

ACADEMIC PROGRESS: HEARING HINTS

Academic Progress: Hearing Hints

What is Academic Progress?

One of the conditions of enrolment at Monash University is that you must maintain satisfactory academic progress throughout your course. Unsatisfactory progress is generally defined as:

- failing a practicum or placement unit
- failing a compulsory subject twice
- passing less than half of your study load in the past year, including any summer subjects
- failing to meet conditions previously imposed by an Academic Progress Committee (APC).

Students who meet these requirements will be asked by their Faculty to explain their results.

What is a “Notice of Referral and Hearing”?

A Notice of Referral and Hearing is the letter sent to you by the Faculty if you have not meet academic progress requirements. It is very important that Monash has your correct address details to ensure that you receive this letter. You can update your address on the my.monash portal.

You must reply to this letter, as failure to reply may result in exclusion. It is recommended that you attach a letter to your Notice of Referral and Hearing explaining your results, including why your academic performance has been affected and also why you believe you can achieve satisfactory academic results if allowed to continue in your course.

A Student Rights Officer can review your letter and provide advice and feedback about the process. Information about how to write a letter can be found on the MONSU Student Rights and Support website.

What happens after I submit the Notice of Referral and Hearing?

There are three possible outcomes:

- you may receive a letter from the university stating that you may continue in your course
- you may receive a letter stating that you may continue your course, on specific conditions which will be outlined in the letter
(You must comply with these conditions, if you do not wish to appear before the Academic Hearing Committee in the following year.)
- you may receive a letter asking you to attend an Academic Progress Committee (APC) Hearing.

Preparing for your APC Hearing

Before the Hearing

Read over your supporting letter again and make summarised notes of what you want to say to the committee. You should identify:

- what went wrong at University
- what went wrong outside University
- what you want to do differently next year
- why you want to remain at Monash, career goals etc.

Compile all your supporting documents. If there is any evidence that you cannot obtain before the hearing, write a list and say why it is unavailable to present to the committee. Bring any evidence of action you have already taken to improve your performance next year e.g. details of your appointments with Health, Wellbeing and Development.

On the Day of your Hearing

- ensure that you are well presented. Wear smart casual clothes like you would if you were attending a job interview.
- make sure you bring all your notes and documents with you.
- arrive at least 15 minutes early. If you think you are going to be late call the University to let them know
- a Student Rights Officer will explain to you about the hearing process, what type of questions may be asked and also the potential hearing outcomes, so it is important you are on time.

What happens at the Hearing?

The Academic Progress Committee consists of a Chairperson, who is a member of staff and leads the process, 2-4 Faculty representatives and a student representative nominated by the Student Union. In addition, there will also be 1 non-voting member who is the Secretary to the Committee.

The Chairperson will introduce the members of the committee and explain the process of the Academic Progress Committee hearing and the evidence they have to consider your case. You will be asked if you have any justifiable objections to the hearing proceeding at this time. The Chairperson will then invite you to make a submission as to why you should not be not excluded. At this stage you can make any additional comments on any documents that were previously submitted to the committee. Once you have had a chance to say everything you need to, the committee will ask you and your support person to wait outside while they make a decision. In most instances you will be told of the committee decision at the end of the hearing and will receive a letter detailing this decision. The committee will keep a record of the decision and the reasons for the decision.

Possible Outcomes

There are three possible outcomes:

- you may be permitted to continue your course without conditions
- you may be permitted to continue your course with conditions
(You must comply with these conditions, if you do not wish to appear before the Academic Progress Committee in the following year) or
- you may be excluded from your course.

AFTER THE HEARING

Discuss your outcome with a Student Rights Officer and ask them to clarify any questions you may have about the decision. You may feel tired and stressed after the hearing so make sure you take it easy for the rest of the day and have a good support network around you.

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