

Office use only:

Approved? \_\_\_\_\_ Emailed \_\_\_\_\_

Keyed \_\_\_\_\_ Date: \_\_\_\_\_ Student file: \_\_\_\_\_

## Application to waive a unit prerequisite/corequisite

To be enrolled in a unit taught by the Faculty of Engineering, it is expected that students will have satisfied all prerequisite or corequisite requirements as outlined in the handbook: [www.monash.edu.au/pubs/handbooks](http://www.monash.edu.au/pubs/handbooks).

### Section A: Personal Details

*Student to complete*

Student ID Number:

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_

### Section B: Unit Details

*Student to complete*

Unit/s you are applying to enrol in

Prerequisite/corequisite unit/s you have not completed

Unit Code & Unit Name	Semester	Year

Unit Code & Unit Name	Semester	Year

### Section C: Student Case (supporting evidence)

*Student to complete*

Please provide evidence to support your application

Current WAM (attach a screenshot of your academic transcript)	
Similar units you have passed in the same engineering discipline	
Internal marks of deferred exam If a deferred exam is the reason why the waiver is being sought	

### Section D: Head of Discipline/Course Coordinator/Unit Coordinator Approval

*Academic staff to complete*

Unit coordinator to state the extenuating circumstances as to why the prerequisite/corequisite can be waived

- On signing this waiver, I acknowledge that the student has not met faculty approved prerequisites or corequisites for the specified unit as outlined in the handbook: [www.monash.edu.au/pubs/handbooks](http://www.monash.edu.au/pubs/handbooks).
- I also acknowledge that I have cited the academic record of this student to ensure the student has sufficient academic background to undertake the unit without the prerequisite/corequisite.
- I have consulted with the student and the previous unit coordinator (if applicable).

Unit coordinator name	Unit Coordinator signature	Date
Head of Discipline/Course Coordinator name	Head of Discipline/Course Coordinator signature	Date

#### Privacy statement

The information on this form is collected for the purposes of assessing your application for a unit prerequisite or corequisite waiver. If you do not complete all questions on this form it may not be possible for the application to be assessed by the faculty. The protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via <http://www.monash.edu.my/>.  
November 2019

**Section E: Unit amendment****Academic staff to complete**

Discontinue this unit			Add this unit (if pre-req/coreq waiver approved)		
Unit Code	Semester	Year 20____	Unit Code	Semester	Year 20____

**Section F: Student Signature****Student to complete**

Student signature	Date
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**Submit completed form to the  
Course Management Office, School of Engineering (Building 5, Level 4, Room 03)**

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October 2019