropriate course of action. We recommend you try to finish your exam if you are able, because **in most circumstances, if you turn up to your exam and have seen and/or attempted to answer the exam questions, you will not be eligible for a deferred exam later on.**

❖ Late applications

Late applications may be accepted at the discretion of the Dean of your unit teaching faculty but will not, under any circumstances, be accepted after the results have been released. This also applies to other assessment tasks.

Supporting documents:

Make sure you provide one or more of these documents to support your application:

- ✓ a medical certificate or letter from a medical professional
- ✓ a letter from a social worker, lawyer, or psychologist
- ✓ a death notice or certificate and evidence of relationship
- ✓ a police report
- ✓ statutory declarations from students or relevant people
- ✓ a notification from:
 - ❖ defense services
 - ❖ Juries Commissioner's Office
 - ❖ emergency service organisations such as the Country Fire Authority
 - ❖ Monash Sport's elite athlete support program.

Important notes:

- Medical and professional certificates must state that you were unfit to sit your exam or complete work for assessment on or before the relevant date, and can't be signed by a member of your family.
- If you attend the exam, but are unable to finish it due to serious or acute illness, or other serious cause, you are required to provide compelling evidence of the severity of your illness or exceptional circumstances.

Outcomes and notification

Possible outcomes

A successful application results in one of the following outcomes:

- an extension to a submission date
- an alternative and equivalent form of assessment
- a deferred exam

The assessment result from one of the outcomes above will be final.

How you're notified of the decision

- In-semester applications

The faculty teaching the unit will inform the student with the outcome of your application via the communication log in the online form..

- End-of-semester applications

If you applied for **early approval of a deferred exam** (submitted at least five University working days before the exam) you'll receive a notification at least 24 hours before the exam via the communication log in the online form.

- If successful, you will be advised to attend a deferred exam. When results are released, your interim grade for the unit will be DEF (deferred assessment has been granted).
- If unsuccessful, you will be advised to attend your scheduled exam.

If you applied because you could not complete a final exam or assessment, you will be notified of the decision through the Web Enrolment System (WES).

- An interim grade of DEF or WH (withheld) will appear against the unit if you have been granted a deferred or alternative assessment task or exam.
- If unsuccessful, your unfinished exam paper will be marked and count towards your final unit result.

Impact on unit selection

- If you receive a DEF or WH result, this could affect prerequisite requirements and your unit choice for next semester.

Intermission (Study Break/Deferrals)

Students who are enrolled and subsequently wish to apply to take a period of leave from their studies may apply for an intermission of up to 12 months. Each school will advise whether the period of leave will count, or not, in the time limits for completion of the course. The maximum time limit for completion of each course is given in the faculty regulations.

During the intermission, you are considered to be a student of the university for the period of the intermission. To maintain your place with the University, please note that students on intermission are still required to re-enrol during the scheduled re-enrolment period in October/November for the following year.

How to apply

- Applications are to be made using the 'Intermission Application form' via the online form here: <https://sors.monash.edu.my/sites/student-online-forms/course/intermission>
- Applications should be made prior to the census date in the current semester to limit financial and/or academic penalties
- Applications are to be submitted directly to the Arts Education Management Office

Course Discontinuation/Withdrawal

If you are planning to discontinue your study, you may wish to discuss this with the staff of your school Education Management Office or with your lecturers. You may wish to consider applying for intermission as an alternative.

Should you decide to proceed with course discontinuation, you should be aware of the strict deadlines which apply with regards to discontinuing units and courses and the financial and academic penalties that will be applied. Please refer to the **Monash Important Dates on this link:** <https://www.monash.edu.my/student-services/student-admin/principal-dates-for-monash-university-malaysia> which outline the timelines related to financial and academic penalties throughout the year.

You can discontinue your course by submitting a course discontinuation form via the online form. The form is available via the link - <https://sors.monash.edu.my/sites/student-online-forms/course>

Course Progression

These are the courses that you can take after you have completed your first degree:

- [A3701 Bachelor of Arts \(Honours\)](#)
- [A6003 Master of Communications and Media Studies](#)

Internal Course Transfer (ICT)

You can apply for an internal course transfer if you want to transfer from one coursework degree to another in Monash Malaysia. You can only transfer **between the same course level** (e.g. from one bachelor degree to another bachelor degree) and only if you **haven't completed your course**. If you are completing your current course and wish to enrol in a new course, you will need to apply again as a new student. For more details, please refer to this link: <https://www.monash.edu.my/study/apply/internal-course-transfer>

For students applying to transfer to Monash Australia, please refer to the link as follow: <https://www.monash.edu/admissions/study-options/internal-transfer>

Terminology:

Course structure and requirements: Each course offered by Monash University has an associated structure which details the themes and components of the course, e.g. core and elective units, theses, research projects, placements etc., and a set of formal academic requirements, which is the detailed list of units and any other requirements needed for successful completion in order to receive the award. These are stated in the Handbook under the 'Structure' and 'Requirements' subheadings for the course, and in the areas of study entries. **It is your responsibility as a student to confirm that you are undertaking the correct units in order to satisfy all of the requirements for your course**, in consultation with the relevant faculty or faculties.

While course advisers will endeavour to give you every possible assistance concerning unit choice, the onus is on the student to ensure that the units selected meet degree regulations and requirements. This is not the faculty's or University's responsibility, and neither takes responsibility for error in unit selection or enrolment by a student.

Credit points: Courses and units at Monash University are described in terms of 'credit points', or 'points' for short. The normal full-time study load for most courses is 48 points per academic year, or 24 points in each of the first and second semesters.

Free elective: Free electives are not a special type of unit. They are any unit that you are eligible to enrol in that you use to fill a 'free elective place' in your course requirements. Read your course requirements to work out if you have any (and if so, how many) free elective places in your course. If you have enough free electives to complete a minor (24 points) or a major (48 points), you might be able to do this even if you are in a specialist course. If you do have enough free electives, and you want to use your points this way, check in your course requirements that there are no limitations on which major/minor you can choose and refer to the indexes of majors and minors to see what's available.

You can use the 'browse units' tool and indexes of units in the current edition of the Handbook to look for suitable units to use as electives. You have to be able to meet any prerequisites and corequisites, observe prohibitions, and recognize that some units aren't available to all students. You also are probably only allowed to do a certain number of credit points as level 1 units in your course, so you should check how many 'level 1 spaces' you have after all your core units are in before choosing level 1 units as electives.

Unit: A unit is the basic component in which a student will enrol to undertake study in a particular course. Most undergraduate courses expect that full-time students will enrol in eight 6-point units per academic year, although there are exceptions. Postgraduate coursework students may be required to enrol in some units with higher values. Typically, each 6 points requires an average total study workload (including classes, assigned work and private study) of 12 hours per week for 12 weeks, or 144 hours in total.

First-year art sequence: A pair of first-year units within the same area of studies (e.g. Communication: AMU1278 and AM1277)

Areas of study: Areas of study is a collective term for the range of 'building blocks' used to create sequential study in a discipline within comprehensive courses. These commonly include majors, minors and specialisations.

Major: The area of study you choose to specialise in during your course. An Arts major consists of 8 units (48 credit points). The one exception to this is the APAC-accredited Psychology major, which consists of 10 units (60 credit points). If you want to, you can complete two majors (a double major) in your degree. Within each Arts major and available specialisations there are specific units that must be completed. These are called Gateway, Cornerstone and Capstone units. These units provide you with a structured progression through the course of a major.

Minor: An area of study within Arts in which you complete at least 4 units (24 credit points), which are usually the two first-year Gateway units for that area of study, and then two units from second-year and/or third-year levels.

Electives: Any units outside of your major and minor (or two majors). In a Bachelor of Arts degree, students can take up to eight elective units from Arts and/or from other faculties (with their approval).

Prerequisite: A unit or other requirement you have to have successfully completed before you can study your chosen unit.

Semester: The academic year at Monash University is divided into two main semesters; semester one and semester two, and an additional summer semester. However, there are a number of other teaching periods depending on the course or unit being studied. Most students undertake their studies during the first and second semesters. These are each 12 weeks in duration, and in general they run from late February to late May and mid-July to mid-October respectively (see principal dates for each year). In addition, students new to Monash are required to attend Orientation Week in semester one. The summer semester takes several forms depending on the units being offered, but it is typically taught within the period between December and February.

Useful Links:

Monash University

<https://www.monash.edu/>

Monash University Malaysia

<http://www.monash.edu.my/>

School of Arts and Social Sciences (SASS)

<http://www.sass.monash.edu.my/>

Information for SASS Undergraduates

<https://www.monash.edu.my/sass/current/undergraduate>

Information for International Students

<http://www.monash.edu.my/student-services/international-students>

Academic Policies and Procedures

<https://www.monash.edu/students/admin/policies>

Student Services and Support

<http://www.monash.edu.my/student-services/contact-student-services>

Student Advisory and Support

<https://www.monash.edu.my/student-life/student-advisory-and-support>

Finance and Scholarships

<http://www.monash.edu.my/finance>

Career Services

<http://www.monash.edu.my/student-services/Career-centre>

Counselling and Wellness

<http://www.monash.edu.my/student-services/counselling-and-wellness>