

Academic Progress & Exclusion Information Sessions

Unsatisfactory Academic Progress

A student's academic progress will be considered unsatisfactory if they have:

- Passed less than 50% of their enrolment
(in some Faculties passed only 50% of their enrolment)
- Failed the same compulsory subject twice
- Failed to comply with any previous terms or conditions imposed on their enrollment as a result of previous unsatisfactory progress
- Failed a fieldwork placement

What Happens Next?

- You need to explain in writing why you should not be excluded from your course
- You may also have to appear in person in front of your Faculty's Academic Progress Committee
- A well-prepared written submission may mean that you are not required to attend a hearing
- Failure to respond may result in exclusion, with no right of appeal

Course Discontinuation

- In some cases students may decide upon receiving their Notice Of Referral and Hearing that they want to discontinue their course. You can discontinue from your course up until the committee deliberates on your case at your Academic Progress Committee Hearing.
- If you think that you are not in the right course or University for you, it is strongly advised that you begin applying to other courses and universities now.

How Do You Respond?

- You will need to respond to your Faculty in writing. You do this by completing your Student Response Form.
- It is important that if you do not have enough room on your Student Response Form, that you also attach a letter explaining your case, so that the Faculty can best understand your situation.

Student Response Form

On the Student Response Form there are three boxes.

- The first box states that you would like to make a written submission to the Faculty and also attend a hearing if required. We strongly suggest that you attend a hearing if one is required, as representing yourself either in person or over the phone, may improve the likelihood of you continuing in your course.
- The second box states that you would like to make a written submission to the Faculty, but not attend a hearing if one is required.
- The third box states that you would like to discontinue from your course.
- The box underneath asks if you would like a Student Rights Officer to assist you at your hearing, if a hearing is required. In order for a Student Rights Officer to best assist students, they require access to your files. Tick this box if you would like assistance.

What Should You Include In Your Response?

- What happened at university?
- What happened outside university?
- What will you do differently next year?
- If you are permitted to continue, how will you ensure that you pass satisfactorily next year?

Common Reasons Students Fail

- Poor study skills, time management
- Homesickness, difficulty adjusting to university life
- Financial difficulties and/or working too many hours
- Severe disruption to domestic arrangements e.g. homelessness
- Family crisis e.g. separation, divorce, illness
- Death of relative or close friend
- Health problem (illness or psychological condition)
- Victim of crime

Provide Supporting Documentation

If possible, it is important that you include supporting documentation.

This may include a:

- Letter from your doctor, psychiatrist, psychologist, counsellor or other health professional
- Police Report
- Insurance Claim
- Statutory Declaration

How Will You Improve Your Academic Performance?

- See your course co-coordinator/ lecturer/ financial advisor/ counsellor
- Improve study skills/ time management by enrolling in SMART Sessions or other study skills courses
- Learning Skills at the Library (classes or individual)
- Reduce work hours

Do You Have Problems With A Particular Unit/ Subject Area?

- Private tutor
- Extra study in holidays
- Study group
- Seeking help from lecturers or tutors during consultation times

Why You Want To Study At Monash

Your Student Response Form should include a statement about why you wish to remain in your course. It should include:

- Your long term goals
- Your motivation to complete the course
- Your expectations for future performance
- Any relevant work experience

Academic Progress Hearings

- Dress neatly and appropriately
(as if you are going to a job interview)
- Be on time
- Bring all documents with you
(copies of your response, supporting documents and your academic transcripts)

At The Hearing

- Make eye contact
- Open body language
- Talk slowly and try not to rush your words
- Ask for questions to be repeated
- Be polite
- Be clear and focused

Support Person

You can nominate one person to accompany you to the hearing.
This person can be a:

- Student Rights Officer
- Counsellor
- Family member
- Any other person approved by the Faculty

What Should You Do Now?

1. Complete your Student Response Form and additional letter (if required)
1. Locate any relevant supporting documents/ material
2. Submit your response to the Faculty by the due date

What Will Happen Next?

You will receive one of two letters:

1. A letter requesting you to appear at your Faculty's Academic Progress Committee
2. A letter stating that you can continue in your course. This means you do not have to attend a hearing. This letter may include details of conditions that have been placed upon you. You must comply with these conditions.

Finally.....

Representatives from:

- Health, Wellbeing and Development's Counselling Service
- Health, Wellbeing and Development Advisors who can provide information to you regarding your visa
- Learning Skills at the Library
- Student Rights Officers

are now available for a 10 minute private consultation



MONASH University

Health and Wellbeing

Counselling Service &
Student Advice



Health and wellbeing

HUB



What is counselling?

- Opportunities to explore your thoughts and feelings with a counsellor
- Assist you to change unhelpful behaviours
- Help you get the most out of your time at Uni
- Confidential and free service



How can counselling help you?

- To identify and understand why you are here
- To communicate this understanding to the APC
- To plan how you might do things differently in the future



Student Advice: How can we help?

- Provide confidential ear and clarify the extent of the problem (may not be as large as it seems)
- May be able to suggest a solution and/or provide referrals to other support services
- International student support:
 - Advise you of your student visa requirements
 - Provide options and inform you about the student visa implications associated with each option



Your Monash Email Account

- Emails sent to your student email are officially deemed to have been received by you
 - “...I didn’t know...”
 - “...I didn’t check...”
 - “...I don’t access my student emails...”

are NOT applicable defences!



Your Postal Address

- Monash University will also send all official correspondence to your official postal address
- If you are academically excluded because you fail to respond to Monash correspondence, “...no longer living at that address...” is **NOT ACCEPTABLE** as an excuse



Updating Your Postal Address

- Please update your address if travelling or returning home during this semester break
 - It is VERY easy to update your postal addresses:
 1. Web Enrolment System (WES) via your my.Monash portal (my.monash.edu.au/wes)
- OR**
2. Student Services Centre on your campus



International student: Key Visa Conditions

- 8533 Change of Address
 - you must notify Monash of your Australian address within 7 days of change of address
- 8202 Meet Course Requirements
 - you must make satisfactory academic progress



Key Visa Conditions (cont'd)

- ESOS Act 2000 requires Monash to report to DIAC any student who has failed to meet course requirements, i.e. if he/she has been excluded from the course
 - the possible visa implications are different for those who withdraw from a course compared to those who are excluded



Health and Wellbeing Hub

Please see us at the EARLIEST possible opportunity

to discuss your options before a problem

becomes too great!

Contact details:

Email – hub.caulfield@monash.edu

Website – www.hub.monash.edu.au



> [Health, Wellbeing and Development](#)

Services

- > [Chaplaincy](#)
- > [Counselling Service](#)
- > [Family and Child Care Service](#)
- > [Financial Aid & Loans](#)
- > [Health Service](#)
- > [Off Campus Housing Advisory Service](#)
- > [Religious Centre](#)

Programs

- > [Cultural Competency](#)
- > [Get SMART](#)
- > [Getting Up From Down](#)
- > [Campus Connect Events](#)
- > [Koonawarra Playgroup](#)
- > [Meditation](#)
- > [Mental Health First Aid](#)
- > [No Worries](#)
- > [Safe Community](#)

[Monash University](#) > [Community-services](#) > [Academicprogress](#)

Academic Progress

Monash University provides services to support students who are experiencing difficulties and academic failure.

- [Failing a unit](#)
- [Early warning letter](#)
- [Notice of Referral and Hearing](#)
- [APC Hearing](#)
- [Excluded](#)
- [Placed on condition](#)



The Academic Year

Jan & Feb	Mar & Apr	May	June	July	Aug	Sept	Oct & Nov	Dec
Academic Progress Committee (APC) Hearings	Check withdrawal dates		Exams	Results	Early Warning letters		Special consideration and exams	Results and notices of referrals and hearing



Learning Skills – what we do

- Refer you to resources and programs which are specifically tailored to your needs
- Offer classes to enhance your learning
 - Reading and note-taking
 - Exam preparation
 - Academic writing
 - Time management
 - Plagiarism and referencing
 - Proofreading
 - Presentation and group work skills



Learning Skills – further information

- If you have further enquiries, please email trish.evers@lib.monash.edu.au

Disability Liaison Unit

Who is eligible to register?

- Students with short term or ongoing medical conditions or disabilities can register
 - Sensory (vision or hearing) impairments
 - Medical conditions (Diabetes, Chronic Fatigue, broken bones, chicken pox)
 - Learning Disabilities / Dyslexia
 - Neurological conditions (Brain Injury, Epilepsy)
 - Physical or mobility impairments
 - Mental Illness (Depression, Anxiety, Schizophrenia)
- Appropriate supporting medical documentation is required

Disability Liaison Unit

Accommodations may include:

- Note takers and/or AUSLAN interpreters
- Alternative format reading materials
- Access to Adaptive Technology Rooms & assistive technology
- Alternative exam arrangements
- Liaison with lecturing staff

DLU & the APC process

Staff from the Disability Unit are available during the APC hearings and can provide:

- Information to students
- Information to APC committees (with the permission of the student)
- Documentation confirming registration with the Disability Liaison Unit and the academic accommodations supported.

Contact details

Telephone: 9905 5704

Email: dlu@adm.monash.edu.au

For further information and our documentation guidelines

[http://www.adm.monash.edu.au/sss/equity-diversity/
disability-liaison/](http://www.adm.monash.edu.au/sss/equity-diversity/disability-liaison/)