MONASH University
Information Technology

DIRECT APPLICATION FORM FOR ENTRY INTO FACULTY OF INFORMATION TECHNOLOGY HONOURS DEGREES

General Information
This form is to be used by local/domestic students seeking admission to the following undergraduate honours degrees offered by the Faculty of Information Technology:

• Honours degree of Bachelor of Information Technology and Systems
• Honours degree of Bachelor of Business Information Systems
• Honours degree of Bachelor of Software Engineering
• Honours degree of Bachelor of Computer Science

For information on courses, campus locations and entry requirements, refer to the Monash Course Finder
www.monash.edu.au/study/coursefinder/

This form is for:
• Australian citizens
• New Zealand citizens
• Australian Permanent resident visa holders
• Australian Permanent humanitarian visa holders

International students applying for on- campus study, including permanent residents of New Zealand, must apply through Monash International Admissions. Please see:
www.monash.edu/study/international/apply/

Completing this form
• Please print boldly in blue or black ink using block letters
• Please attach one set of supporting documentation (all documents must be certified copies – see below).

Supporting documentation
All applicants to Monash University courses must provide independent supporting documentation (originals or certified copies) of any previous results or qualifications from institutions other than Monash University and any other supporting documentation in relation to your application.

Examples of such documents include:

• Birth/marriage certificates etc. required as evidence of name change
• Academic qualifications from other institutions including testamurs, academic transcripts and result certificates
• Copy of Australian Permanent Resident Visa or Australian Certificate of Citizenship

Please note: Faxed copies will not be accepted. Original documents will not be returned.

The following people are acceptable signatories for certification of documents: A justice of the peace or bail justice; a notary public; a barrister and solicitor of the supreme court; a clerk to a barrister and solicitor if the supreme court; a member of the police force; the sheriff or a deputy sheriff; a registered medical practitioner; a registered dentist; a veterinary practitioner; a pharmacist; a principal in the Victorian government teaching service; the branch manager of a bank; a member of the institute of chartered accountants in Australia or the Australian society of accountants or the national institute of accountants; a minister of religion (not a civil celebrant).

Overseas qualifications and documentation
Please provide information on the grading structure of the institutions you have attended. Results in a language other than English must be translated. For translations, contact:

Department of Immigration and Citizenship
Level 24, 2 Lonsdale Street
GPO Box 241E
Melbourne 3000
Telephone: 1300-654-151

Monash University reserves the right to refuse documentation on the grounds of incorrect certification or translation procedures.

Application closing Dates

Semester 1 – Last business day of November
Semester 2 – Last business day of June

Submitting applications
Submit your application to the managing school office at the appropriate campus.

Clayton School of IT
Ground Floor, Building 63
Wellington Road
Clayton
VIC 3800, Australia

Caulfield School of IT
Building H, Level 6
900 Dandenong Road
Caulfield East
Victoria 3145, Australia

General Information
This is an application form only and does not constitute enrolment for any course in the University or entitle an applicant to be classified as a student of the University. This application is the property of Monash University. Supporting documentation will NOT be returned. It is the applicant's responsibility to advise Monash University regarding any change of address. Applicants must provide correct and complete information (including information on all previous studies). If it is found that an applicant has provided incorrect information or withheld relevant information relating to their application, an offer for a place in a course may be withdrawn and/or the enrolment may be cancelled.

Faxed applications and documents are NOT acceptable. If supporting documentation is not available at time of mailing, enclose an explanatory note indicating an anticipated supply date.

Privacy Statement
The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the University to assess your application. Personal information may also be disclosed to the education institutions or your employer(s) to make an informed decision about the application or matters that concern your enrolment at Monash. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at
privacyofficer@monash.edu

RECEIVED
Please retain this copy as proof that your application has been submitted
Student ID number
Faculty Stamp
Date _____

MONASH University
Information Technology

Application for entry into honours degrees for domestic students

Section A Personal Details

Student ID number ☐☐☐☐☐☐☐

Title:	Family Name	Male ☐ Female ☐
Given names:		Date of birth:
Address:		
Suburb:		Postcode:
Work phone:	Home phone:	Fax:
Mobile phone:	Email:	

Section B Residency details

Are you an Australian citizen, Australian permanent resident or New Zealand citizen?

☐ Yes —If yes, please attach a certified copy of your birth certificate or the photo page of your passport.

☐ No — If no, please do not complete this form. International students (including permanent residents of New Zealand) apply through Monash International Admissions: www.monash.edu.au/study/international/apply.

Section C Course Details

Are you applying for part-time OR full-time   Part-time ☐   Full-time ☐

School	Course code	Honours degree name	
Caulfield School of IT	3336	Honours degree of Bachelor of Information Technology and Systems	☐
Clayton School of IT	3335	Honours degree of Bachelor of Business Information Systems	☐
	2770	Honours degree of Bachelor of Software Engineering	☐
	1608	Honours degree of Bachelor of Computer Science	☐

Section D Study details

Specific area of interest for honours study:

_____

_____

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Have you discussed the area of interest with a potential supervisor? Yes ☐ No ☐

If Yes, name of potential supervisor _____

Section E Academic record details (including your current degree)

Applicants from outside of Monash University must supply certified documentary evidence of their academic record, including a statement to the effect that they have completed all the requirements for a pass degree before this application will be processed. Faculty approval must be granted to eligible applicants from outside of Monash University before a full offer can be made.

Complete official transcripts of academic record, including failures, if any, MUST accompany this application. Partially completed work, partial degrees or diplomas must also be included, (even if from Monash).

If you are completing your Bachelor Degree (three-year) this semester, you must attach all your results including your most recent results.

Name of degree or other qualification held	Name of awarding institution	Year completed

Section F Declaration

I certify that the information provided by me is true and complete.

I acknowledge that Monash University reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information.

Signature of applicant _____ Date: _____

Section G Head of School or nominee

1. I certify that (tick as appropriate):

☐ the applicant is eligible for an offer, **or** ☐ an offer is not recommended for this applicant.

2. OFFER: I certify that (tick as appropriate)

☐ the applicant has the relevant knowledge and that adequate supervision and facilities are available, and the applicant has achieved a minimum credit average in a three-year degree with a distinction average in third year IT units and is accordingly accepted as a candidate, subject to compliance in all respects with the honours regulations;
or
☐ although the applicant has not achieved the above results, I nevertheless recommend admission to candidature on grounds as attached.

3. CONDITIONAL OFFER: I certify that (tick as appropriate):

☐ the applicant has the relevant knowledge and that adequate supervision and facilities are available, and subject to the applicant achieving a minimum of credit average with a distinction average in third year IT units in a three year bachelor degree and the conditions below being satisfied, the applicant will accordingly be accepted as a candidate, provided there is compliance in all respects with the honours regulations; conditions to be satisfied:

_____

Head of School signature (or nominee) _____ Date: _____

Section F Dean of Faculty

In the case of the applicant having not met the above criteria, I approve admission to candidature in accordance with Monash Regulations.

Dean's signature (or nominee) _____ Date: _____