

International Student Support

Caulfield: Ph 9903 2779

Peninsula: Ph 9904 4662

If you are an overseas student, ISSU can assist you with your transition to study in Australia and help you form valuable support networks. They also provide information about student visa requirements and the visa implications for unsatisfactory progress.

There are many services here to help you. Don't feel scared to ask for help, this is what these people are here for. If you work towards solving your difficulties at the end of Semester, you may save yourself the stressful experience of appearing before the Academic Progress Committee (as well as a lot of money for units you may have to repeat!)

Information sessions are held in Semester 2 for those who have received an Early Warning letter. If you do not receive a program with your letter please check with MONSU Student Assistance for session times and venues.

The information in this brochure has been prepared by MONSU Student Assistance staff. It is intended as a guide to assist you with your educational issues.

For further information, or to speak to someone, please make an appointment with the Student Rights Manager.

If you wish to make an appointment, please register your details on our websites.

CAULFIELD STUDENTS:

MONSU Caulfield

www.monsucaulfield.org.au/studentrights

Ph: 9903 2596

L3, Bldg S

PENINSULA STUDENTS:

MONSU Peninsula

www.monsupeninsula.org.au/studentrights

Ph: 9904 4217

Gr Fl, Bldg U

MONSU Student Assistance publications:

INFOSHEETS

Academic Progress - Early Warning

Academic Progress - Exclusion

Academic Progress - Hearing Hints

Discipline

Exams

Exams - Cheating

Grievance

Results

Special Consideration

BOOKS

Steady Course - Your Student Rights Guide

Copies of all publications are available at our offices or can be requested via email.

Last edited 19/09/2007

MONSU STUDENT ASSISTANCE

STUDENT RIGHTS INFORMATION

ACADEMIC PROGRESS: EARLY WARNING



WHAT IS AN EARLY WARNING LETTER?

An Early Warning Letter is sent to you in the second semester of your study in each year, if you are at risk of breaching the faculty's academic progress requirements at the end of that year. This letter is sent to the address you have registered with the university. **If your address has changed it is your responsibility to provide the university with your correct mailing address.** You can change your address on your my.monash portal.

Reasons for receiving a letter include:

- failing more than half of your semester units
- failing a subject twice
- failing a compulsory core unit

The letter is just a warning, however you should view it as an opportunity to reflect on your failure, understand the reasons why you may have performed unsatisfactorily, and take actions to improve your performance in the next Semester.

If your performance does not improve you may be contacted by the Faculty Academic Progress Committee in December of this year. Further action will be taken if you:

- fail a subject twice
- pass less than half of your workload for the year, including previous summer subjects
- fail to meet previously applied conditions

What can I do now?

The aim of the Early Warning Letter is to motivate you to take action to improve your performance in the next Semester. **DO NOT IGNORE IT!** It is sent for a reason and you should take it seriously. You need to stop and think about the reasons why you are not performing as well as you could be.

Identify your issues

Consider university study issues

- is this unit a specific challenge for you?
- can you improve your study techniques?
- have you lost motivation?
- are you managing your time?

Problems external to university

- are your personal problems affecting your studies?
- do you have health issues?
- having financial difficulties?
- are you working too many hours in paid employment?
- do you have a physical, learning or psychiatric disability?
- do you need to improve your language skills?
- are there too many distractions in your study environment?

Identifying your issues is the hard part as it requires you to take a deep and honest look at yourself and your attitudes towards your studies. You may not be performing well because you are not sure that your course is the right one for you.

The Monash University Careers and Employment service can assist you to find out if you have made the right choice. For further information please visit: www.careers.monash.edu.au

If you are experiencing motivational issues the counselling staff at Health, Wellbeing and Development work with you to identify issues that are preventing you from achieving success in your studies.

SUPPORT SERVICES

There are a number of free services available on-campus which can assist you with your difficulties.

MONSU Student Assistance

Caulfield: Level 3, Bldg S

www.monsucaulfield.org.au/studentrights

Peninsula: Ground Floor, Bldg U

www.monsupeninsula.org.au/studentrights

(Appointments can be requested on our websites.)

Student Assistance staff can help you with identifying strategies to overcome your academic performance related issues and can refer you to other services on campus that may be of assistance.

Learning Support in the Library

Caulfield Library

Peninsula Library

www.monash.edu.au/lis

If you are having language or study technique problems, Learning Support can assist you in improving your language abilities and improving your study skills.

Health, Wellbeing and Development

Caulfield: Level 1, Bldg B

Ph 9903 2500 (Counselling and Financial services)

Ph 9903 1177 (Medical Centre, Dietitian, Masseur)

Peninsula: Level 1, Bldg A, Ph 9904 4223

www.adm.monash.edu.au/community-services

Health, Wellbeing and Development services include:

Counselling Service

If you are having emotional or motivational problems, Health, Wellbeing and Development can help you work through your issues so that you can improve your ability to concentrate on your studies.

Financial Advisor

If you are experiencing financial problems Monash has a financial advisor who can assist you in developing budgets and provide advice on loans and government assistance programs for which you may be eligible.

Medical Centre

If you are experiencing health problems, make an appointment to see the doctor on-campus. Bulk-billing is available.

Dietitian (Caulfield only)

Do you have poor eating habits? A well-balanced diet is the key to sustaining the energy you need to study, work and play. Studies have shown a poor diet leads to concentration problems in class. Perhaps a visit to the dietitian could assist you with a strategy for maintaining your health and well-being. (A nominal fee is charged for this service)

Masseur

Are you stressed and can't find a way to relax? An hour massage could be just what you need. (A nominal fee is charged for this service)

Disability Liaison Unit (DLU)

Ph: 9905 5704

adm.monash.edu/sss/equity-diversity/disability-liaison

If you are having problems managing a disability, DLU can assist you by developing a program to help you to manage your disability and perform well in your studies. This may be through arranging additional exam time, special furniture etc. This office is based at Clayton; however a DLU Officer visits the Caulfield and Peninsula campuses regularly. Appointments are essential.