



**MONASH** University  
Education

**POSTGRADUATE  
COURSEWORK  
MANUAL**

**2008**

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## 1. WHO DO I CONTACT?

Please note that under University regulations staff are not able to provide private contact numbers for either staff or students.

### 1.1 Administrative Staff

#### Manager, Admissions & Student Services

Gerard Schnabl

T: 990 52905 F: 990 55400

#### A/Manager, Admissions & Student Services

Evan Kritikakos

T: 990 52777 F: 990 55376

#### Co-ordinator, Coursework Programs

Kerry Theodora

T: 990 52803 F: 990 55400

#### Administrator, Postgraduate Programs

Robina Sharp

T: 990 58646 F: 990 55400

#### Administrator, Psychology Programs

Eileen Scott-Stokes

T: 990 52877 F: 990 55400

#### Faculty Reception

TBC

T: 990 52819 F: 990 55400

### 1.2 Course Pathway Advisors

Each of the Course Pathway Advisors listed below provide specialist academic advice to students and are responsible for the supervision and management of the specialist pathways.

#### Inclusive and Special Education

Dr Joanne Deppeler, T: 990 55689

Dr Umesh Sharma, T: 990 54388

#### Information and Communication Technology in Education

Dr Bernard Holkner, T: 990 52767

#### International Education

Dr Cynthia Joseph, T: 990 52801

#### Leadership, Policy and Change

Dr Nicholas Allix, T: 990 59198

#### Literacy Studies

Mr Graham Parr, T: 990 52854

#### Mathematics/Science Education

Dr Debbie Corrigan, T: 990 52793

#### Music Education

Dr Jane Southcott, T: 990 52810

#### Psychology (Counselling)

Dr Janette Simmonds, T: 990 52902

#### Psychology (Educational & Developmental)

Dr John Roodenburg, T: 990 51295

#### TESOL, TESOL (International) & LOTE

Dr Jill Brown, T: 990 52848

Dr Jenny Miller, T: 990 52886

#### Work and Learning Studies

Mr Damon Anderson, T: 990 59193

#### Counselling

Dr Nicky Jacobs, T: 990 51648

#### Early Childhood

Dr Mindy Blaise, T: 990 44686

#### General

Dr Jane Southcott, T: 990 52810

#### Gifted Education

Ms Leonie Kronborg, T: 990 55690

## 2. OVERVIEW

For the most up to date information about courses available with the Faculty of Education, please refer to the following webpage:

<http://education.monash.edu.au/courses/?level=Postgraduate>

### 2.1 Master of Education Course Structure

For an outline of the Master of Education, please refer to the following webpage:

<http://www.monash.edu.au/study/coursefinder/course/2500/>

Please note: the availability of courses and individual units may vary. Prospective students should check the availability of individual units at enrolment and on re-enrolment. Please refer to the following webpage for information on Postgraduate units.

<http://education.monash.edu.au/units/postgrad-unit-rotations.html>

### 2.2 Master of Education Specialisms

Postgraduate coursework study in the faculty is available in the following specialist areas:

- Bilingual / Immersion Education (available only on a cohort basis)
- Early childhood
- Gifted education
- Inclusive and special education
- Information and communication technology in education
- International education
- Leadership, policy and change
- Literacy studies
- Mathematics and science education
- Music education
- Teaching English to Speakers of Other Languages (TESOL)
- Teaching English to Speakers of Other Languages (TESOL) - International
- Teaching Languages other than English (LOTE) (available only on a cohort basis)
- Work and learning studies

These pathways of study are designed to provide advanced practical and research studies for individuals working in education and education-related professions.

The names and contact numbers of course pathway advisors and administrative staff associated with each specialist pathway are listed on page 3 of this booklet.

Specific course maps for each of the pathways may also be found at the following website.

<http://education.monash.edu.au/courses/pg-specialisms.html>

If you choose a specialist pathway, this specialisation will be indicated on your academic transcript and printed on your testamur upon graduation. Please fill out a Specialism Option form (available from the faculty) and return it to the faculty to ensure that you will be course completed with the appropriate specialism.

### 2.3 Exit Points

Should you choose to leave the course early, we offer two exit points for the Master of Education

- If you complete two 12-point units you may exit with a Postgraduate Certificate of Education
- If you complete four 12-point units you may exit with a Postgraduate Diploma of Education

You can complete a specialism with the Postgraduate Diploma of Education, provided you have completed the appropriate units for your chosen pathway. There is no specialism for the Postgraduate Certificate of Education.

### 2.4 Psychology Programs Specialist Pathways

- Psychology (Counselling)
- Psychology (Education & Development)
- Psychology / Ph D
- Counselling

#### 2.4.1 Master of Psychology (M Psych)

*Master of Psychology (Counselling)*

<http://www.monash.edu.au/study/coursefinder/course/3231/>

The M.Psych (Counselling) prepares graduates to practise as counselling psychologists in a range of settings including hospitals, community centres, schools, tertiary institutions, private practices, industry, health-oriented facilities and other similar places. For more detailed information regarding the

role and employment prospects of counselling psychologists, students should consult the College of Counselling Psychologists, Australian Psychological Society.

*Master of Psychology (Educational and Developmental)*

<http://www.monash.edu.au/study/coursefinder/course/3232/>

The M.Psych (Educational and Developmental) prepares graduates to practise as educational and child psychologists in schools, hospitals, clinics, and private practices. For more details regarding the role and employment prospects of educational and child psychologists, students should consult the College of Educational and Developmental Psychologists, Australian Psychological Society.

*Master of Psychology (Educational and Developmental) and Doctor of Philosophy*

For an outline of this course please refer to the following webpage:

<http://www.monash.edu.au/study/coursefinder/course/3736/>

*Master of Psychology (Counselling) and Doctor of Philosophy*

For an outline of this course please refer to the following webpage:

<http://www.monash.edu.au/study/coursefinder/course/3732/>

### 2.4.2 Master in Counselling

<http://www.monash.edu.au/study/coursefinder/course/3236/>

The Master in Counselling degree has been designed in response to the growing market demand for counselling knowledge and skills from professional people working in a range of education, community and service-related industries. To cater for the needs of these target groups, four units are available relevant to these workplace settings. For applicants with previous studies in psychology and who are interested in articulating to higher degrees, a range of substitute units are also offered to extend their knowledge and skills.

## 3. COMPUTER ACCOUNTS AT MONASH

You will need a computer account to use the on-campus computer labs and to access Monash information and resources. To enable you to do this you will need to register for an Authcate Account. For information regarding access visit the following web page:

<http://www.monash.edu.au/students/computer/>

Registration for your computer account actually enables the use of two computer accounts for Monash systems. You must complete your enrolment before full access to both accounts is enabled. The two accounts will have their passwords automatically synchronised for you if you use the [change password](#) facility accessed via this site.

The reason for having two accounts lies in the different facilities used for various computer services. Briefly, the two accounts and the services they access are:

#### *Authcate account*

This account is for access to Monash services on the internet that are password protected. Some of these services are available to you as soon as you have a letter of offer and have registered via the first link at the top of this page; the others will become available to you after you have fully enrolled. These services include:

- your my.monash web page at <http://my.monash.edu.au/>
- web pages containing course material
- library resources such as databases and online journals
- email on the internet
- examination results
- re-enrolment.

#### *Novell account*

This account will be fully useable soon after you enrol, provided you have registered. It normally requires the same username and password as your AuthCate account and it enables access to these services:

- Personal computers or workstations in computer laboratories, for word-processing or spreadsheets.
- Other PC applications that are usually course or unit specific and that are delivered from networked file servers.

Listed below are the contact telephone numbers for ITS Helpdesk. If you are on campus or are calling from within the university, just dial the last 5 digits:

Clayton: 990 51777  
Peninsula: 990 44777  
Gippsland: 990 26777

### 3.1. Monash Student Email Account

You can access your email account through the My Monash Portal. Log into the portal at the following webpage by typing your Authcate username and Authcate password.

<https://my.monash.edu.au/>

You can also check your student email account via the Monash Webmail login:

<https://mail.monash.edu.au/>



#### **IMPORTANT NOTE:**

Students who wish to correspond with university staff must do so by using their Monash student email account. Email sent from private email accounts will not be responded to directly and a standard reply will advise that you check your

student email account for a response to your query or concern.

It is advisable however that you arrange that your Monash student email account is linked to your personal email so that you are notified of all University correspondence sent to your account, which includes information about important dates, fee information and guidelines for re-enrolment. Please follow the instructions below to arrange that all emails sent to your Monash account are forwarded to your personal email account.

#### **3.1.1 How do I forward messages to another mail account?**

If you choose not to use Monash WebMail, you can forward messages to another mail account using the following method:

1. Log into your Monash WebMail account at <https://mail.monash.edu.au/>
2. Select "Options"
3. Select "Settings"
4. Enter the email address that you wish to forward mail to into the "Mail Forwarding" text box
5. Click "Save Changes". Changes may take up to five minutes to take effect.

Please NOTE that you can only specify one email address to forward your student mail and when you are on the forwarding mode, the mail will NOT be stored in the server.

## 4. WEB BASED RESOURCES

### 4.1 My.Monash Portal

The My.Monash Portal is a 'one stop' service to the relevant Web based resources you are likely to need while at Monash University.

The system makes innovative use of administrative data to determine, and present you with a unique and personal gateway into the relevant online academic, administrative and support resources most likely to be of value to you including:

- Re-enrolment online via WES
- Your Monash Email account
- Easy access to unofficial transcripts
- Easy access to online unit material
- Search functions
- Information regarding social and recreational happenings at Monash

To log in go to: <https://my.monash.edu.au/> Or follow the links from the Education home page.

### 4.2 Ask.Monash

Ask.Monash is a web-based help system that lets you find answers to your questions at a time which suits you, rather than limiting you to the time a service desk is open.

Ask.Monash has 3 main features:

- A searchable collection of frequently asked questions (FAQs).  
By searching the online FAQs you will be able to look for answers to your questions at any time of the day or night.
- Ability to submit your own questions online.  
If the FAQ knowledgebase doesn't answer your question, you can submit it online to support staff who will respond to your query.
- A personalised area where you can monitor the progress of questions you have submitted.

You can check the status of your question by visiting the 'My Requests' section of Ask.Monash. This is your personal area where the responses to all your questions are stored.

You can use Ask.Monash to find answers to questions relating to Student Administration such as: fees, enrolments, admissions, graduations and scholarships along with answers to questions relating to the services provided by ITS.

In order to access the Ask.Monash webpage please go to the following webpage where you will be instructed to enter your Authcate username and password: <https://my.monash.edu.au/askmonash/>

## **5. ENROLMENT GUIDELINES**

### **5.1 Concurrent Enrolment**

You cannot concurrently undertake any other course of study in this university or another without the prior permission of the Faculty Board.

### **5.2 Eligibility for Doctoral Research**

If you wish to proceed to Doctoral level studies you are advised to choose the Research Thesis option. Entry to Doctor of Philosophy (PhD) is assessed on a case-by-case basis. It is the normal expectation that a student applying for PhD will have included in her/his Masters program, studies that include research methodology units and a research thesis (16,000 words). To be considered eligible students must achieve a grade point average of Distinction or above across the units studied and in the thesis.

If you are intending to choose a thesis option you should consult with your program co-ordinator to ensure your coursework studies provide a sound basis for any intended future research. Students are not permitted to enrol for the thesis until they have successfully completed at least four units. They must complete a research methodology unit, and they must have received a Distinction average from their course work units.

### **5.3 Credit And Exemption**

#### **5.3.1 Prior Formal studies**

On admission, you may apply for credit for up to 50% of your course, for units satisfactorily completed towards a postgraduate degree. These units must have been undertaken at the level of a fifth year of study in a tertiary institution. If you have completed an award within the articulated postgraduate program in the Faculty (e.g. Postgraduate Certificate or Diploma) you will automatically be granted credit for these studies, if the proposed program continues in a specialist pathway. Applications for credit must be submitted to the Faculty Office using the appropriate forms. Please download the form from the following webpage:

<http://www.adm.monash.edu.au/service-centre/forms/credit.pdf>

Any supporting documentation should also be submitted together with your application. You will be notified in writing of the outcome of your application.

You may be granted preclusion rather than credit for a unit or units based on formal prior study. Preclusion prevents the enrolment in a unit or units, and is generally granted where formal prior study is similar but not equivalent to the course of study. The Course Co-ordinator will recommend an alternative unit or units, which are appropriate to your course.

#### **5.3.2 Recognition of Prior Learning (RPL)**

On admission you can also apply for recognition of prior learning. This learning can either be credentialed or uncredentialed. Credentialed learning is relevant skills, knowledge or competencies that have been acquired from a provider other than an Australian university. For example, education or training provided through employer-based programs, professional bodies and private providers. Uncredentialed learning is learning that is acquired through work and experience.

To apply for either of these types of RPL you should submit an application for credit. If the RPL you are applying for is credentialed you should accompany the application with evidence of completion of the non-award program. If it is uncredentialed learning you should accompany the application with an RPL portfolio. Guidelines on how to prepare an RPL portfolio and the credit application form are available from the Faculty Office.

Please note that the granting of credit based on RPL can normally not be any more than 25% of your course.

You will be notified in writing of the outcome of your application.

### **5.4 Assessment**

Full details of the assessment policy of the faculty may be found in the Faculty Assessment Policy available on the Faculty's website: <http://www.education.monash.edu.au/students/current/admin/policies/assesspolicy.html>

Generally the assessment for any unit will comprise such combination of work, assignments, tests, formal examinations, etc as the Professional &

Postgraduate Coursework Management Committee (on behalf of Faculty Board) may approve.

## 5.5 Course Duration

### 5.5.1 Postgraduate Certificates

Postgraduate Certificates shall generally be completed in one semester if undertaken by full-time enrolment and in two consecutive semesters if undertaken by part-time enrolment.

### 5.5.2 Postgraduate Diplomas

Postgraduate Diplomas shall generally be completed in two consecutive semesters if undertaken by full-time enrolment and in four consecutive semesters if undertaken by part-time enrolment.

### 5.5.3 Masters by Coursework

The Masters course shall generally be completed in eighteen months if undertaken by full-time enrolment and three years if undertaken by part-time enrolment from the date of admission.

### 5.5.4 Master of Psychology

The Master of Psychology shall generally be completed in two years if undertaken by full-time enrolment and four years if undertaken by part-time enrolment from the date of admission.

### 5.5.5 Master in Counselling

The Master in Counselling may be taken either full-time or part-time. It is expected that full-time candidates will complete all requirements within one year (two semesters) while part-time candidates should complete all requirements within two years (four semesters). The expected number of study hours per week for a full-time student is 48.

Each course has a minimum and maximum period of enrolment in which you must complete your studies or your enrolment will lapse. The Faculty policy of course duration is as follows:

| Course Type              | Minimum Duration | Maximum Duration |
|--------------------------|------------------|------------------|
| Postgraduate Certificate | 0.5 year         | 3 years          |
| Postgraduate Diploma     | 1.0 year         | 4 years          |
| Masters (72 points)      | 1.5 years        | 5 years          |
| Masters (96 points)      | 2.0 years        | 6 years          |

Before the expiration of time allowed for enrolment, you may apply for an extension of time stating the reasons for the extension and submitting evidence to

support the claim. You must apply in writing to the appropriate Administrative Officer (see page 3).

## 5.6 Intermission (Leave of Absence)

During your course you may apply for intermission of enrolment to a maximum of twelve months. You can apply for intermission by completing an Intermission application form (Coursework), available from:

<http://www.adm.monash.edu.au/service-centre/forms/intermission.pdf>

OR, you can apply for Intermission by accessing your course information via WES .

*Note: Applications should be made prior to the census date in the current semester to limit the financial and/or academic penalties. Please visit the webpage below for more information on census dates.*

<http://www.adm.monash.edu.au/excerv/about/principal-dates/>

## 5.7 Unsatisfactory Academic Progress

If the Faculty of Education Board of Examiners Committee regards your academic progress as unsatisfactory you may be asked to appear before the Faculty Academic Progress Committee to show cause as to why you should be permitted to continue with your studies.

## 5.8 Withdrawal

If you wish to withdraw from one or more units or from the entire course, you must complete an Enrolment Amendment Form, which is available from the Faculty Office. You must return the Form to the Faculty Office.

There are critical dates for withdrawal without penalty. The census dates are 31 March for first semester and 31 August for second semester. You will incur full CSP fees if you fail to withdraw from a unit by these dates. You may expect a refund of fees if you withdraw before these dates in each semester. Information regarding dates relating to withdrawal and failure of a unit can also be found at the following University website:

<http://www.monash.edu.au/pubs/handbooks/srg/srg-09.html>

## 5.9 Lapse of Enrolment

If you fail to enrol after acceptance of your application offer or if you fail to re-enrol in subsequent years, you are technically no longer a student of the University and your enrolment will

automatically be regarded as having lapsed. If this happens you will have to re-apply for your place in the course and apply to have previous unit completions considered for credit towards your course. However, after a period of 10 years has elapsed previous studies will not be considered for credit.

## 5.10 Re-enrolment

Re-enrolment, unless otherwise notified, is undertaken through the Web Enrolment System (WES) on the Internet. In September, the University will notify you by mail of the period of re-enrolment relevant to you (usually mid-October to mid-November). If you are continuing your course after a period away from study you must also follow the University re-enrolment procedures. Should you change your address whilst on leave it is important that you notify the University of your new address details, otherwise you will not receive re-enrolment information and other important notices. If you do not receive a Re-enrolment notice by mid-October, please contact the Faculty Office. Failure to re-enrol can result in a lapse of enrolment.

### 5.10.1 Web Enrolment System (WES)

The Web Enrolment System (WES) allows students to use the Internet to:

- enrol/re-enrol (All students)
- amend unit enrolment (All students)
- check your results and view your unofficial academic record (Available to all students)
- update address details (Your address details must be up to date at all times)
- update emergency contact details (Should be provided by all students and must be up to date at all times)
- Complete Enrolment Questionnaire (must be completed by all students)
- Complete CSP/HECS-HELP or FEE-HELP application form (For CSP students, Australian citizens, and Permanent residency students only)
- Apply for intermission for coursework



**IMPORTANT NOTE:** At the end of this year the University Enrolments Office will notify you of the periods you are able to access the Web Enrolment System to re-enrol for the next academic year. When notified in writing regarding your re-enrolment it is important that you re-enrol

during the specified re-enrolment period; usually between middle of October to November.

NB: If you fail to re-enrol during this time:

- you may lose your place in the course, or
- you may be charged a late enrolment fine

The internet address to re-enrol via WES is:

<https://my-wes.its.monash.edu.au/wes/>

This site contains enrolment instructions. You will need to refer to the Faculty website at <http://www.education.monash.edu.au/> for course information and general re-enrolment information.

To gain access to this secure web site you are required to use your student Authcate username and password. If you do not know your AuthCate Username and Password you should either access <http://www.monash.edu.au/students/computer/> or contact the ITS HelpDesk on: 9905 1777 or extension 51777.

Please do not contact the Faculty to assist with this. Students who do not have internet access at home can gain access by visiting: labs at the University campus or in the Faculty, Internet Cafés or the library.

#### *Student Responsibility*

It is your responsibility to ensure that you have read and completed all re-enrolment requirements by the end of the re-enrolment period specified above. Should you have any concerns about completing your re-enrolment and need further advice re: unit selection or general course advice you must contact the Administrator in charge of your program of study before the re-enrolment cut-off date.

As your re-enrolment will usually take place prior to the release of your end of year results it is assumed, when you enter your unit selection, that you have met all the prerequisite conditions for your course. However, after results publication if you find you have failed to meet the prerequisite conditions for your units, you **MUST** amend your enrolment. **THIS IS YOUR RESPONSIBILITY** and can be done via WES during a second re-enrolment period during December where an opportunity to amend your enrolment will be given to you. Please note that students who are amending or making a variation to their original enrolment will not be issued a late enrolment fine.

#### *International students*

- If you do not re-enrol within 28 days of receiving your results you may be reported to the Department of Immigration as not having a

current enrolment. If this occurs you may lose your place and be required to reapply.

- International students who do not enrol in 24 credit points in both semester 1 and semester 2 may be in breach of their Student Visa requirements and may be reported to the Department of Immigration. An enrolment of less than 24 credit points in either semester 1 or semester 2 should be discussed with the administrator in charge of your program.

Please visit the Monash International website for more information regarding your enrolment and the implications it has regarding your Student Visa requirements.

<http://www.monash.edu.au/international/courses/visa/information/>

You can also contact Monash International Student Services on email at:

[issu.clayton@adm.monash.edu.au](mailto:issu.clayton@adm.monash.edu.au)

#### ***Transaction Records***

IT IS CRITICAL THAT YOU PRINT OR SAVE THE TRANSACTION NUMBER AND DETAILS for all transactions performed on this site. They will be required in the event of an enrolment disagreement. An e-mail will be sent to your Monash e-mail address with all the details on the enrolment form/s when submitted, including your transaction number. If you do not see a Transaction Number you have not completed the enrolment step. A transaction number is issued for each of the following forms: Enrolment Questionnaire, CSP/HECS-HELP or FEE-HELP.

#### **5.11 Course Transfer**

It is possible for you to transfer between postgraduate courses within the Faculty of Education. In order to apply for a transfer you must complete a Course Transfer application form (Coursework), which is available from the Faculty Office or otherwise it can be downloaded from the following webpage:

<http://www.adm.monash.edu.au/service-centre/forms/course-transfer.pdf>

The Form should be returned to the Faculty Office and will then be forwarded to the appropriate Student Services Administrative staff member for processing. You will be notified in writing of the outcome of your application. If your application is successful you will be asked to fill out a CSP/HECS-HELP Payment Option Form, which is required by DEST (Department of Education, Science and Training) for entry into a new course.

Full Fee paying students applying for a course transfer will have the option of completing a FEE-HELP form once their course transfer has been approved.

#### ***International Students***

All International Students applying for a course transfer must seek advice from Monash International to determine the implications a transfer to another course may have on their Student Visa. Please note that once a course transfer is approved by the course coordinator a letter will be sent to you confirming that the course transfer has been processed and you will be advised in writing to contact Monash International so that a new ECOE is issued to you.

#### **5.12 Results and Academic Transcript**

The University no longer mails a paper copy of results to students. Your results are available throughout the year, and may be printed directly from the My.Monash portal, including any amendments or updates as they occur:

<https://my.monash.edu.au/>

If you require a University Certified Academic Transcript, please contact your Student Services Centre. For further information please refer to the following webpage:

<http://www.adm.monash.edu.au/service-centre/academic-transcripts.html>

#### **5.13 Graduation**

In order to attend a graduation ceremony in person, or as absentia, you must apply to graduate. The University Graduations office is responsible for all aspects of the graduation process. Please refer to the following website for details on how to apply to graduate:

<http://www.monash.edu.au/graduations/apply.html>

You may apply to graduate:

- during your final unit;
- when you have submitted your thesis; or
- at the conclusion of all studies required for the qualification you are undertaking.

#### **5.13.1 Academic Records**

You will receive a testamur and an academic transcript upon graduation. However, if a formal academic transcript is required prior to graduation, this may be applied for from the University Student Services counter for a fee:

<http://www.adm.monash.edu.au/service-centre/academic-transcripts.html>

## 5.14 Special Unit Enrolments

### *Complementary Units*

You may wish to undertake a unit from another institution, which is to be credited to your current course of study. You should discuss this option with your course co-ordinator to ensure that the unit is appropriate and can be recognised towards your qualification.

A Complementary Study application form is available from the Faculty Office or you can download the form from the following web page. <http://www.adm.monash.edu.au/service-centre/forms/complementary-study.pdf>

Your application must be submitted together with the official handbook outline of the unit(s) that you want to study at the host institution. You will be notified of the outcome of your application in writing and asked to complete the relevant enrolment materials as required. CSP students undertaking a complementary unit will be charged CSP fees at their host institution for the unit.

At the conclusion of the unit you must provide certified evidence of the result obtained for the unit so that it can be credited to your academic record at Monash University.

## 5.15 Equity and Diversity

<http://www.adm.monash.edu/sss/equity-diversity/>

Students and staff have a right to learn and work in an environment free from harassment and discrimination and have a responsibility to become familiar with the University's relevant policies and guidelines. Unlawful discrimination and harassment is unacceptable at Monash University.

Students on placement as part of their course are covered by the policies of the organizations with which they are placed. In the event of a discrimination or sexual harassment matter arising while on placement, the University, as part of its duty of care towards its students will liaise with the organization to ensure that the matter is dealt with promptly using the most appropriate procedures, and will emphasize the organisation's obligation to ensure protection against discrimination, sexual harassment, vilification and victimization.

### *What is Unlawful Discrimination?*

Direct discrimination is treating or proposing to treat a person less favourably than another person in the same or similar circumstances.

Indirect discrimination is when a requirement, condition or practice is imposed which has a disproportionately negative impact on a particular group on grounds such as race or sex and the requirement, condition or practice is not reasonable.

All forms of direct and indirect discrimination on the following grounds constitute unlawful discrimination: race, colour, national or ethnic origin, nationality sex or gender, sexual preference, lawful sexual activity, marital status, pregnancy or potential pregnancy, breastfeeding, status as a parent or a carer, religious or political belief or activity, industrial activity, age, physical features, disability, medical record, personal association with a person who is identified by reference to any of the listed attributes.

### *What is Sexual Harassment?*

All sexual conduct whether verbal physical or electronically communicated may constitute sexual harassment if it is UNWELCOME and could reasonably be expected to make someone else feel offended, humiliated or intimidated.

SEXUAL HARASSMENT can include:

- leering, patting, pinching, touching;
- persistent invitations for sexual favours or outings;
- displays of offensive pictures, posters and graffiti;
- dirty jokes, derogatory comments,
- offensive written messages or telephone calls;
- groups of people ridiculing, leering, wolf whistling or making sexual comments at a person or group of people.

### *What is Vilification?*

Vilification is conduct which incites hatred against, serious contempt for, or revulsion or severe ridicule of another person or class of persons on the grounds of their race or religion.

### *What can you do if you are being discriminated against, sexually harassed or vilified?*

**SPEAK UP** If you feel comfortable tell the person concerned that you object to the behaviour and do not want it repeated.

**SEEK SUPPORT IN SOLVING THE PROBLEM** Discuss the situation with an Adviser who has been trained and selected specifically for this purpose. All consultations with Advisers are strictly confidential.

For a list of Advisers on your campus see <http://adm.monash.edu/sss/equity-diversity/equal-opportunity/contact.html>

Discrimination and Sexual Harassment Grievance Procedures have been established to help staff and students deal with any of these issues and can be viewed at:

<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/discrim-procedures.html>

*Is your behaviour likely to cause offence?*

Discrimination and sexual harassment is often unintended. If you are not sure about your behaviour you can:

- check it out by asking if it is offensive or inappropriate;
- stop it;
- apologise;
- talk it over with an Adviser (all consultations are confidential) or someone who has an understanding of the issues.

## 6. PROFESSIONAL PROJECT

The Professional Project is self-directed project focusing on issues, challenges, concerns or problems derived from a professional workplace context. Students will need to discuss their professional project with the Unit Coordinator who will assign each student to a suitable teaching, training and/or facilitation group in one of the compulsory seminar programs. Even though the professional project will be self-directed, appropriate staff members will offer guidance, support and feedback over the course of the project. While there is no prescribed curriculum, students will be required to participate in a number of seminars that may be conducted on-campus, off-campus or a combination of both. The professional project report will be assessed and graded by the unit coordinator.

The professional project is not a research unit, but is designed for students who are not intending to undertake further higher degree studies. Graduates who have successfully completed the professional project will NOT be able to use this 8,000-word project as evidence of independent research experience in an application for entry into the Ph.D. or Doctor of Education programs. Students who wish to undertake higher studies by research at Doctoral level should complete a research methodology unit and a research thesis (Option 3).

## 6.1 Prerequisites for Professional Project

Enrolment in the professional project will usually occur when students have successfully completed the compulsory research unit, and 4 elective units. However, students may, with the written agreement of their course coordinator, undertake a professional project before completing all of these prerequisites.

## 6.2 Professional Project Enrolment

All students intending to undertake a Professional Project should:

1. Enrol in the professional project unit via WES. Sem 1 - EDF6010 or Sem 2 EDF6020
2. The unit coordinator for the professional project will send you a letter outlining details concerning the seminar program that all professional project students will be required to attend.

## 6.3 Context for professional Project

A professional project may be conducted in a regular teaching situation or in a training or facilitation context or any workplace environment in which an inquiry into practice is appropriate for learning more about that situation. Projects will address key challenges, issues, concerns, problems or opportunities associated with a students' professional practice in their workplace. Each student will work with the unit coordinator who will offer individual support, guidance and feedback during the project.

## 7. RESEARCH THESIS – MINOR THESIS

Because the range of topics for thesis work maybe extremely diverse, it is difficult to provide a precise definition of what constitutes a thesis. Whilst some theses may involve standard research methods, others may reflect a more practical orientation, e.g. production of a video, simulation game, web based instruction, novel, literature review, clinical investigation or experimentation.

A thesis is intended to be original work carried out by the student under the guidance of a supervisor. Any work included in the presentation of a thesis that is not original or that was carried out prior to the formal commencement of the thesis must be clearly reported and identified as background material. When you submit a thesis, the supervisor provides a written statement certifying to the best of his or her knowledge the extent to which you have carried out the work. You shall not submit for examination for the degree any work that has previously been accepted for any other degree or diploma.

## 7.1 Thesis Administration

A thesis is usually begun after a student has completed three units and the compulsory research methodology unit as part of their course of study. It is a Faculty expectation that students must have a Distinction average for the coursework units completed prior to enrolment in the thesis.

## 7.2 Finding a supervisor

In order to complete your thesis you must have an academic supervisor from within the faculty to oversee and provide direction throughout the research process. The faculty will help find a supervisor for you. Master of Education students will need to fill in the Minor Thesis Proposal form and include a 500 word proposal on your research topic, and hand this into the Thesis Administrative Officer, in the semester prior to commencement of the thesis. Master of Psychology students will also be given assistance with finding a supervisor. Please contact the Psychology Administrative Officer for more information.

Should it be necessary to change your supervisor you will need to complete a Change of Supervisor Form and discuss this with the Course Co-ordinator and the supervisor concerned.

## 7.3 Thesis Duration and Extensions

*M.Ed Students* must enrol in both EDF6031 (Masters Thesis Part 1) and EDF6032 (Masters Thesis Part 2). While *M.Psych students* must enrol in both EDF6535 (Psychology Thesis Part 1) and EDF6536 (Psychology Thesis Part 2).

You are expected to complete the thesis by enrolling in these units, however if an extension is required after completing these units then you are required to complete a Minor Thesis Extension form. This has to be approved and signed by your supervisor. Upon approval you will be enrolled in either EDF6033 (for M.Ed students) or EDF6537 (for M.Psych students). If a further extension is required after your first extension then you need to again complete a Minor Thesis Extension form and seek approval from your supervisor. You will then be enrolled in either EDF6034 or EDF6538. No further extensions will be granted after these extensions.

## 8. WEB ADDRESSES

### 8.1 General web addresses

|   |   |
|---|---|
| Faculty of Education homepage               | <a href="http://www.education.monash.edu.au/">http://www.education.monash.edu.au/</a>   |
| Master of Education – Course structure      | <a href="http://www.monash.edu.au/study/coursefinder/course/2500/">http://www.monash.edu.au/study/coursefinder/course/2500/</a>   |
| Master of Psychology (Counselling)          | <a href="http://www.monash.edu.au/study/coursefinder/course/3231/">http://www.monash.edu.au/study/coursefinder/course/3231/</a>   |
| Master of Psychology (Ed and Developmental) | <a href="http://www.monash.edu.au/study/coursefinder/course/3232/">http://www.monash.edu.au/study/coursefinder/course/3232/</a>   |
| Master in Counselling                       | <a href="http://www.monash.edu.au/study/coursefinder/course/3236/">http://www.monash.edu.au/study/coursefinder/course/3236/</a>   |
| Postgraduate Units – 3 year rotation        | <a href="http://www.education.monash.edu.au/students/current/timetables/pg-unit-rotation-2008-2010.html">http://www.education.monash.edu.au/students/current/timetables/pg-unit-rotation-2008-2010.html</a> |
| My.Monash portal                            | <a href="https://my.monash.edu.au/">https://my.monash.edu.au/</a>   |
| WES   | <a href="https://my-wes.its.monash.edu.au/wes/">https://my-wes.its.monash.edu.au/wes/</a>   |
| Ask.Monash                                  | <a href="https://my.monash.edu.au/askmonash/">https://my.monash.edu.au/askmonash/</a>   |
| Apply to Graduate                           | <a href="http://www.monash.edu.au/graduations/apply.html">http://www.monash.edu.au/graduations/apply.html</a>   |
| Academic Transcripts                        | <a href="http://www.adm.monash.edu.au/service-centre/academic-transcripts.html">http://www.adm.monash.edu.au/service-centre/academic-transcripts.html</a>   |
| IT Information for students                 | <a href="http://www.its.monash.edu.au/students/">http://www.its.monash.edu.au/students/</a>   |
| Education Library and Media Resources (LMR) | <a href="http://www.education.monash.edu.au/library/">http://www.education.monash.edu.au/library/</a>   |
| Monash Postgraduate Association             | <a href="http://www.monash.edu.au/students/mpa/">http://www.monash.edu.au/students/mpa/</a>   |

### 8.2 Useful forms and web addresses

|                                      |   |
|--------------------------------------|---|
| Credit application form              | <a href="http://www.adm.monash.edu.au/service-centre/forms/credit.pdf">http://www.adm.monash.edu.au/service-centre/forms/credit.pdf</a>                           |
| Application for Intermission         | <a href="http://www.adm.monash.edu.au/service-centre/forms/intermission.pdf">http://www.adm.monash.edu.au/service-centre/forms/intermission.pdf</a>               |
| Complementary Study application form | <a href="http://www.adm.monash.edu.au/service-centre/forms/complementary-study.pdf">http://www.adm.monash.edu.au/service-centre/forms/complementary-study.pdf</a> |
| Course Transfer                      | <a href="http://www.adm.monash.edu.au/service-centre/forms/course-transfer.pdf">http://www.adm.monash.edu.au/service-centre/forms/course-transfer.pdf</a>         |
| Enrolment Amendment Form             | Contact the Faculty office or the Student Services Centre   |
| Thesis Forms                         | <a href="http://education.monash.edu.au/students/current/postgrad/">http://education.monash.edu.au/students/current/postgrad/</a>                                 |

Information included in the booklet was correct at the time of printing but is subject to change without notice.  
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