

Q: How long do I have to appeal?

A: Your appeal must be received by the Secretary to the Exclusions Committee within 14 calendar days from the date of the letter notifying you of your Exclusion.

Q: What happens next?

A: You should also note that the granting of an appeal is not automatic. Your appeal will be referred to the Law Chair of the Exclusions Appeal Committee, who will determine whether there are sufficient grounds for appeal. If your Exclusions appeal is dismissed, the decision of the faculty will stand, which means you will remain excluded from your course or all degrees from

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: EXCLUSION



EXCLUSION FAQ

Q: What is Exclusion?

A: Exclusion is when the university terminates your place in your faculty at Monash University for a period of one year. An excluded student is not able to re-enrol for that period of time.

Q: Why have I been excluded?

A: The university expects students to make satisfactory academic progress in order to continue studying at Monash. The Faculty has excluded you as they are concerned that you are not making progress in your course. In order to come back to Monash at the end of your exclusion period you must demonstrate evidence of "Academic Rehabilitation".

Q: What is Academic Rehabilitation?

A: Academic Rehabilitation involves undertaking university level study at another university and achieving satisfactory results. Usually, Monash expects a credit average. The letter sent to you by the Faculty will provide you with more detail about Academic Rehabilitation.

Q: How do I apply to come back to Monash?

A: The letter that the Faculty sends you upon exclusion outlines the procedures for re-applying to Monash. If you wish to come back to Monash after a period of Academic Rehabilitation, it is important to speak with someone in your faculty for advice about whether or not you will be entitled to credits towards your Monash degree for study completed during the exclusion period.

Do not assume that any study you do will automatically be credited when you return, check with the faculty to confirm their credit transfer policy.

Q: I am an international student, who can help me?

A: International Student Support offers advice about how exclusion affects your visa and what options are available to you regarding Academic Rehabilitation. To make an appointment contact ISS on 9903 2779 (Caulfield) or 9904 4622 (Peninsula).

Q: Can I still access help on campus if I am excluded?

A: Yes, you are still able to access services such as MONSU Student Assistance, Health, Wellbeing and Development and Monash University Careers and Employment. In addition, your faculty can assist you with any queries you may have related to re-applying to Monash.

Q: Where can I study after exclusion?

A: There are many study options that are available to you after exclusion from Monash. Some tertiary institutions offer single subjects that you can undertake at university level. TAFE institutions also offer courses for which the university may offer you credit.

INSTITUTIONS TO TRY:

Melbourne Institute of Business and Technology (MIBT)

Ph: (03) 9244 5197

Web: www.mibt.vic.edu.au

La Trobe University Foundation Studies

Ph: 1300 13 50 45

Web: www.latrobe.edu.au/fsp/index.html

Central Queensland University (CQU) (Melbourne Campus)

Ph: (03) 8662 0555

Web: www.mel.cqu.edu.au

Swinburne University

Ph: 1300 368 777

Web: www.swin.edu.au

Victoria University (VU)

Ph: (03) 9919 4000 or 1300 VIC UNI (842 864)

Web: www.vu.edu.au/Admissions.asp

Deakin University

Ph: (03) 5227 2333 (Geelong Campuses)

(03) 9244 6333 (Burwood and Toorak Campus)

(03) 5563 3333 (Warrnambool Campus)

Web: www.deakin.edu.au

RMIT

Ph: (03) 9925 2000

Web: www.rmit.org.au

Open Universities Australia (OUA)

Ph: 1300 36 36 52 (within Australia)

(03) 8628 2555 (International calls)

Web: www.open.edu.au

advisors@open.edu.au

CAEs and TAFEs

There are several other smaller institutions around Melbourne, Victoria and Australia that may offer something that interests you.

For a full listing of TAFE and CAE courses, refer:

www.tafe.vic.gov.au

www.international.cae.edu.au

www.vtac.edu.au

APPEALING AN ACADEMIC PROGRESS COMMITTEE DECISION

The information in this leaflet is designed to provide you with information about appealing the decision made by the Academic Progress Committee.

Q: What are the guidelines for lodging an appeal?

A: Your right to appeal is limited to one or both of the following grounds:

- **New evidence** – that is, evidence that was not reasonably available to you at the time of the APC hearing. Documentation or advice about when the new evidence will be available must be provided when you lodge your appeal with the Exclusions Appeals Committee.

- **Procedural irregularity** – that is, the faculty has failed to comply with the requirement/s in Statute 6.2 the Exclusion for Unsatisfactory Progress Requirements or the Faculty Academic Progress Committee Functions and Procedures. For example, that:

- the committee may have been inquorate
- the criteria for *Unsatisfactory Progress* was incorrectly applied
- the student was not properly informed of the date and place of hearing

- **Bias** – that is, there was a reasonable apprehension of bias on the part of a member of the Academic Progress Committee.

You need to submit evidence of the alleged bias and a copy of your original written objection to the faculty of this person's membership to the APC.

N.B: Failure to provide your correct address to the university is **not** grounds for an appeal.