Monash Abroad application form

Outgoing Exchange

Exchange program

Monash University encourages every student to study part of their degree overseas. Monash has developed student exchange agreements with universities in Europe, North America, Latin America and Asia. Monash students have a choice of more than 115 overseas partner universities in addition to intercampus exchange at Monash University Malaysia and South Africa.

The exchange programs are suitable for students who wish to study overseas for one or two semesters and earn credit towards their Monash degree without adding additional time to the length of their degree.

Who should use this form?

Students from all campuses of Monash (including Malaysia and South Africa) who want to go on an exchange program to an overseas university (except for intercampus exchange – see below).

If you are a Monash Malaysia or South Africa student you can participate in exchanges to our partner universities provided you meet the eligibility criteria. You should complete this application form and lodge it at the office on your campus listed on the back page.

Note: students from Malaysia or South Africa should note that reference to ‘faculties’ on this form refers to ‘schools’ on your campus.

There is a different application form for Monash students who wish to go on intercampus exchange to an overseas Monash campus.

Please thoroughly read pages 1 – 4 before completing the application form.

Eligibility

To be eligible to participate in an exchange program you must have:

- completed at least 48 credit points of your course at Monash (72 credit points for Law courses and Engineering courses; double degree Law students are required to have 72 credit points, of which 48 must be in Law; double degree Engineering students should speak to their Faculty Exchange Adviser for advice);
- an active enrolment in a Monash undergraduate or postgraduate coursework degree program at any campus in Australia, Malaysia or South Africa (international students are eligible);
- a minimum credit average (60%) in your results so far of your current course (except Pharmacy and Art & Design which requires a 70% average);
- your overseas study plan approved by your faculty or school (or both faculties if a double degree) so that you receive credit towards your Monash degree;
- selected units that will ensure you are doing a full-time load of on-campus units at the overseas university;
- been assessed by Monash Abroad and faculty or school staff as a suitable representative of Monash University.

Other factors taken into account include:

- The number of exchange places available at the host university. In the event that no places are available you will be given the opportunity to apply for another university.
- If you are enrolled in a Bachelor of Medicine or Bachelor of Pharmacy you cannot currently go overseas on exchange, you can however apply to do an Intercampus Exchange to Malaysia.
- Some faculties/schools may not permit you to undertake overseas study in the final semester of your course; check with your faculty or school before completing this application.
- If you are currently on intermission you may be able to apply; contact the Monash Abroad office first to check eligibility.
- If you are a Monash part-time and/or off-campus learning student you can participate in the exchange program but must study a full-time load of on-campus units while overseas. Open University students are not eligible.
- You may not undertake any Distance Education or off-campus Learning units at Monash while you are on your overseas program.

Where to send your application

Your completed application form, including all relevant documents (keep a copy for your own records), should be hand delivered or mailed to the office relevant to your campus listed on the back page of this application form. Incomplete applications will not be processed.

Closing dates

<table>
<thead>
<tr>
<th>Exchange applications</th>
<th>Semester</th>
<th>Deadline for submission to Faculty exchange adviser/s</th>
<th>Deadline for submission to Monash Abroad office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange applications</td>
<td>Semester 1</td>
<td>15 April (previous year)</td>
<td>15 June (previous year)</td>
</tr>
<tr>
<td></td>
<td>Semester 2</td>
<td>15 October (previous year)</td>
<td>15 December (previous year)</td>
</tr>
</tbody>
</table>

Faculty approval process takes two months as each faculty receives a large number of applications to be processed. Often applications require the involvement of academic staff as well, which in turn lengthens the overall assessment time.
How to apply

Make sure you allow yourself plenty of time to prepare your application. The application process from research to submission to Monash Abroad can take 4 – 6 months.

Check the closing dates on page 1 and then allow yourself enough time to do all the necessary research that is required to select the country and university you wish to go to, find the units you will study, and to get faculty approval for your proposed study plan. You must allow a minimum of eight weeks for your faculty/s to approve the study plan.

Go to the Monash Abroad website to find more detailed information on the program: monash.edu/studyabroad

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**Step 1**

Fill out your personal details

Complete all other sections of the form in black ink and BLOCK LETTERS.

Provide all of your personal details.

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**Step 2**

Select a university

Decide which country you would like to go to and then research the Monash partner universities to find which ones offer the units that fit your Monash course. Use the links on the Monash Abroad website under Exchange Partners.

Note:
- If you apply for an exchange in Japan you will be asked to list several universities in order of preference – see the Monash Abroad website for details.

Select a second preference university

All students must select a second preference university.

You may wish to look for units at the second preference university but do not submit a study plan for approval at your faculty until you are instructed to do so by a Monash Abroad coordinator.

In some cases, you may be offered a third or fourth preference university if it is not possible to be nominated to your first or second preference.

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**Step 3**

Select units to study

Use the links on the Monash Abroad website to go to the partner university website and select the units you want to study.

Make sure you understand the terminology used at the partner university (eg many call units ‘courses’), what is considered a full-time load and how to read their unit outlines.

It is easier to find units you can study overseas if you have electives left in your degree as the choice is greater and it will be easier to get faculty approval. If you want to study core units overseas you will need to find units that have similar content to the Monash core unit. Some faculties require the content to be up to 80% similar.

As you find a unit you believe is suitable, print a copy of the unit outline to attach to your study plan (see Step 4). The outlines should include a description of the unit, number of contact hours per week, how many weeks the unit runs for and how it will be assessed. Business, Economics and Arts students are also required to include a reading list, and a detailed synopsis of the unit. If the unit outlines are in a language other than English and they are not language units you will need to translate the outlines for your faculty or school.

Continue to step 5 next page

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**Step 4**

Prepare your study plan

Enter details of the overseas units you have chosen in section 5 of this application form and attach the unit outlines you have printed.

You must do a full-time on campus study load at the host university (no off-campus learning units). A full-time load is the equivalent of 18 – 24 Monash credit points.

You must select double the number of units you need (usually at least eight-ten units per semester) in case your faculty will not approve all your choices. This will also allow for the situation where some of your chosen units are not available when you arrive at your overseas university (eg because of timetable clashes). It is much easier to get additional units approved before you leave rather than by email after you arrive.

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Continue to step 5 next page
Step 5
Get your study plan approved by your faculty or school
Once you have completed your proposed study plan, attach the unit outlines and submit to the faculty exchange adviser at your faculty/school (contact details available on the Monash Abroad website for Monash Australia students). Remember to keep a copy for yourself. If you require further units to be approved for your study plan once you have been accepted for exchange, or while you are abroad, please forward the new outlines to student.abroad@monash.edu.
If you are a double degree student you will need approval from both faculties, even if you are only receiving credit from one.
It is your responsibility to follow up the progress of your study plan approval with the faculty and then get the final application to the Monash Abroad office. The faculty does not submit your study plan to Monash Abroad on your behalf, you must pick it up and submit it with your Monash Abroad application. You must lodge your application with your faculty at least eight weeks before the Monash Abroad application deadline.
The faculty does not notify Monash Abroad of the applications they receive. Therefore your application will not be recorded until you lodge your entire application with us, including the approved study plan.

Step 6
Supply two academic referee contacts
You will need to provide contact details of two referees from any of your Monash lecturers or tutors in any area of your study at Monash regardless of what you will be studying overseas. These lecturers or tutors must have taught you for a minimum of six weeks.
These referees may be contacted to determine your suitability for the Monash Abroad program to which you are applying.

Step 7
Write your statement of purpose
You need to write a 500-word essay explaining the reasons you want to go on exchange. The essay will be considered by Monash Abroad when deciding whether you are a suitable student to send overseas. It may also be used by partner universities when deciding whether to offer you a place. The essay should cover what you believe you will learn from an overseas experience, why you chose the particular country and university, how the experience will benefit you academically, personally and with your vocational goals, and how you will be a good ambassador for Monash.

Step 8
Prepare financial information
Complete your financial plan carefully. The figures only need to be an estimate but it is important to be realistic as this will help you to understand the costs involved in studying overseas. You do not have to have any minimum amount available for your application to be approved by Monash. As a guide, previous exchange students have advised they budgeted approximately $2000 for living expenses (excluding airfares and visas) per month for each month they were away, although this varies between countries.
Some partner universities may require evidence of your financial resources for visas or other purposes but you will be advised of this by Monash Abroad after your application has been approved. In addition, some partners (especially in the USA) require students to take out their health insurance policy, please check the host university's website for further information.
Attach a recent bank statement. We use this to pay your travel grants and loans; we do not need to know how much money you have in the bank. The statement must clearly show the bank name, account name and full account number including the 6 digit BSB number.

Step 9
Australian citizens only. Complete the separate application if you want to apply for an OS-HELP loan
Please refer to the OS-HELP information available from the Monash Abroad website. If you wish to apply for the OS-HELP loan please include the completed application form when you submit your Monash Abroad application. Remember to check if you are eligible before applying.

Step 10
Australian campus students only
Thoroughly read through the Acknowledgment of Conditions form and sign.
Selection

Selection for an exchange program is made on the basis of academic merit and an evaluation of your suitability to participate in the exchange program and to represent Monash overseas. Your academic record and the statement of purpose will all be taken into account.

Once Monash Abroad has assessed your eligibility you will be notified of the outcome and, if successful, you will be asked to complete a separate host university application, and to provide some additional supporting documents. Your Monash Abroad coordinator will explain what is needed.

Where there are insufficient places available at an exchange partner university for all the Monash students who apply, applicants will be selected by the Monash Abroad office on the basis of:

- academic merit;
- assessment of the students who will be the best representatives of Monash (based on statement of purpose).
- A study plan of at least eight approved units taking into account host university restrictions, and ensuring they are taught in the exchange period abroad.

Students who are not selected for their first preference will be given the opportunity to apply for another institution.

It is important to be aware that your acceptance is not final until you have received an official letter of offer from the host university. This typically takes 2 – 3 months after the Monash Abroad closing date for applications and varies with each host university.

Enrolment/credit transfer

Before going overseas you must be enrolled at Monash in the appropriate exchange units. This is done by your faculty and cannot be completed on WES. Monash full-time enrolment must be maintained while on the overseas program (in addition to being enrolled full-time at the host university) and Monash census dates adhered to.

Monash faculties do not award grades for the Monash units you will be enrolled in while overseas and so they will appear on your Monash transcript with SFR (satisfied faculty requirements) or similar. To demonstrate the results you achieved for these units (e.g. for entry to honours) you will need to produce your official overseas university transcript.

Travel grants

Most students who are accepted for an overseas program receive a travel grant from Monash, although there are a small number of exceptions. See the Monash Abroad website for details monash.edu/studyabroad.

If you are eligible for a travel grant Monash Abroad will pay it into your nominated bank account approximately four weeks prior to the commencement of your overseas program.

If you are doing two consecutive programs with one attracting a higher travel grant than the other you will receive only the larger of the two travel grants. You will be paid the full amount for the first program prior to its commencement and then the top-up for the second program (if applicable) prior to the commencement of the second consecutive program.

Contact details and submission locations

Australia

Monash Abroad
Level 1, Building 10,
Campus Centre, Clayton Campus
Monash University, VIC 3800
Australia
Phone 03 9905 1551
Fax 03 9905 8334
Email monash.abroad@monash.edu
monash.edu/study-abroad

Malaysia

Monash Abroad
Level 2, Building 2
Monash University, Malaysia
Jalan Lagoon Selatan
Bandar Sunway
46150 Selangor Darul Ehsan
Malaysia
Phone +60 3 5514 6028
Email selwyn.ng@monash.edu
monash.edu.my/studyabroad

South Africa

Student Services Centre
Monash South Africa
144 Peter Road
Ruimsig, Roodepoort
South Africa 1725
Phone +27 11 950 4337
Fax +27 11 950 4004
Email musa-abroad@monash.edu
monash.ac.za/current/abroad.html
# Monash Abroad application form

## Outgoing Exchange

## 1. Program information

This is an application for (tick one)  
- [ ] Exchange  
- [ ] Other (study abroad)

## 2. Personal information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
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</tr>
<tr>
<td>Given names</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Monash ID number</td>
<td></td>
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<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
<tr>
<td>Are you registered with the Disability Liaison Unit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Home telephone</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
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<tr>
<td>Monash email</td>
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<tr>
<td>Personal email</td>
<td></td>
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<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Country where Passport was issued:</td>
<td></td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Are you an International student?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

## Emergency contact details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Telephone AH</td>
<td></td>
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<tr>
<td>Telephone BH</td>
<td></td>
</tr>
<tr>
<td>Relationship to student</td>
<td></td>
</tr>
</tbody>
</table>

## 3. Monash course information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Course code</td>
<td></td>
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<tr>
<td>Course title</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
</tr>
</tbody>
</table>
| - [ ] Berwick  
| - [ ] Caulfield  
| - [ ] Clayton  
| - [ ] Gippsland  
| - [ ] Parkville  
| - [ ] Peninsula  
| - [ ] Malaysia  
| - [ ] South Africa |
| Double degree?               | No      |
| Are you a Double degree?     | Yes     |
| Managing faculty             |         |
| Second faculty               |         |
| I am studying                |         |
| - [ ] Part-time  
| - [ ] Full-time  
| - [ ] Off-campus learning |
4. Preferred host university details

Student name: [ ] ID number: [ ]
Overseas university and country (1st preference): [ ]
Overseas university and country (2nd preference): [ ]
I am applying to commence the program in Monash semester: [ ] year: [ ]
Program duration: [ ] One semester [ ] Two semesters

5. Proposed study plan of first preference university
(Please write unit details in English)

<table>
<thead>
<tr>
<th>Host unit code</th>
<th>Host unit title</th>
<th>Monash Exchange code</th>
<th>Monash semester</th>
<th>Monash credit points</th>
<th>Faculty/dept approval (sign)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

6. Faculty approval
(Double degree students should seek approval from both faculties)

Managing faculty: [ ]
Managing faculty does approve this application and the above study plan which will be credited to the student’s degree upon successful completion.
Managing faculty does not approve this application due to: [ ]
Name: [ ] Signature: [ ] Date: [ ]

Second faculty [ ] does [ ] does not approve this applicant in the exchange program.
Reason not approved: [ ]
Name: [ ] Signature: [ ] Date: [ ]
9. Financial plan

The purpose of the financial plan is to encourage students to research the costs associated with studying overseas. One semester abroad will cost you approximately $AUD15,000 or MYR47,000 or ZAR104,000

<table>
<thead>
<tr>
<th>Estimated funds available</th>
<th>$AU /MYR/ZAR</th>
<th>Estimated expenses</th>
<th>$AU /MYR/ZAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings to date</td>
<td>Airfare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected savings now to departure</td>
<td>Visa(s)/passport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family/other contribution</td>
<td>Travel insurance (students from the Malaysia and South Africa campus only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrelink (Australian citizens only)</td>
<td>Host university health insurance (if required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel scholarships:</td>
<td>Accommodation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other scholarships – please specify:</td>
<td>Living costs (food, transport, spending money)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS HELP loan (Australian citizens only)</td>
<td>Books/stationery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other – please specify:</td>
<td>Other – e.g. travel:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total funds available | Total expenses |
10. Student declaration

I understand that the information on this form is collected for the primary purpose of approving my application to undertake an overseas study program. It will also be used to ensure my safety and welfare while overseas. If I choose not to complete all the questions on this form, it may not be possible for Monash Abroad to approve my application and I will not be able to travel overseas to participate in the program. My personal information may be disclosed to overseas universities and other organisations hosting my program, the emergency contacts I have provided, or Australian, Malaysian or South African foreign government agencies, in order to protect my safety and welfare. I have a right to access personal information that Monash University holds about me, subject to any exceptions in relevant legislation. If I wish to seek access to my personal information or inquire about the handling of my information, I can contact the University Privacy Officer at privacyofficer@monash.edu. I agree to be bound by the Statutes, regulations and policies of the university as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.

I consent to receiving information electronically and agree to access the correspondence of my Monash University email account on a regular basis. I authorise the university to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern my enrolment.

I authorise the Monash Abroad Office to distribute my personal details when pertaining to my exchange.

I hereby confirm that I have adequate financial resources to enable me to participate in the Monash Abroad Program.

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

I acknowledge that Monash University may terminate any grant if I have misrepresented my past and/or present circumstances.

I understand that approval of my application is dependant on final approval by Monash Abroad, my faculty/school and the host university, and the granting of a student visa by the host country. I understand I am responsible for all immigration issues.

I authorise the Monash Abroad Office to distribute my name and email address to other Monash University students interested in joining the program.

I acknowledge that it is my responsibility to ensure that I am enrolled correctly at Monash by my faculty/school before I depart for my exchange.

I acknowledge that I will not be paid my grant (if eligible) until my Monash enrolment for the overseas program is correct and complete.

I agree to enrol only in units at my host university which have been approved on my study plan by my faculty/s and to maintain the equivalent of a full-time, on-campus study load (18 – 24 Monash credit points) at my host university and at Monash.

I acknowledge that if I need to enrol in any units at my host university which were not approved by my faculty on my original study plan, that it is my responsibility to obtain my faculty’s approval in writing, notify the Monash Abroad office and ensure that my Monash enrolment is adjusted by my faculty/school before the relevant Monash census dates.

I understand that if my enrolment is encumbered at any stage, my participation in the program may be cancelled.

Applicant’s Signature: ___________________ Date: __/__/____

Checklist

- [ ] Completed application form (all questions)
- [ ] Study Plan signed by my faculty – by both faculties if a double degree
- [ ] A 500-word Statement of Purpose
- [ ] Copy of bank statement that clearly shows the bank name, the account name, BSB number, and account number (not applicable to Malaysia students)
- [ ] OS-HELP loan application (if you are applying for an OS-HELP loan) – please check eligibility first (for Australian citizens only).
- [ ] I have kept a photocopy of my application for my own records
- [ ] Photocopy of passport information page or I have applied for a passport
- [ ] Signed Acknowledgment of Conditions form (Australian campus students only to complete)

Please Note: If you have not ticked all of the above boxes your application will be incomplete and will not be accepted by Monash Abroad.
Australian campus students only to complete

MONASH ABROAD – ACKNOWLEDGEMENT OF CONDITIONS

Student ID Number: ____________________________

I, ___________________________________________ (print your name in full),

Acknowledge that:

1. All the details in my Monash Abroad Application form are correct.
2. I have met all faculty requirements for participation in this program.
3. I have accessed the online copy of the Monash Abroad Survival Kit (MASK). I have read and noted the conditions and advice it contains.
4. I understand that the terms of the Monash Abroad Survival Kit apply to me whether or not I receive a Monash Abroad travel scholarship.
5. In travelling overseas to undertake my program I must assume personal responsibility for my own safety and security.
6. I will update all my contact details in WES prior to my overseas departure and I will keep them up to date while I am overseas. I will check my Monash email regularly while overseas.
7. Monash University may use the information I have provided to Monash Abroad in any way it deems necessary to ensure my safe and successful participation in the overseas study program, including disclosing that information to third parties.
8. I am responsible for ensuring that I am correctly enrolled at Monash whilst I am away, in order to receive credit towards my Monash degree for the overseas study which I am undertaking. I understand that Monash Abroad will not pay my travel grant until I am correctly enrolled.
9. I am responsible to clear all debt incurred at my host institution and if I fail to do so an encumbrance will be placed on my Monash account.
10. I am responsible for ensuring the Faculty has recorded my overseas credit on my Monash academic record within six months of my return.
11. My overseas results will be shown on my Monash academic record as a SFR for pass or N for fail.
12. If I do not complete my overseas study program I may be required to repay the Monash Abroad travel scholarship, and if I fail to do so an encumbrance may be placed on my Monash enrolment.
13. I understand that if my enrolment is encumbered while I am applying for or participating in the program my participation may be cancelled.

Insurance coverage

14. I have provided all information requested by Monash Abroad to enable Monash University insurance coverage to be extended to me.
15. I have reviewed and understand my insurance coverage (monash.edu/study-abroad/outbound/financial/insurance) including the travel insurance policy and travel insurance schedule documents online.
16. I understand the extent and any limitations of the coverage provided to me by Monash University and that it is my individual responsibility to seek independent advice or further coverage at my own cost if this policy fails to meet any of my individual requirements.

Security and Safety

17. Through the Australian Government DFAT smart traveller site (smartraveller.gov.au) I confirm I will:
   a) Subscribe to travel advice updates covering my region(s) of travel
   b) Register my travel plans
18. I understand and acknowledge the 24 hour worldwide emergency assistance provided and is available to me via Dynamiq Assist and that contact information for this service has been provided to me by Monash University.
19. I acknowledge that attendance at pre-departure sessions delivered by Monash Abroad form an integral part of my international education experience. My absence at these sessions may influence travel approval, result in non continuance or lead to other academic sanctions as listed under University representation and conduct (below).

Travel approval

20. Independent of my academic approval for this mobility program, all travel approval is provided through Monash Abroad under the Monash student travel policy.
21. If I am required by Monash Abroad to submit a detailed travel plan for review and approval by Monash Security I understand this is a further pre requisite to my travel approval. This may also require an individual interview with Monash Security staff to assess my capacity for travel on this program and subsequent approval or otherwise.

University representation and conduct

22. In undertaking this mobility program I represent the University internationally, with my conduct remaining subject to Monash statues and regulations (Chapter 4 – student discipline monash.edu/legal/legislation/chapter-four.html). I understand that any breach of these regulations may lead to encumbrance or other academic penalty as administered by my enrolling Faculty. A hardcopy of this document is available for my review via the Monash Abroad office.
23. Throughout this international program I am subject to laws and customs of the local land and regulations and policy of any partner University or host organisation forming a part of my program.
24. As part of my individual preparation I have utilised resources internal and external to Monash to inform myself of these requirements and sought advice from both Monash Abroad, my Faculty and other service providers as required.

Date       Signature