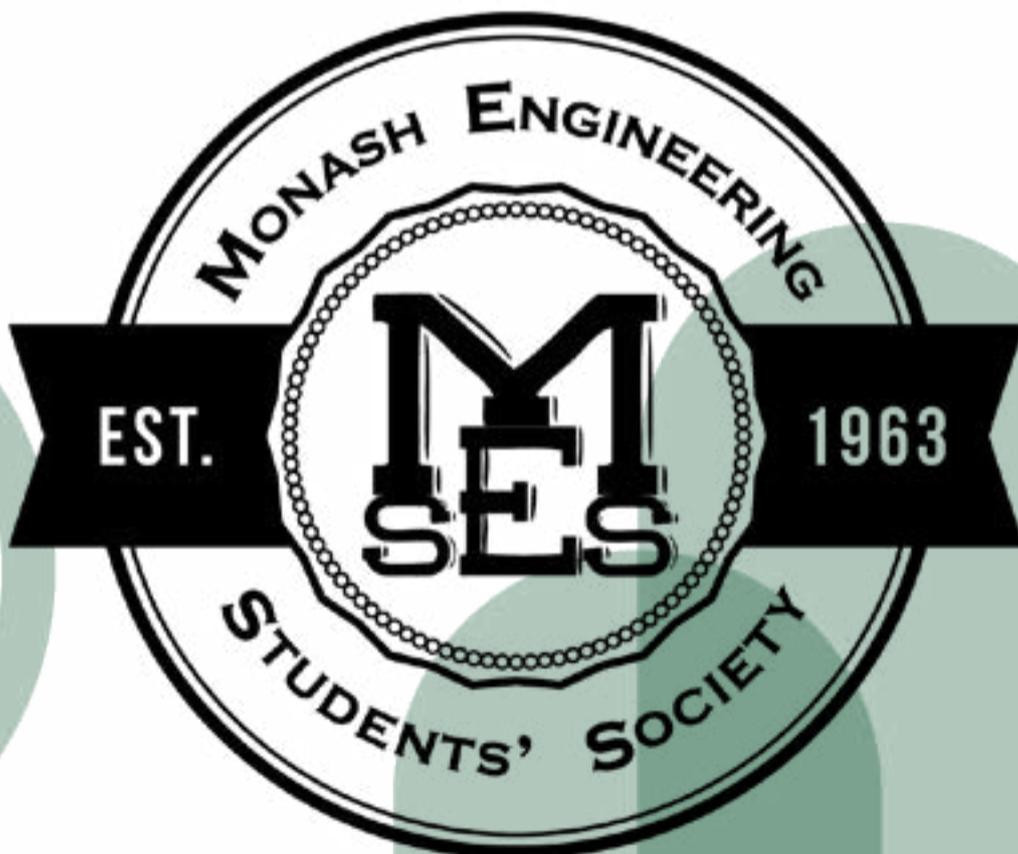


Education Guide - Booklet 2

# ACADEMIC ADVICE

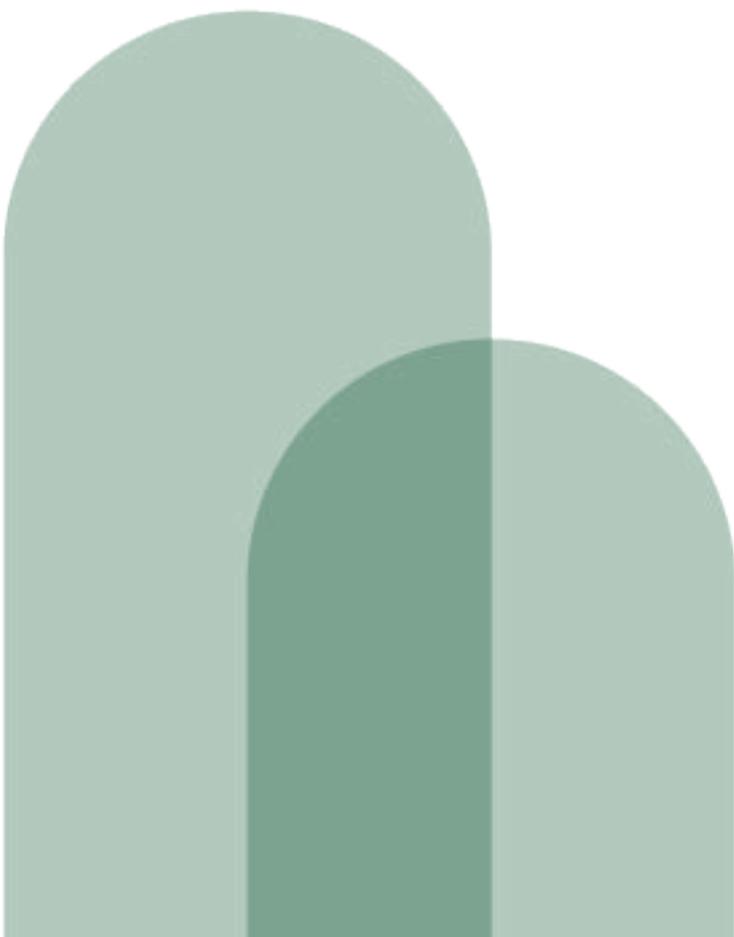
General academic tips and some more in-depth academic advice/information



# ACADEMIC ADVICE

- Be prepared to put in extra effort in group work. In some groups everyone might contribute evenly, but this isn't always going to be the case. Remember not everyone is aiming for HDs.
- Engineering is very study heavy, to get good grades you really need to put the work in, your grade will almost always reflect your effort during the semester.
- Keep all worksheets and notes for every subject into one folder so it is easily accessible come SWOTVAC time. The material is what carried me to a HD most of the time.
- DO NOT leave all your study until SWOTVAC. DO NOT tell yourself "I'll learn it in SWOTVAC". You do not want to experience that kind of stress. Take the extra time each week to go through lecture material and ensure that you understand the theory. This advice comes from past experience.
- When in team assignments, it is so important to build a team culture. Teams work best and will get the best grades when you understand each other's strengths and weaknesses. Have casual conversations about people's outside lives which can let you know about what type of work style this individual has. Just as important, it is so important to have trust and morale in a group.
- Help desk, help desk, help desk. Force yourself to go to the help desk within the first week of semester. Even if you don't think you need it, you need it. Don't be one of those people who get to SWOTVAC and realise what an amazing resource help desk is.
- Every weekend if you can, set aside a few hours to go over an old topic. My biggest issue was getting to SWOTVAC and not remembering a single thing

from Week 1. It is a massive time saver in the long run. Just complete a few old worksheet questions, go over your notes, remember that one part of the topic you were struggling with.



# ACADEMIC INTEGRITY

According to the Monash University website, plagiarism is “to take and use another person’s ideas and/or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgement”. These materials could come from anywhere, including reports, images, designs, code and lecture notes. Collusion is defined by Monash as “the unauthorised collaboration on assessable work (written, oral or practical) with other people”. This includes assignments, quizzes, code and exams. As a student, it is your responsibility to understand and avoid all forms of academic dishonesty, as any breaches will be taken very seriously.

Your first year units will walk you through proper referencing and citing, and also when and how you can work with other students without colluding. If you are ever unsure about this, you can always approach your tutors or lecturers for clarification.

To help ensure you are maintaining academic integrity, follow these tips:

- Always reference when you have used other’s work
- Write things in your own words (yes, you will hear this a million times and just replacing some words with synonyms is still plagiarism!)
- If you haven’t changed the wording, then put it in quotation marks
- Don’t reuse work for different units, this is classified as self-plagiarism
- Don’t be afraid to study with friends! It is super helpful to discuss concepts, ideas, and worksheet questions as long as you aren’t collaborating for

assignments

- Don't share code or assignments with others, even if they say they'll 'just read it for ideas'
- Don't write or edit the work of another student for individual work
- Never use sites like Chegg or Course Hero, especially for exams or assignments, as Monash tracks when their questions are put up, and can find the name, email account, mobile number, and IP address of any account that accesses these pages

For more information, head to the [Monash academic policies page](#).



# **ACADEMIC GRIEVANCES**

If an issue arises in a unit you are studying, there is a procedure that should be followed by all students. The steps of this process are outlined below.

## **Step 1 - Informal Direct Complaint**

Contact the staff member involved (in-person or in writing). Most issues can be resolved by simply talking to staff. Do this as soon as possible.

## **Step 2 - Informal Escalated Complaint**

If not resolved at step 1, take the complaint to a senior staff member of the unit (e.g. a chief examiner, course director, etc.). Again, this can be done in-person or in writing.

## **Step 3 - Formal Complaint and Investigation**

If not resolved in step 1 or step 2, lodge a formal complaint. Your grievance will be investigated by staff members without previous involvement with the complaint. You must complete a prescribed form and you should arrange an appointment with your student association (eg. MSA, MONSU, MGA) to help you with this. This needs to be completed within 6 months of the issue.

The Academic Affairs Officer is responsible for providing feedback to faculty about academic grievances. If you need any help along the way, or believe this is an issue that affects a large number of students, please don't hesitate to contact Ava Bennett, the MESS Academic Affairs Officer, at [ava.bennett@mess.org.au](mailto:ava.bennett@mess.org.au).

Further information can be found at <https://www.monash.edu/student-complaints/how-to>.

## **SPECIAL CONSIDERATION**

Special consideration is Monash's policy for students who miss assessments due to extraordinary circumstances. If you ever find yourself unable to attend an assessed class or complete an assessment for reasons out of your control, you should be eligible for special consideration.

You can usually find a form on each unit's Moodle page that allows you to apply for special consideration, otherwise get in touch with your unit coordinator. Each case is reviewed by faculty members and, if special consideration is granted, an appropriate solution is provided. Common outcomes include receiving an extension, completing an alternative assessment or, in the case of exams, having the exam deferred. For more information, have a look at the [Monash website](#).

## **WHERE TO FIND HELP**

### **Help desks:**

Most first-year core engineering units have help desks that run multiple times each week. This is the place to go to ask questions to lecturers/tutors for worksheets, assignments, and projects. Times and locations can be found in each unit's Moodle page.

### **Lecturers and Tutors:**

Although they may seem intimidating and scary, lecturers and tutors are very helpful. They are always happy to answer questions and see students engage

with their content. You can find their contact details online or in the unit guide. Most lecturers also have consultation hours.

**PASS program:**

Peer Assisted Study Sessions (PASS) are a great place to work through additional problems in groups and are led by competent older students who can help you and give extra tips. There is a section on PASS in Booklet 4, in the Things to Know Section.

**Monash study skills:**

Monash University offers study skills assistance which can be found [here](#).



# CHANGING UNITS & CENSUS DATES

You can swap out of a unit and into another in the first two weeks of the teaching period if it is an on-campus unit, or two days before the teaching period start date if it is an off-campus unit. Almost all engineering units are on-campus units. If you do this, you do not incur any costs for the unit you are swapping out of, and it does not appear on your academic transcript. Your units should be swapped by:

- Semester one — March 11th
- Semester two — August 5th

You can withdraw from units before the census date of each semester without paying for that unit. This unit does not appear on your academic transcript. The census dates of each semester are:

- Semester one — March 31st
- Semester two — August 31st

If you withdraw from a unit after the census date, you will pay for that unit, and it will still appear on your academic transcript. It will appear as withdrawn late, or withdrawn fail, depending on the date you withdrew. After a certain date, you cannot withdraw from units.

Changing units is done through the WES. We recommend that you talk to Monash Connect if you have any questions about changing your units or withdrawing, especially if you are an international student. You can either submit an [online form](#), or visit Monash Connect in campus centre, which may be faster than submitting a form.

# STUDY LOAD & UNDERLOADING

The standard full-time study load is 24 credit points per semester. All engineering first-year units are 6 credit points, so most first-year students begin with a standard full-time study load of four 6 credit point units per semester. Each course also has a period of time in which the course must be completed. For a Bachelor of Engineering (honours), this duration is eight years. For most engineering double degrees, this duration is ten years.

If you are finding it difficult to balance your studies with other commitments, you can underload, which retains all the benefits of full-time study (such as government assistance) but reduces your study load to 18 credit points per semester (generally three units). You can underload by reducing the number of enrolled units in WES, although you will have to withdraw from these units too. If you wish to underload, you must do so before the census dates (listed in the previous section). If you are an international student, the requirements for underloading are slightly different, so you should view the webpage linked at the bottom of this section.

Whilst not many first-year students underload, more engineering students end up underloading at some point in their degree than those who don't. You should not be worried about underloading if it will help you finish your studies by supporting your mental health, or allowing you to continue other commitments.

You should always speak to Monash Connect if you wish to swap to part-time study (a study load of less

than 18 credit points per semester), as you may lose eligibility for government payments, such as Youth Allowance. You are also able to overload, which involves taking more than 24 credit points (usually five or more units) per semester. This is highly discouraged, however, due to the very high workload. You can also take classes over summer, however the units offered over this period are limited, so plan accordingly.

If you need any more information on underloading, visit this [webpage](#).

