

ENGINEERING
Postgraduate off campus learning programs in maintenance and reliability engineering (“MRE”)
Explanatory notes to help you complete your *Direct Application Form for on and off- campus study – Graduate/Postgraduate courses* <http://www.adm.monash.edu.au/admissions/pgdirectappform.html>
1. Personal details

A post office box is not enough because we need a street address for delivery of study materials. “Mobile number” means Cell phone in North America.

2. Course title (we use the term “Program” within MRE to avoid confusion, as some universities use the terms “course” or “subjects” for our term of “unit”). Your Campus will be “Gippsland” (or “GP”), and leave “Major” blank. Only fill in the one preference, and leave “area of interest” blank.

Title	Course code
Master of Maintenance and Reliability Engineering	2319
Graduate Diploma in Engineering Maintenance Management	1753
Graduate Certificate in Maintenance Management	1764
Graduate Certificate in Reliability Engineering	1765
Unit/s not-for-degree (i.e. single units)	3257

3. Education and Employment history

Please include your current CV with these details in your application, plus a certified copy of your academic record as requested. (This does not mean getting another original set from your university: just get a copy made of what you should have already and get that signed and certified “as a true copy”). Copies of short course certificates are *not* required. If you are a Monash graduate, you do not need to send your academic history: we can access that file.

4. Personal statement/Research interests/ Referees/Credit Not applicable to our MRE programs

5. English Language Proficiency

These requirements changed in June 2008, so please carefully indicate which applies to you.

6. Off-campus study program

List only the units you wish you study in your **first study year**. Two units per semester (i.e. 4 in the year) is the maximum number for part-time study, but as few as one can be studied in a year. Refer to the unit details given on www.gippsland.monash.edu/science/mre to ensure that you choose the most appropriate program and units to best meet your needs. You can discuss the options with me.

Students planning to do more than two units in a semester must obtain our approval. Full-time study (8 units per year) is allowable if not concurrently employed. “Teaching period” is either Sem 1 or Sem 2 – see under Pathways on the site for when units are offered. Note that you can withdraw up to 31 March without penalty (and by a later date for Sem 2 units).

Any queries on unit choices, etc? Contact me. Any Monash administration queries: contact Ms Lauren Burney, our School’s Manager, Administrative Services on mre@sci.monash.edu

7. Students from a country other than Australia who live in that country are asked to read this document

http://www.universitiesaustralia.edu.au/content.asp?page=/policies_programs/international/cofpractice.htm

Students enrolling direct with Monash University: Mail your application and attachments to: MRE Enrolments, SASE Monash University, Churchill Victoria 3842 Australia	Students in North America only, enrolling with Monash University via the University of Tennessee: Obtain the application form coversheet from mrc@utk.edu , and mail all forms and attachments to the Reliability & Maintainability Center, University of Tennessee as directed on the coversheet form
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8. What happens next?

Our school’s Manager, Administrative Services should be able to respond inside a few weeks (MRE is not her only role). If your application is complete, you will be sent a Letter of Offer. It tells how you accept the offer of a place on line AND by mailing back a signed copy and a photo for your ID card. Prior to the official start in March, (or in July for Semester 2), your study materials are sent out, and also paperwork for the financial aspects. You can buy the textbooks anytime; only some units require these. See list elsewhere on this site.

We look forward to having you join us

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