

International student services

- Provision of effective and sensitive academic and pastoral care services as well as academic English language support to international students.

Application and Assessment Services

Mr Bhanuka Wanasinghe

Phone: +61 3 9905 0712

Email: bhanuka.wanasinghe@education.monash.edu.au

Offshore and International Project Coordinator

Ms Kim Cham

Phone: +61 3 9905 2204

Email: kim.cham@education.monash.edu.au

General services: organisation of social events and excursions, register of household items for the use of students, sending out of regular newsletters.

Ms Barbara Wood

Phone: +61 3 9905 2872

Email: barbara.wood@education.monash.edu.au

Academic English language and study support services
(Refer to Academic English language and study support services on the first section)

Library and Media Resources Centre

- Help and advice regarding references for coursework, including guidance on finding readings and citing references correctly.
- Large collection of curriculum materials for use in classroom situations, and teacher librarians available for advice on suitable resources, particularly for teaching practicum.
- Access to resources related to educational study and all the theses written in the faculty, as well as help and equipment related to research activity.
- Provision of workshops on using libraries and computers for information access, the bibliographic management database software Endnote, Powerpoint presentations, writing web pages and media workshops for the production of teaching materials.

Ms Rosamund Winter

Phone: +61 3 9905 2807

Email: rosamund.winter@education.monash.edu.au

Web: www.education.monash.edu.au/library/

Staff Disabilities Liaison

- Liaison with University Services for staff with a disability.
- Advice and assistance with all matters affecting staff with a disability.

Staff contact

Associate Dean Staff

Phone: +61 3 9905 2820



Student support services

www.education.monash.edu.au



Academic English language and study support services

- Provision of workshops, focussed study groups and individual consultations for essay and assignment writing, effective reading, thesis and project writing, and crossing educational cultures.

Clayton campus

Ms Rosemary Viète

Phone: +61 3 9905 5396

Email: rosemary.viete@education.monash.edu.au

Ms Anne Prince

Phone: +61 3 9905 1108

Email: anne.prince@education.monash.edu.au

Gippsland

Ms Julie Murray

Phone: +61 3 9902 6165

Email: julie.murray@lib.monash.edu.au

Web: www.monash.edu.au/lls/llonline

Peninsula

Dr Adela Abu-Arab

Phone: +61 3 9904 4662

Email: adela.abu-arab@calt.monash.edu.au

Web: www.monash.edu.au/lls/llonline

Administration services

- Provision of advice about courses, enrolments, re-enrolments, intermissions, withdrawals, and change to part-time or full-time.

Clayton campus

Undergraduate double degree and Graduate Diploma of Education (Secondary) inquires

Ms Renate Medrano

Phone: +61 3 9905 2881

Email: renate.medrano@education.monash.edu.au

BAL&D course inquires

Ms Allie Clemans

Phone: +61 3 9905 9155

Email: allie.clemans@education.monash.edu.au

Postgraduate coursework studies

Ms Kerry Theodora

Phone: +61 3 9905 2803

Email: kerry.theodora@education.monash.edu.au

Ms Robina Sharp

Phone: +61 3 9905 8646

Email: robina.sharp@education.monash.edu.au

Research degrees

Mr Mayur Katariya

Phone: +61 3 9905 9498

Email: mayur.katariya@education.monash.edu.au

Psychology studies

Ms Eileen Scott-Stokes

Phone: +61 3 9905 2877

Email: eileen.scottstokes@education.monash.edu.au

Gippsland

Ms Kate Anderson

Phone: +61 3 9902 6372

Email: kate.anderson@education.monash.edu.au

Peninsula

Ms Maree Mayne

Phone: +61 3 9904 4291

Email: maree.mayne@education.monash.edu.au

Computer help services

- Provision of IT support and access to computing facilities, softwares, the internet, printing and scanning.
- Advice and assistance with computing problems and queries.

Service desk phone: +61 3 9905 1777

Ext.: 51777 or 66777

Web: <http://helpdesk.its.monash.edu.au>

Opening hours: 8.30 am to 5 pm Monday to Friday

Assistance in Building 6, Clayton campus

Ext 59099

Web: <http://insite.education.monash.edu.au/techservices/>

Opening hours: 9 am to 5 pm Monday to Friday

Faculty of Education senior staff

Manager, Admissions and Student Services

Mr Gerard Schnabl

Phone: +61 3 9905 2905

Email: gerard.schnabl@education.monash.edu.au

Associate Dean (teaching)

Associate Professor Brenton Doecke

Phone: +61 3 9905 2894

Email: brenton.doecke@education.monash.edu.au

Faculty Manager

Mr Peter Lawford

Phone: +61 3 9905 2796

Email: peter.lawford@education.monash.edu.au

Equity committee and faculty equity officer

- The Faculty Equity Officer can provide individual advice and support about equity matters which students believe may be impeding their educational progress.
- The Faculty Equity and Access Committee provides advice to the Dean and the Faculty Executive on equity, access and affirmative action matters.

Dr Jill Brown

Phone: +61 3 9905 2848

Email: jill.brown@education.monash.edu.au

General inquiry services

- General advice about courses, forms for intermissions, extensions for assignments, etc.
- Provision of general information about room locations in the Faculty of Education, campus map, etc.

Ms Wendy Tregenza

Phone: +61 3 9905 2819

Ext 52819

Email: info@education.monash.edu.au

Opening hours: 9 am to 5 pm