

RESULTS

Results

I've failed a subject what can I do?

Firstly, make sure you have failed your subject by asking the Unit Leader/ Coordinator for a breakdown of your marks, so that you can clearly see what mark you received for each assessment task. If you want to view your exam paper, make sure that you apply to your Faculty early, as there are time limits on viewing exam papers. Remember most exams that have received a fail mark have been marked by a second person.

I've passed my subject but I think I did better, how do I change my grade?

If you passed an assessment piece or unit but think you should have received a better result, you could ask for it to be reassessed. Again, ask to view your assessment piece and ask your Lecturer to give reasons for your result. If you are refused, seek advice from a Student Rights Officer.

I failed the unit, but I believe I should have passed (results of 44% - 48%), what can I do?

Some subjects require students to pass particular assessment pieces to pass the subject. This is called a "hurdle". Your mark could have been changed if you failed one of those assessment pieces but your results added up to over 50%. The University does not give grades of 50% or above as a fail eg. "52% N", so your result will be lowered.

I won't be able to attend my supplementary examination, what arrangements can I make?

Supplementary exams are not always conducted at times suitable to you, however it is expected that you be available in the advertised time frame if you apply for a deferred or supplementary exam. For Semester 1 units, most deferred and supplementary exams are held in mid August, for Semester 2 units, most deferred and supplementary exams are held in January. If you will be overseas you may be able to arrange another time with your Unit Leader/ Coordinator, such as summer examinations held in mid-February. It is your responsibility to be available for a deferred or supplementary exam.

I've failed my final subject, What can I do?

In some Faculties, if you fail a subject you may be able to sit a supplementary examination, allowing you to graduate with your class. Ask at your Department or Faculty office.

I need to extend my stay in Australia to finish my course

If you are an international student and your visa is going to expire before you complete your course, you need to see a Student Advisor at Health, Wellbeing and Development for advice. Don't leave it until it's too late.

I'm going overseas, how can I make arrangements to view my exam paper before I leave?

Within some Faculties and Departments you are only permitted to view your exam paper within a specified period of time. If you would like to request to see your exam paper outside of this time period, you should contact your lecturer and if they can not help you, you should go to the Faculty office and explain the situation. Additionally, you can always write to the Head of Department.

I've failed most of my subjects or a subject twice

If you fail more than half of your subjects during the year, or you fail a core subject twice without retaking and passing it, you could be requested by your Faculty, at the end of the year to give reasons for your poor academic performance. You may be required to explain in writing why you should be allowed to continue in your course.

If your Faculty does not think you can improve your study they can exclude you for one year. You may receive an Early Warning Letter from the Faculty in your second semester. If you do you should see a Student Rights Officer to see what action you can take.

Near Pass (NP) grades and Supplementary Assessment.

The University recognises that often students will almost, but not quite, achieve the grade required to pass a unit and for this reason the University has Near Pass (NP) and Supplementary Assessment policy to assist students in this situation.

Each faculty has its own policy regarding the awarding of Near Pass (NP) grades and Supplementary exams or assignments. Students should check their Faculty website for eligibility. Students who are studying double degrees, must refer to the policy of their managing Faculty.

Caulfield Campus

Level 3, Building S,
2 Princes Ave
Caulfield East, VIC 3145

Peninsula Campus

Ground Floor, Building U,
McMahons Road
Frankston, VIC 3199

Berwick Campus

Building 930, Clyde Road
Berwick, VIC 3806

Parkville Campus

Building 401 (Sissons Building)
Parkville, VIC 3052

Telephone: +61 3 9903 2596

Email: studentrights@monsucaulfield.org.au

Website: www.monsucaulfield.org.au/student-rights.asp