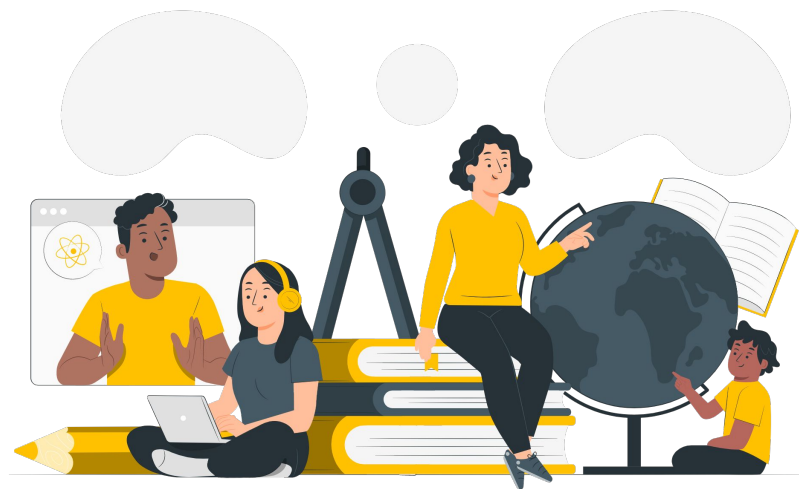


# COURSE ADVICE

**School of Business**

by Education Management Office (EMO)

October 2023 Intake Orientation



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**Other Important Things**

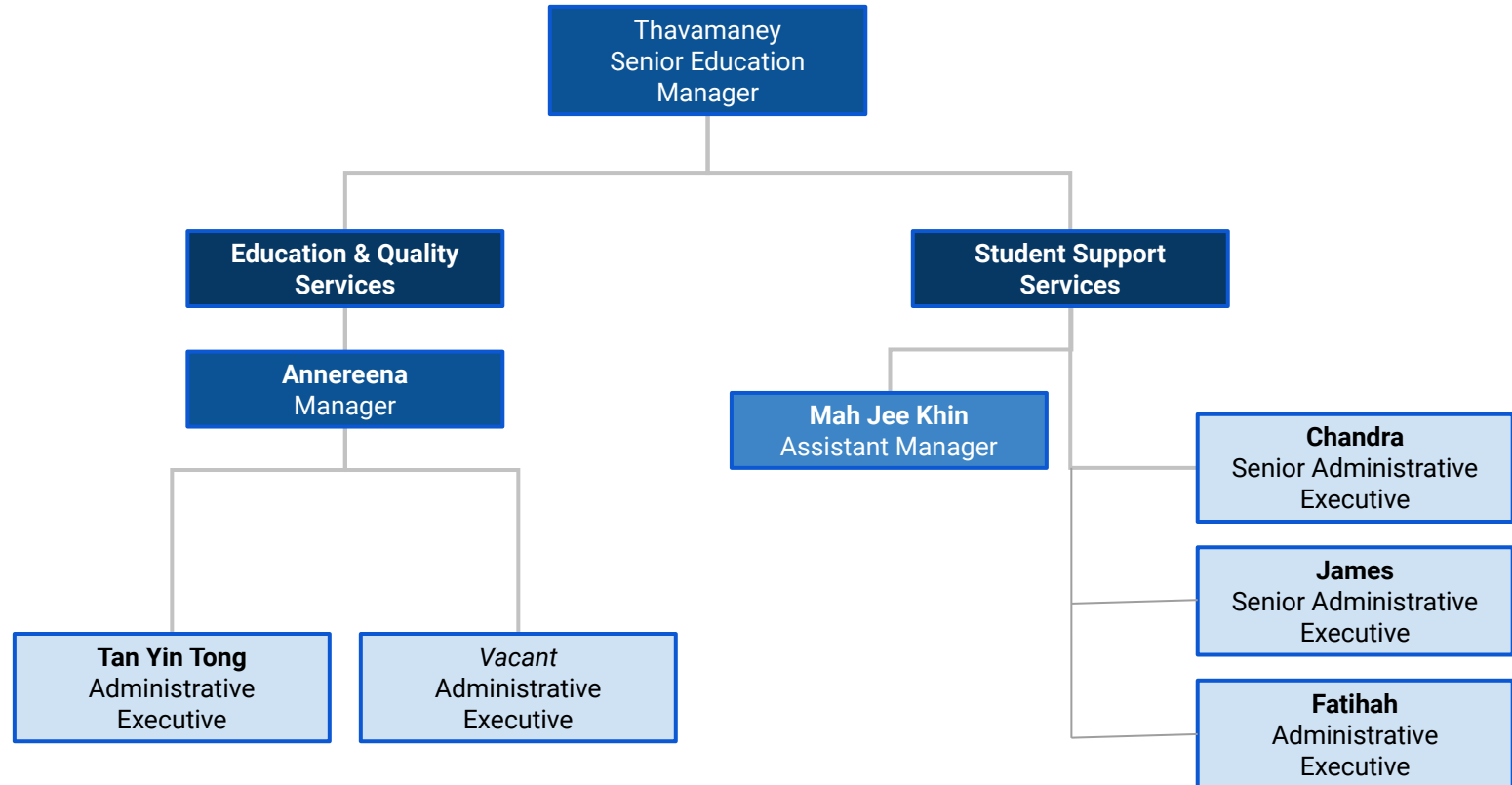


# INTRODUCTION TO EMO

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# Education Management Office (EMO)



# Introduction to Education Management Office (EMO)

## Who are we?

We are the office managing these courses at Monash University Malaysia:

- Bachelor of Business and Commerce (B2026)
- Bachelor of Business and Commerce and Bachelor of Digital Media and Communication (B2027)
- Bachelor of Business and Commerce and Bachelor of Computer Science (B2048- commencing Sem 2, 2023)
- Business Postgraduates courses

## How can you contact us?

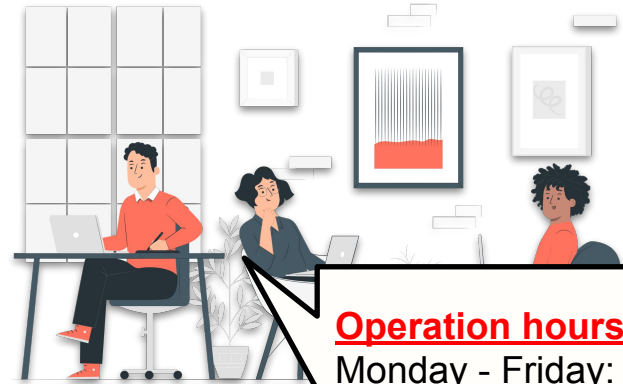
Follow the steps on our **[SOB-EMO Connect Page](#)**.

Education Management Office, School of Business official email [mum-sob.emo.noreply@monash.edu](mailto:mum-sob.emo.noreply@monash.edu) will be used to send important updates to students.

**Please do not send emails to this address.**

## Our office:

We are located at **Building 6, Level 4 (Room 6-4-09)**



### **Operation hours**

**Monday - Friday:  
9am to 5pm (closed  
during weekends and  
public holidays).**



# SOB-EMO CONNECT

## Monash Malaysia Connect

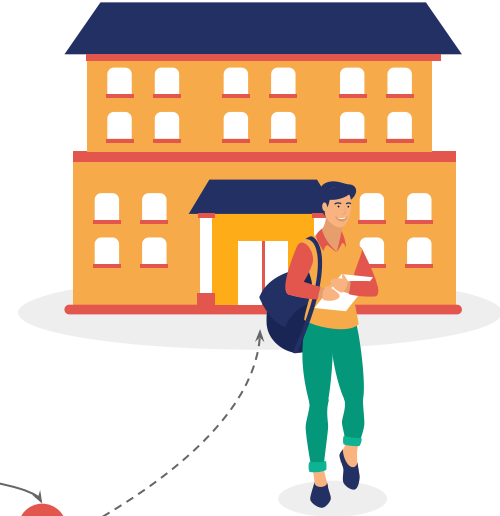
One stop-centre where you can find FAQs or Ask Mira.

## Briefing

Seasonal briefing to answer your queries on trending topics followed by Q&A.

## Walk-in Appointment

You can walk-in to Student Hub to meet the SOB representative every Wednesday and Thursday morning from 1.00pm to 5:00 pm



01



02

03

Note:

1. As much as possible, students are encouraged to find answers on the available resources prior to walk-in appointment.
2. If you need course advice, please be prepared with your course map.

# Important Note for Using Ask Mira

1. Check the FAQs and available resources in Monash Malaysia Connect and SOB website first. The information may already be available for you.
2. Log in to your Monash Account to use **Ask Mira**.
3. Refrain from submitting inquiries on different help topics under one ticket. **Each ticket should only cover one help topic.**
4. **Please allow up to 72 hours** (approximately 3 working days) for the agents to reply your tickets, excluding weekends and public holidays.

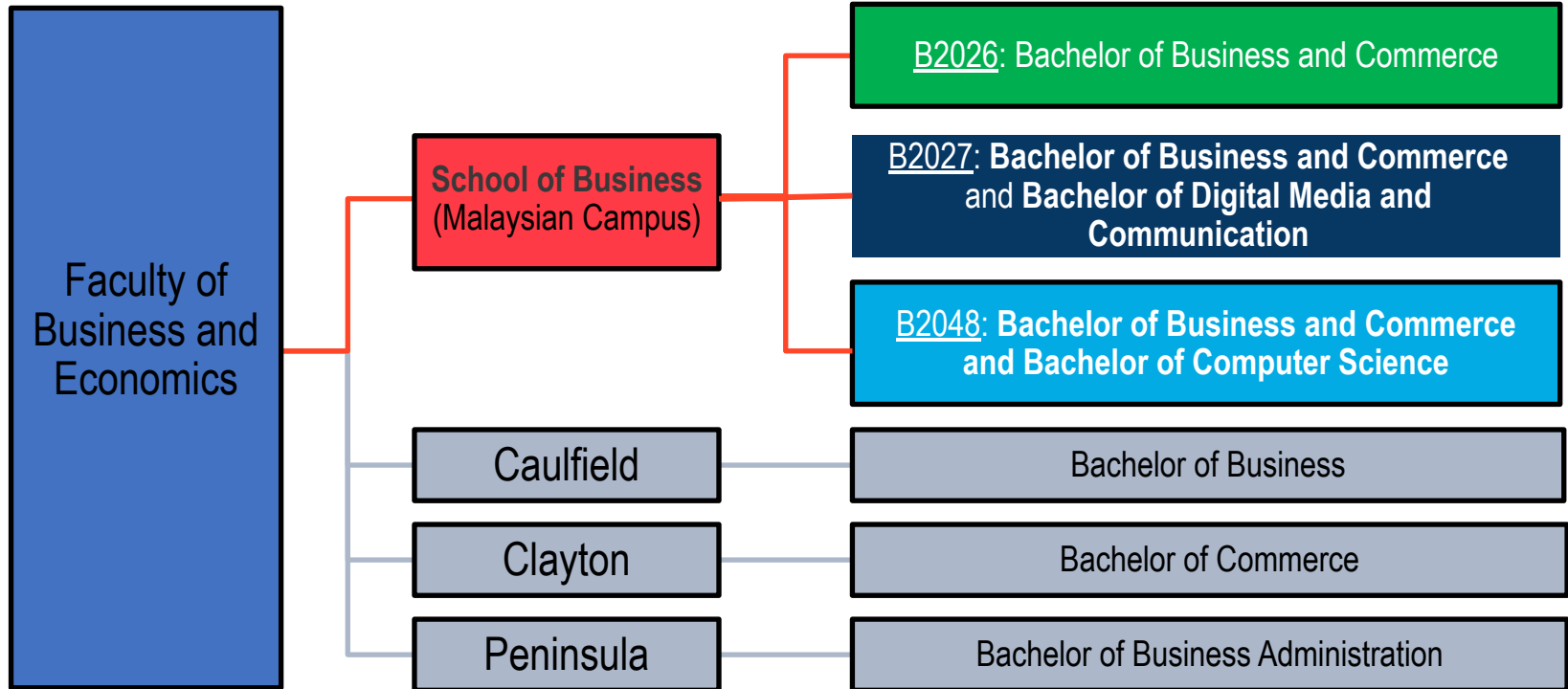
The screenshot shows the 'Ask Mira' ticket submission interface. The browser address bar indicates the URL is askmira.monash.edu.my/tickets.php. The page header includes the Monash University Malaysia logo and navigation links: Home, Knowledgebase, Open a New Ticket, Tickets (0), and Syahirah Azmi. The main form is divided into two sections: 'Basic Information' and 'Ticket Details'. In the 'Basic Information' section, the 'Help Topic' dropdown menu is open, displaying a list of categories: Select a Help Topic, Career & Internship, Course Advice, Disabilities Support, Enrolment & Re-enrolment, Exchange Programs, General Studies, Moodle, Other Inquiries, Scholarship & PTPN, and Timetable & Class Attendance. The 'Ticket Details' section includes a text area for 'Please Describe Your Issue', a 'School' dropdown menu, a 'Course' dropdown menu (marked as required), an 'Issue Summary' text area (marked as required), and an 'Issue Details' section with a rich text editor. The 'Help Topic' dropdown is circled in red.

# GETTING TO KNOW YOUR COURSE





# BACHELOR COURSES OFFERED AT MONASH MALAYSIA AND AUSTRALIA CAMPUSES



## Course Structure Contents:

What should I  
know about  
the Course  
Structure?



01

Course  
Requirements

- B2026 Course
- B2027 Course
- B2048 Course

02

Free Elective Study

03

Unit level &  
Prerequisites

04

Course Structure  
Rules

# Course Requirements

- In MUM, **subjects** are called **units**, and for each unit the student passed, the student will obtain credit points.
  - 1 Monash unit passed = 6 credit points (cp)
- 1 semester = 4 units (4 units x 6cp = 24 cp)
- 1 year = 2 semesters (2 sem x 4 units x 6 cp = 48 cp)
  - Semester 1: Feb – June
  - Semester 2: July – Nov
- Other semesters:
  - Winter (June-July) - No offering in 2023
  - Summer (Dec – Feb) - Optional semester



## Course Requirements (Cont.)

### B2026: Bachelor of Business and Commerce

Total: **144 cp (24 units)**

**3 years** (6 semesters)  
maximum period of study: **8 years**

**Part A (Business & Commerce Specified)** + **Part B (Business Listed majors)** + **Part C (Free elective study)**

**8 Units**

**7** First year units + **1** Third year  
capstone unit =

**8 Units** from selected major

**8 Additional Units** from:

- One major
- Two Minors
- One minor + Four electives
- Eight free electives

## Course Requirements (Cont.)

### B2026: Bachelor of Business and Commerce

#### Part A: Business and Commerce Specified Study

**7 core units + 1 capstone unit = 8 units**

**Footnotes:**

Accountancy Major	Non-Accountancy Major
1. *ACW1120 Financial accounting 1	1. *ACW1020 Accounting in business
2. *ECM1953 Principles of economics	2. *ECW1101 Introductory microeconomics
3. BFW1001 Foundations of finance	3. BFW1001 Foundations of finance
4. BTW1042 Malaysian business law	4. BTW1042 Malaysian business law
5. ETW1001 Introduction to statistical analysis	5. ETW1001 Introduction to statistical analysis
6. MGW1010 Introduction to management	6. MGW1010 Introduction to management
7. *ACW2220 Management accounting 1	7. *MKW1120 Marketing fundamentals

Accountancy Major	Non-Accountancy Major
ACW3900 Global issues in accounting	1. BEW3110 Work experience program
	2. BEW3555 Integrative business practices
	3. BEW3102 Experiential learning project
	4. BEW3001 Ethics and sustainability in a business environment

## Course Requirements (Cont.)

### B2026: Bachelor of Business and Commerce

#### Part B (Business Listed majors)

1 major = 8 units

A major is a set of 8 units concentrating on a single area of study:

1. Accountancy
2. Applied Economics
3. Banking and Financial Management
4. Business Analytics
5. Econometrics and Business Statistics
6. International Business Management
7. Management
8. Strategic Marketing
9. Business and Commerce Studies (cannot be taken as a second major)

Two new majors will commence from **Sem 1, 2024 onwards**:

1. FinTech
2. Digital Marketing

# Course Requirements (Cont.)

## B2026: Bachelor of Business and Commerce

### Part C (Free elective study)

You can have eight units of “electives” which means that you can choose what you want to study, as long as you met the prerequisites. Following below are the common choices that students make:

- **Another major from the Bachelor of Business and Commerce.**
- **A minor (or two minors) from the Bachelor of Business and Commerce**
- **A minor plus four (4) free electives ( 4+4)**
- **Free electives**

Existing Minors	New Minors
Accountancy	<u>Financial Technology (FinTech)</u>
Applied Economics	
Banking and Financial Management	
Business Analytics	<u>Digital marketing</u>
Business Law and Taxation	
Econometrics and Business Statistics	
International Business Management	<u>Sustainability</u> * Will have changes to SASS unit offerings
Management	
Strategic Marketing	



**Note: Students planning to go for a semester abroad are highly encouraged to keep their electives for studying abroad because you will have more flexibility to choose your exchange units which can easily meet the course requirements.**

## Free Electives study

1	2	3	4	5	6	7
School of Arts and Social Sciences	School of Engineering	School of IT	Jeffrey Cheah School of Medicine and Health Sciences	School of Pharmacy	School of Science	School of Business

**Note:** Student are required to check the prerequisites of the elective units before planning and enrolling the units.



## Course Requirements (Cont.)

**B2027: Bachelor of Business and Commerce and Bachelor of Digital Media and Communication**

Total: **192 cp (32 units)**

**(i) Business**

**(ii) Media and Communication**

96 cp (16 units)

96 cp (16 units)

4 years (8 semesters)  
maximum period of study: 10 years

**Part A Business and Commerce Specified Study** +  
**Part B Business Listed Major**

**Part A Fundamentals in communication and media studies** +  
**Part B Digital media** +  
**Part C Professional practice**

## Course Requirements (Cont.)

### **B2027: Bachelor of Business and Commerce and Bachelor of Digital Media and Communication**

#### **(ii) Media and Communication**

##### **Part A Fundamentals in communication and media studies**

You have to complete 4 compulsory units in Part A:

- AMU1277 Media studies
- AMU1278 Communication technologies and practices
- AMU2450 Contemporary media theory
- AMU3451 Freedom and control in the media

- Part A consists of a combination of 1000 level unit (first year), 2000 level unit (second year) and 3000 level unit (third year). This means that you are not expected to complete all the units in Part A during your first year. Further, you must also examine the prerequisites of a unit. Please refer to the [course progression map](#) for guidance on unit enrolment for each semester of study.

## Course Requirements (Cont.)

### B2027: Bachelor of Business and Commerce and **Bachelor of Digital Media and Communication**

#### (ii) Media and Communication

##### Part B Digital media

You have to complete **8 compulsory units** in Part B:

- AMU1330 Digital media 1
- AMU1331 Introduction to internet studies
- AMU2145 Digital media 2
- AMU2146 Digital screens
- AMU2439 Youth and mobile media
- AMU2453 Research methods in the social sciences
- AMU3029 Digital Asia research project
- AMU3580 Digital Society: Engaging with the world

##### Part C Professional practice

You have to complete 4 compulsory units in Part C:

- AMU2814 Transforming community: Project design and public relations for social campaigns
- AMU3575 Task force: Responding to global challenges
- AMU3650 A world in crisis: Multilevel responses to global emergencies
- AMU3744 Workplace learning internship

## Course Requirements (Cont.)

Under the

Part C Professional practice

for B2027

Scan to learn more for B2027



If you intend to take BEW3110 Work experience unit as the capstone unit in the Business and Commerce component, careful planning is necessary. BEW3110 is available during Summer semester (Nov - Feb)

- Take note that AMU3744 Internship is offered during Summer semester, which starts in November and ends in February the following year. This entails a different study arrangement compared to a regular semester.
- Additionally the AMU3744 unit prerequisite requires students to have at least one semester remaining to complete the degree at the point of enrolment. Please take note of this important detail and plan ahead to ensure you do not miss this criteria.

## Course Requirements (Cont.)

### B2048: Bachelor of Business and Commerce and Bachelor of Computer Science

Total: **192 cp (33 units)**

**(i) Business**

**(ii) Computer Science**

96 cp (16 units)

96 cp (17 units)

4 years (8 semesters)  
maximum period of study: 10 years

**Part A Business and Commerce Specified Study** +  
**Part B Business Listed Major**

**Part A - Computer science foundation study** +  
**Part B - Professional skills study** +  
**Part C - Specialist discipline knowledge** +  
**Part D - Problem solving and analytical skills study** +  
**Part E - Applied practice**

## Course Requirements (Cont.)

### **B2048: Bachelor of Business and Commerce and Bachelor of Computer Science**

#### **(ii) Computer Science**

##### **Part A Computer science foundation study**

You have to complete 7 compulsory units in Part A:

- FIT1008 - Introduction to computer science
- FIT1045 - Introduction to programming
- FIT1047 - Introduction to computer systems, networks and security
- FIT2004 - Algorithms and data structures
- FIT2014 - Theory of computation
- MAT1830 - Discrete mathematics for computer science
- MAT1841 - Continuous mathematics for computer science

- Part A consists of a combination of 1000 level unit (first year) and 2000 level unit (second year). This means that you are not expected to complete all the units in Part A during your first year. Further, you must also examine the prerequisites of a unit. Please refer to the [course progression map](#) for guidance on unit enrolment for each semester of study.

## Course Requirements (Cont.)

### B2048: Bachelor of Business and Commerce and Bachelor of Computer Science

#### (ii) Computer Science

##### Part B Professional skills study

- You must complete **1 compulsory units** in Part B:
- FIT1055 - IT professional practice and ethics

##### Part C Specialist discipline knowledge + Part D

You must complete **5 compulsory units** and **1 Elective Unit** in Part C + Part D:

##### Core (5 units)

- FIT2099 - Object oriented design and implementation
- FIT2102 - Programming paradigms
- FIT3143 - Parallel computing
- FIT3155 - Advanced data structures and algorithms
- FIT3171 - Databases

##### Elective (1 unit)

- FIT3080 - Artificial intelligence
- FIT3081 - Image processing
- FIT3159 - Computer architecture
- FIT3175 - Usability
- FIT3182 - Big data management and processing

## Course Requirements (Cont.)

### **B2048: Bachelor of Business and Commerce and Bachelor of Computer Science**

#### **(ii) Computer Science**

##### **Part E Applied practice**

You must complete 3 compulsory units in Part E:

- FIT3161 - Computer science project 1
- FIT3162 - Computer science project 2
- FIT3199 - Industry work experience





## UNIT LEVEL & PRE-REQUISITES

**Unit Level:** The level of a unit is indicated by the first digit of the unit code, not the year a unit is taken.

### Example for Accountancy units:

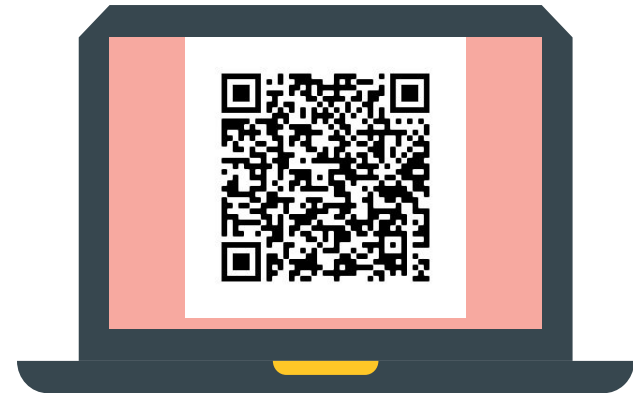
- 
- 
- 1** **ACW1120 Financial Accounting**  
1 is an example of a **First-year** level unit that begins with the number **one**
  - 2** **ACW2120 Financial Accounting**  
2 is a example of a **Second-year** level unit that begins with number **two**
  - 3** **ACW3120 Financial Accounting**  
3 is an example of a **Third-year** level units that begins with number **three**

**Pre-requisites:** Units or requirements that need to be completed prior to enrolling in a unit.

**Additional information when enrolling in Second and Third year unit:**

- **Second-year unit** requires completion of **three first-year units**
- **Third-year unit** requires completion of **two second-year units**

**Semester offering:** refer to the unit schedule or handbook



# COURSE STRUCTURE RULES

## Maximum number of First-year units:

Course code B2026: 10 (7 **Business** core + 3 others)

Course code B2027: 14 (7 **Business** core + 4 **Arts** core + 3 Business others)

Course code B2048: 14 (7 **Business** core + 6 **Computer Science** core + 1 Business others)

01

## Minimum Third-year units: Course code B2026, B2027 & B2048

6 units, at least 4 of which must come from the Faculty of Business and Economics

02

## Total credits:

Course code B2026: 144 credit points (24 Units)

Course code B2027: 192 credit points (32 Units)

Course code B2048: 192 credit points (33 Units + including one Internship unit)

03

Scan to learn more for **B2026**



Scan to learn more for **B2027**



Scan to learn more for **B2048**



# OTHER COURSE GUIDES AND REFERENCES



# Where to find the Unit Schedule?

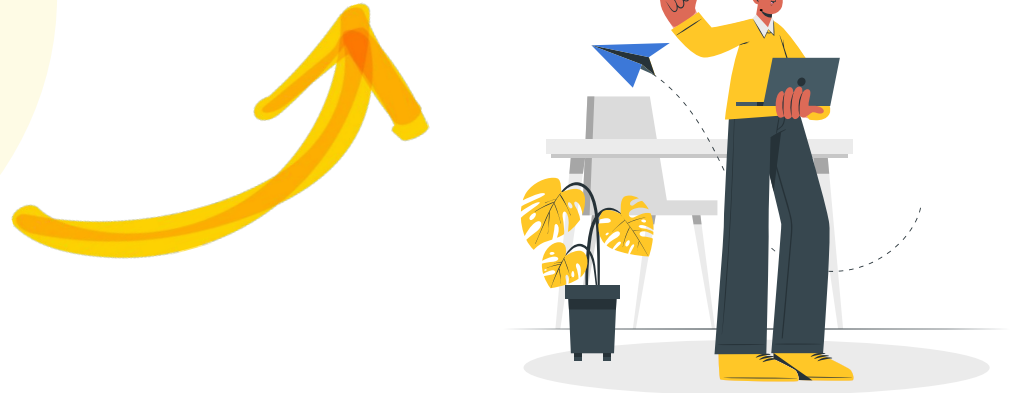
The unit schedule list all the units offered by SOB in a year and will be updated yearly.



**Weblink:**

**<https://rb.gy/kh3tr>**

<https://www.monash.edu.my/business/current/undergraduate-students/unit-schedules>



# How to read Unit Schedule? (Cont.)

2023 Intake

Bachelor of Business and Commerce (B2026) Unit Schedule

Monash University, Malaysia

This unit schedule outlines the major offerings.

The units listed are only offered in the Malaysia campus and are subject to changes.

Version Date: 2/10/2023

Major Offering (Accountancy)

			Semester	Unit code	Unit name	Requisites	
PART A Business and commerce specified study	7 Core	Core	1 and 2	ACW1120	Financial accounting 1	nil	
			1 and 2	BFW1001	Foundations of finance	nil	
			1 and 2	BTW1042	Business law	nil	
			1 and 2	ECM1953	Principles of economics	nil	
			1 and 2	ETW1001	Introduction to statistical analysis	nil	
			1 and 2	MGW1010	Introduction to management	nil	
			1 and 2	ACW2220	Management accounting 1	ACW1120 (previous prereq ACW1100)	
	Capstone experience		2	ACW3900	Global issues in accounting	ACW2120, ACW2420 (previous prereq ACW1120, ACW2120, ACW2220, ACW2420 and ACW3220)	
PART B Business listed major	Accountancy		1 and 2	ACW2120	Financial accounting 2	ACW1120 (previous prereq ACW1100)	
			1 and 2	ACW2420	Accounting information systems	ACW1120 (previous prereq ACW1100)	
			1 and 2	ACW3120	Financial accounting 3	ACW2120 (previous prereq ACW2491)	
			1 and 2	ACW3220	Management accounting 2	ACW2220 (previous prereq ACW2391)	
			1 and 2	ACW3620	Assurance and audit services	ACW2120 (previous prereq ACW2491)	
			2	BTW2213	Company law	BTW1042	
			1 and 2	BTW3153	Income tax law	nil	
			1 and 2	BFW2140	Corporate finance 1	BFW1001 (previous prereq ECW1101)	

Students completing a major in Accountancy who plans to pursue Applied Economics as their second major must complete ECW1101 and ECW1102 instead of ECM1953

1. Intake
2. Major
3. Semester Offering
4. Unit code & Unit name
5. Pre-requisites



# HOW TO READ THE UNIT SCHEDULE (example) (cont.)

Banking and financial management	Core	1 and 2	BFW1001	Foundations of finance	nil
		1 and 2	BFW2140	Corporate finance 1	BFW1001 (previous prereq ECW1101)
		1 and 2	BFW2401	Commercial banking and finance	BFW1001
		1 and 2	BFW2751	Derivatives 1	BFW1001
		1 and 2	BFW3121	Investments and portfolio management	BFW2140
		1 and 2	BFW3841	Credit analysis and lending management	BFW2140 and BFW2401
	Students must complete two units (12 credit points) from the following list, with at least one unit in level 3				
	Additional	1	BFW2341	International financial management	nil
		1 and 2	BFW2120	Introduction to financial technology	nil
		2	BFW3120	Applied financial technology	BFW2120 (previous prereq BFW2140 and BFW2401)
		2	BFW3540	Modelling in finance	BFW2751
		1	BFW3651	Treasury management	BFW2401
		1 and 2	ETW2510	Introductory econometrics	ETM2100 (previous prereq ETW2001)

## Part A Units - Business and Commerce Specified Study (8 Units)

Sample for Non -Accounting Major

- ACW1020 OR ACW1120
- BTW1042
- ECW1101
- ETW1001
- MGW1010
- MKW1120
- BFW1001
- One Capstone**



## Part B Units - Major (8 Units)

- BFW1001
  - BFW2140
  - BFW2401
  - BFW2751
  - BFW3121
  - BFW3841
  - BFW2341
  - BFW3651
- Core (units 1-6)  
Additional (units 7-8)



## Part C Units

**Electives (8 Units)**  
OR  
**Another major (8 units)**  
OR  
**Minors (4+4 units)**

**24 units**

# Course Map Planning Guide

## Where to find the Course Map planning Guide?

**Weblink:** <https://rb.gy/qksdx>

<https://www.monash.edu.my/business/current/undergraduate-students/course-map-planning-guide>

SCAN ME



## What is a Course Map Planning Guide?

**A Course Map Planning Guide** will help you with planning your course and ensure that you understand your course structure and do not overlook any important course rules, such as majors and minors, core units, electives, or capstone units.



# Course Map Planning Guide

Planning a course map can be a challenge. Feeling overwhelmed by the options? Unsure about which majors or units to enrol in? This webpage contains resources to help you better understand the structure of your course. Watch the videos from the major representatives to find out which majors are best suited to your interests.

## Handbook



It's your responsibility to make sure you meet the course requirements outlined in your handbook; otherwise, you won't be eligible to graduate.

## Course Map Planning Guide

The course guides will help you with planning your course and ensure that you understand your course structure and do not overlook any important course rules, such as majors and minors, core units, electives, or capstone units.

## 2023 Intake Onwards

**B2026 - Bachelor of Business and  
Commerce Course Map Planning  
Guide**



**B2027 - Bachelor of Business and  
Commerce and Bachelor of Digital  
Media and Communication Course  
Map Planning Guide**





# Course Map Tool

**Where to find the Course Map Tool?**

**Weblink: <https://rb.gy/09o5u>**

<https://www.monash.edu.my/business/current/undergraduate-students/course-map-tool>

SCAN ME



**What is a Course Map Tool?**

**A Course Map Tool is** The tools and templates below can help you with your course map planning.



# Course Map Tool

## Bachelor of Business and Commerce (2023 Intake)

Course Code: B2026

### FEBRUARY INTAKE (S1)

#### Course Map Tool

Name	My Name
Student ID	88991122
Student Email	<a href="mailto:my.name@student.monash.edu">my.name@student.monash.edu</a>
Intake Year	2023

Your Details

Summary - number of units	
Total units	24
Level 1000	6
Level 2000	9
Level 3000	9

For B2026

24 Units

Level 1 ≤ 10 units

Level 2 - no limit

Level 3 ≥ 6 units

Part B: Business Major	Accountancy
Part C: Free Elective Study	Another major + 1 minor
Another Major	Banking and Financial Management
Minor 1	Business Law and Taxation
Minor 2	Select here

Your Major - Part B

Your Second  
Major or Minor(s)  
Part C

Part A	8
Part B	8
Part C	13

Add all the units you plan  
to take and have passed

School of Business, Monash University Malaysia  
Template version: 8.0.2023

Year, Semester	Unit Code <small>(e.g. ACW1120 - make sure there are no space between the letters and numbers)</small>	Part A <small>Business and Commerce Specified Study</small>	Part B <small>Accountancy major</small>	Part C <small>Banking and Financial Management major</small>	Part C <small>Business Law and Taxation minor</small>	Part A or C <small>Business elective</small>	Part C <small>Electives from other Schools</small>	Available in the semester?
2023 Semester 1	ACW1120	Core (A)	-	-	-	-	-	Yes
	BFW1001	Core	-	Core	-	-	-	Yes
	BTW1042	Core	-	-	Core	-	-	Yes
	ECM1953	Core (A)	-	-	-	-	-	Yes
2023 Semester 2	ETW1001	Core	-	-	-	-	-	Yes
	MGW1010	Core	-	-	-	-	-	Yes

# CREDIT TRANSFER



# Credit Transfer

## Frequently Asked Questions ([link here](#))

01

Eligibility for credit transfer?

02

What should I do after I received the credit letter?

03

How many units to enroll?

04

What are units to enroll?



# Credit Transfer (cont.)

## 1. Eligibility for credit transfer?



### **DHES**

Monash's Diploma in Higher Education Studies



### **MCD**

Monash College Diploma



### **Other Institutions**

Diploma & degree students who are eligible for credits based on the requirements.

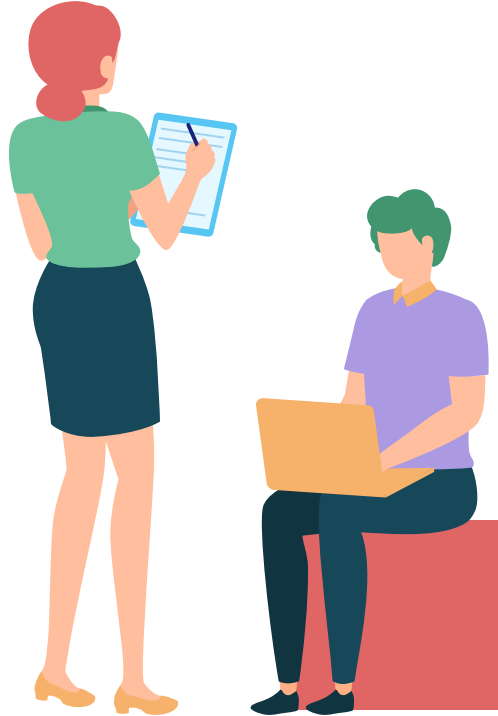


### **Transfer Students**

From Monash Australia campus



# Credit Transfer (cont.)



## 2. What should I do after I received the credit letter?

- Please check the details of credits awarded as specified in your credit letter.
- Please ensure that exemptions are recorded correctly. For example, if you have **8 units exempted**, it means you are awarded for **48 credit points** towards your current course
- **Note:**
  - Total credit points to course complete for **B2026 – Bachelor of Business and Commerce is 144.**
  - Total credit points to course complete for **B2027- Bachelor of Business and Commerce and Bachelor of Digital Media and Communication is 192.**
- As such you should not exceed the specified credit requirements, this includes the exemption awarded.  
Please refer to the **Course Map Planning Guide** available at the website, **of the PART A , PART B and PART C** requirements.
- Lastly, you can refer to the **Unit Schedule** to check the masterlist of the School of Business, Malaysia units.

# Credit Transfer (cont.)

## 3. How many units to enroll?

- Based on the current credits that you received, you need to **MINUS from the actual Credit points** (144 or 192)
- For example, MCD students that received 48 credits, they need to minus their credits from the 144 credits. This is for students who wants go for B2026.
- The remaining of 96 Credit points are equal to **16 units left to enroll**.
- So from the remaining units, you can plan what are units that you should enroll **based on your selected Major(s) or Minor(s)**.
- Please note that students only need to enroll in **4 units in the First semester**, and **another 4 units in the Second semester**. The total units to enroll are **8 units in one year**.
- Students need to ensure that they met the prerequisites when enrolling in the units.

### Summary

Credits required to graduate: 144 (24 units)

**Minus** credit exempted: -48 (8 units)

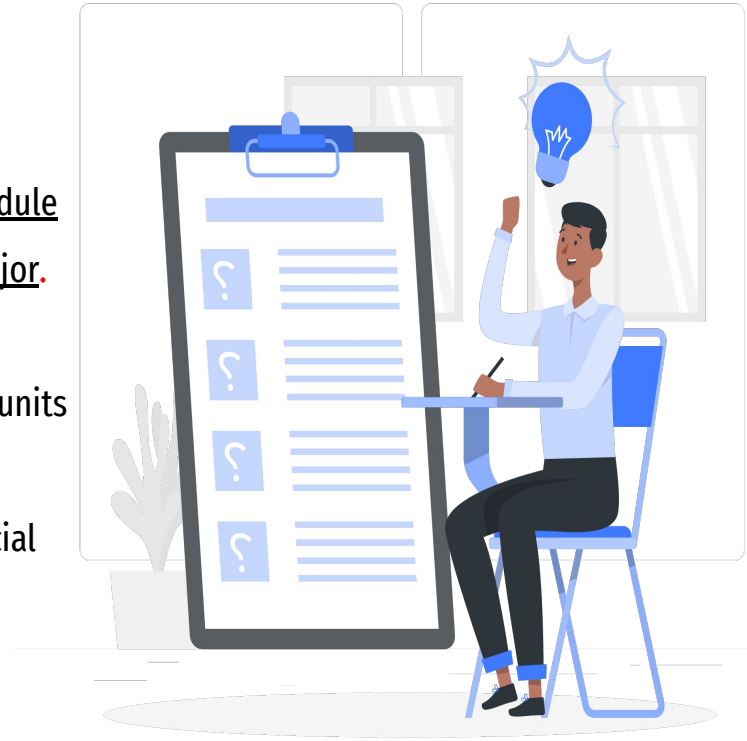
**Remaining credit to enrol:** 96 (16 units)



# Credit Transfer (cont.)

## 4. What are the units to enroll?

- To plan and choose the units, you need to refer to the Unit Schedule and Outlines website and Handbook – Part B Business Listed Major.  
There are list of **course map sample** for you to refer to.
- From the major(s) that you select, please check the compulsory units first.
- The units that are exempted, for an example, Banking and Financial Management, **you can replace it with level 2 or 3 unit, and other listed option units in your major.**





# Credit Transfer (cont.)

## Example OF CREDIT LETTER from Monash College Diploma (MCD)



MONASH  
BUSINESS

14 June 2021

Monash ID:

Mr

Dear

### CREDIT LETTER

I refer to your application into the Bachelor of Business and Commerce (B2026) at Monash University Malaysia commencing July 2021, the Faculty of Business and Economics has approved your application.

I am pleased to advise that the Faculty of Business and Economics has reviewed your academic record and following acceptance of your offer, you will be eligible for the following credit for the units completed in Diploma of Business (Business) at Monash College, Jakarta in 2020 - 2021:

- ACW1020 Accounting in business
- BFW1001 Foundations of finance
- BTW1042 Malaysian business law
- ECW1101 Introductory microeconomics
- ECW1102 Introductory macroeconomics
- ETW1001 Introduction to statistical analysis
- MGW1010 Introduction to management
- MKW1120 Marketing theory and practice

You are eligible to receive a total of eight (8) units.

# Credit Transfer (cont.)

Banking and financial management	Core	1 and 2	BFW1001	Foundations of finance	nil
		1 and 2	BFW2140	Corporate finance 1	BFW1001 (previous prereq ECW1101)
		1 and 2	BFW2401	Commercial banking and finance	BFW1001
		1 and 2	BFW2751	Derivatives 1	BFW1001
		1 and 2	BFW3121	Investments and portfolio management	BFW2140
		1 and 2	BFW3841	Credit analysis and lending management	BFW2140 and BFW2401
	Additional	Students must complete two units (12 credit points) from the following list, with at least one unit in level 3			
		1	BFW2341	International financial management	nil
		1 and 2	BFW2120	Introduction to financial technology	nil
		2	BFW3120	Applied financial technology	BFW2120 (previous prereq BFW2140 and BFW2401)
		2	BFW3540	Modelling in finance	BFW2751
		1	BFW3651	Treasury management	BFW2401
		1 and 2	ETW2510	Introductory econometrics	ETM2100 (previous prereq ETW2001)

## Part A Units - Business and Commerce Specified Study (8 Units)

1. ACW1020 (Exempted)
2. BTW1042 (Exempted)
3. ECW1101 (Exempted)
4. ETW1001 (Exempted)
5. MGW1010 (Exempted)
6. MKW1120 (Exempted)
7. One Capstone
8. ECW1102 - Elective unit (Exempted)



## Part B Units- Major (8 Units)

1. BFW1001 (Exempted)
2. BFW2140
3. BFW2401
4. BFW2751
5. BFW3121
6. BFW3841
7. BFW2341
8. BFW3651



Part C Units  
Electives (8 Units)  
OR  
Another major (8 units)  
OR  
Minors (4+4 units)



24 - 8 units  
= 16 units to enroll

# STUDENT ONLINE FORMS (SORS)

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# Student Online Forms (SORS):

Please refer to the School's website to find the **student online form:**  
<https://sors.monash.edu.my/sites/student-online-forms>

<b>Enrolment Amendment Form</b>	<b>01</b>
<b>Study Load: Overload Form &amp; Underload Form</b>	<b>02</b>
<b>Intermission</b>	<b>03</b>



<b>04</b>	<b>Credit Revoke</b>
<b>05</b>	<b>Application to view Exam script</b>
<b>06</b>	<b>Internal Course Transfer form</b>
<b>07</b>	<b>Course completion &amp; Discontinuation form</b>

Course



Enrol



Student Documents



International Students



Scholarship and Study  
Loan



Student Support



Student Finance



Monash Abroad





## SORS Application

### What is Study Load?

Students will usually complete two semesters in a year. The standard undergraduate study load per year is 8 units or 48 credit points (4 units or 24 credit points per semester).

### What is Overload?

Overloading is to enroll in **more** than the standard number of units in a semester (Semester 1 or Semester 2), such as 5 units. Enrolling in Summer semester is not overloading

### What is Underload?

Underloading is to enroll in **less** than the standard number of units in a semester (Semester 1 or Semester 2), such as 2 or 3 units.

01

02

Two types of  
Study load



Scan to learn more

# SORS Application

## What is Intermission?

Once you have started your course, you may choose to apply for Intermission (study leave). Usually, leave is granted for a minimum of **one semester** to a maximum of **one full year** (two consecutive semesters).

Intermission is subject to approval depending on the reasons and supporting evidence provided by students, and must be applied within a certain deadline to avoid any academic or financial penalties.

## IMPORTANT

You are considered to be a student of the university for the period of intermission. To maintain your status and **avoid discontinuation**, in each year that you continue your studies you will be required to re-enrol via Web Enrolment System (WES) or the 'Enrolment Amendment' form via SORS.



Scan to learn more





## SORS Application

It is recommended to submit your application before the census date (last day to withdraw without paying the fees or without Withdrawn grade in the academic record) for the current teaching period.

Your request for course discontinuation and refund of fee/deposit (if any) process will take approximately 6 – 8 weeks upon receiving your complete form along with **all** required documentation.

### What is Course Discontinuation?

Student can choose to discontinue a course for a variety of reasons:

- academic
- personal
- transferring to another course at other Monash University campuses or other institutions



Scan to learn more



## SORS Application

### What is Internal Course Transfer (ICT)?

You can apply for an internal course transfer if you want to transfer from one course to another in Monash University Malaysia.

### Eligibility

You can only transfer between the same course level and only if you **haven't completed** your course. Course requirements vary and students need to check with the School managing the course.

### When to apply

Deadline is stated on the ICT webpage. Education Management Office (EMO) will only process all ICT applications after results are released.

**Requirements for International students**  
You must receive confirmation from the International Student Pass Office that you meet the Student Pass requirements for an ICT prior to submitting this application. Changing of course is only allowed during your **first year** of study.



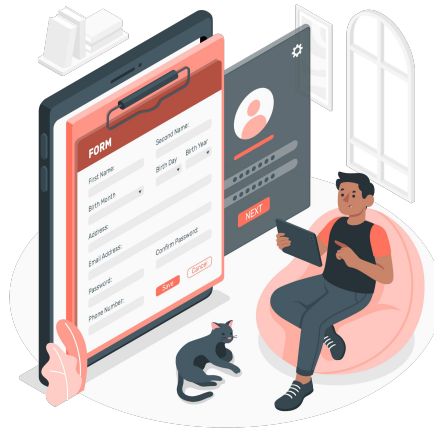
Scan to learn more

# SORS Application



DOS

1. Check the requirements prior to filling in the forms.
2. Fill in all the details correctly and accurately.
3. Include relevant attachment, or send a follow-up note in the form's communication log to explain your situation further.
4. Allow several working days for the form to be processed.



Enrolment Amendment Form

[Ticket Detail](#) [Status](#) [Communication Logs](#)

Communication Logs

Enter message...

Send

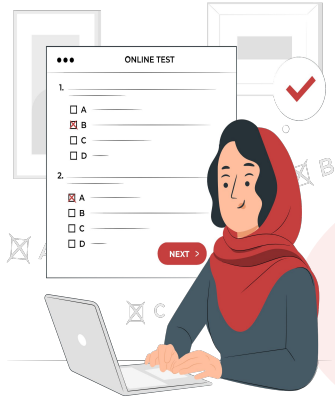
Attachment

[Back](#) [Refresh](#) [Print](#) [Approve](#) [Reject](#) [Request Edit](#)

DONT'S

1. Fill in the forms without reading the requirements.
2. Skip any information required in the form.
3. Send an email to individual staff or an inquiry to Ask Mira to follow up (always use the form's communication log).
4. Submit very close to the deadlines or after the deadlines.
5. Submit the wrong form.

# Special Consideration



## What is Special Consideration?

If you can't complete an assessment (due to exceptional circumstances beyond your control), you may be eligible for special consideration

## When to apply ?

As early as possible or no later than **11.55pm on the day** of your assessment submission dateline.

It's assessed by the Special Consideration team in MUA

**In-semester** (In-semester assessments such as assignments, in-semester tests, class test/quiz and continuous assessment tasks)

**End-of-semester** (Final exam)

01

02

Two types of  
Special  
Consideration:

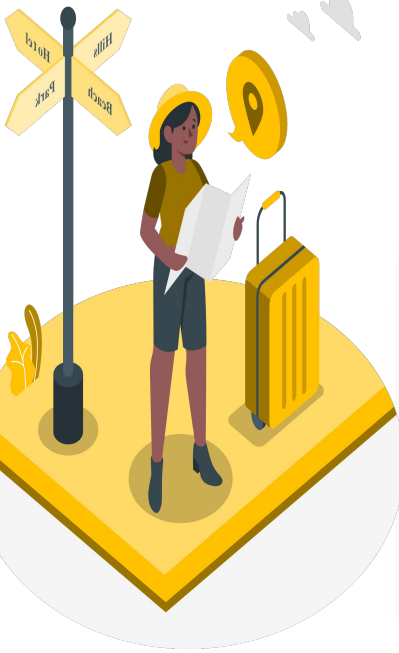


check your eligibility here

A photograph of three young people sitting outdoors. On the left, a young woman with long brown hair, wearing a white long-sleeved shirt, is reaching out with her right hand towards the center. In the center, a young man with short brown hair, wearing a red and blue plaid shirt over a white t-shirt, is smiling broadly and has his right hand raised, palm facing forward, as if high-fiving the woman on the left. On the right, a young woman with dark brown hair, wearing a red and blue plaid shirt, is looking towards the man in the center and holding a white disposable coffee cup with a black straw. The background shows a wooden door on the left and a grey stone wall on the right. The text "Exchange Program" is overlaid in the center in a large, white, sans-serif font. A red brushstroke underline is positioned below the text.

# Exchange Program

# GLOBAL INTERCAMPUS PROGRAM



## Eligibility

Students must meet the credit points and weighted average marks (WAM).



Scan to learn more

## What is Global Intercampus Program (GIP)?

Students can apply to study in one of the Monash Australian campuses for a **maximum of 1 semester**. While overseas on exchange, you will:

- continue to be **enrolled at Monash**
- **receive credit for your overseas study towards your Monash degree**
- continue **paying your regular tuition fees** to Monash Malaysia (in Malaysian Ringgit).

## How to match units?

Matching units between Monash Malaysia and Monash Australia can be found in the unit handbook by referring to the prohibitions units under Requisites tab.

**When to apply?**  
Check Monash Abroad's **Global Intercampus Program** webpage.



# INTERNATIONAL EXCHANGE (inter-university exchange)



## When to apply?

Check Monash Abroad's **Exchange Program** webpage.



## Eligibility

Students must meet the credit points and weighted average marks (WAM) requirements to be eligible for inter-university exchange.

## How to match units?

The process is explained in Monash Abroad webpage. We strongly recommend students to leave their elective spaces for exchange.

## What is Global Inter-university Program?

You can study at one of Monash partner universities located around the world for **1 - 2 semesters**. While overseas on exchange, you will:

- continue to be **enrolled at Monash**
- **receive credit for your overseas study towards your Monash degree**
- continue **paying your regular tuition fees** to Monash Malaysia (in Malaysian Ringgit).

# OTHER IMPORTANT THINGS

Take note ;)



# Other Important things

## What is General Studies?

General Studies (Course Code: 9410) consist of units which are required to be undertaken for every student enrolled in an undergraduate degree either in a Malaysian public or private higher education institution effective October 2013 onwards, as prescribed by the Ministry of Higher Education, Malaysia (MOHE) and Malaysian Qualifications Agency (MQA).

Students can apply for exemptions, if:

- You are a local student who has scored a minimum Credit "C" for your **SPM Bahasa Melayu** (only applicable for **MPU3212 National Language A**).
- You have already completed your GS units at another institution.

## Malaysian Students

MPU3212 National Language A  
(Enrol in Sem 1, 2022)

MPU3183 Appreciation of Ethics  
and Civilizations (Sem 2 onwards)

MPU3193 Philosophy and Current  
Issues (Sem 2 onwards)

## International Students

MPU3143 Communicative Malay  
2 (Enrol in Sem 1, 2022)

MPU3193 Philosophy and  
Current Issues (Sem 2 onwards)



Scan to learn more

<https://www.monash.edu.my/study/undergraduate/general-studies>

**Note: General Studies are not included in the degree program.**

It will not be factored into your WAM or GPA computation, nor will it count toward your degree.



# Other Important things (cont.)

## What is re-enrolment period?

The University will email you to re-enrol via WES during the **re-enrolment period in October**. You must re-enrol 4 units for **both Semester 1 & 2 of the following year in order to submit via WES**. If **Semester 1 of 2024 is your final semester**, there is no need to enrol in Semester 2 of 2024.

## Debts or penalties

If you are owing the university fees you will not be permitted to enrol. Please follow up with our Finance Department regarding outstanding fees and register your re-enrolment within the period.



If you don't re-enrol, you **risk losing** your place in your course. Please contact EMO, School of Business to discuss your options if you have any concerns about your study load.

If you plan to take **intermission** in one semester after you registered during the enrolment period we will discontinue the unit for the said semester if your intermission application is approved.



Scan to learn more

## Other Important things (cont.)

### Principal Dates



Always refer to the Principal Dates webpage for important key dates.

<https://rb.gy/fxonk>

### Correspondences

When corresponding with the University via AskMira, you must use your Monash account as your personal/secure Authcate details are required. The University will also only communicate with you only through the Monash email account.

Please check your Monash Email account regularly because the university and Education Management Office will send you essential information on a regular basis.

# THANK YOU!

Do you have any questions?  
Feel free to ask us now!

