

**APPLICATION TO CHANGE MAJOR IN THE
BACHELOR OF INFORMATION TECHNOLOGY & SYSTEMS (BITS)
Course Code: 3334**

This form is intended for use by students who are enrolled in the pre-2011 (old version) of the Bachelor of Information Technology and Systems (BITS) at Berwick, Caulfield or Gippsland campuses who are interested in changing their major.

This application is to be submitted to the Student Services Office, Faculty of Information Technology at the campus you are applying to study.

**PART 1 – (To be completed by the student)
Personal details:**

Surname: **First Name:**

ID Number: **Phone Number:**.....

Student Email address:

Are you an international student on a student visa?

Yes No

Current Major:	Preferred Major:
<input type="checkbox"/> BITS – General (no major) <input type="checkbox"/> Applications development and networks <input type="checkbox"/> Business Systems <input type="checkbox"/> Information Management <input type="checkbox"/> Information Systems <input type="checkbox"/> Internet Systems <input type="checkbox"/> Multimedia Applications <input type="checkbox"/> Multimedia Games Development <input type="checkbox"/> Net-centric computing <input type="checkbox"/> Security <input type="checkbox"/> Systems development	<input type="checkbox"/> BITS – General (no major) <input type="checkbox"/> Applications development and networks (<i>Gippsland</i>) <input type="checkbox"/> Business Systems (<i>Gippsland</i>) <input type="checkbox"/> Information Management (<i>Caulfield</i>) <input type="checkbox"/> Information Systems (<i>Caulfield</i>) <input type="checkbox"/> Internet Systems (<i>Caulfield</i>) <input type="checkbox"/> Multimedia Applications (<i>Berwick</i>) <input type="checkbox"/> Multimedia Games Development (<i>Caulfield</i>) <input type="checkbox"/> Net-centric computing (<i>Caulfield</i>) <input type="checkbox"/> Security (<i>Caulfield</i>) <input type="checkbox"/> Systems development (<i>Caulfield</i>)
<p>* If you wish to undertake a double major please select both majors from the lists above. * Please note that your ability to complete a second major will depend on timetable constraints, yearly unit offerings and visa restrictions if applicable.</p>	

By submitting this application your progression to date (including any Advanced Standing) will be reviewed. The outcome of the application will be advised via your student email address.

If you wish to accept the outcome of this review, you are required to sign part 2 of this application formally accepting this transfer.

Please Note: Course progression advice is based on the assumption that the units currently enrolled in are considered a "Pass".

Student signature: **Date:**

PART 2 - Student Acceptance

I acknowledge by signing this form that I accept any amendments to my advanced standing as listed above (and on the attached course map) and agree to change major and campus (if applicable). I further accept any changes to my course duration.

The information on this form is collected for the primary purpose of assessing your application. Other purposes of collection include creating or changing enrolment records on the student database, attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Information Technology to assess your application. Personal information may also be disclosed to the relevant bodies for the verification of qualifications. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Student signature: **Date:**

PART 3 – Office Use Only

Amendments to Progression/Advanced Standing

Unit Code	Added	Revoked
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Unspecified	Added	Revoked
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

No change (*Course Co-ordinator approval not required*)

Course Co-ordinator Name: **Signature:**

Comments:

Office use only

- Enrolled Major amended on database
- Revised advanced standing keyed on database (*if applicable*)
- Student advised of outcome
- Campus amended
- Course Map provided
- Request student file to new campus (*if applicable*)

International Students:

Is there a change to the completion date?

- No Yes (*If Yes, a new eCOE is required and International Student Support Office is to be notified of the new course end date. If applicable*)
 Revised completion date:.....

Processed By:	Stamp:
Processed Date:	