

7 January 2008

Student ID: «PERSON_ID»
Course Code: «COURSE_CD»

«TITLE» «GIVEN_NAMES» «SURNAME»
«ADDR_LINE_1»
«ADDR_LINE_2» «ADDR_LINE_3» «ADDR_LINE_4» «AUST_POSTCODE» «OS_CODE»

Dear «TITLE» «SURNAME»

NOTICE OF REFFERAL REGARDING UNSATISFACTORY ACADEMIC PROGRESS 2007

This letter constitutes Notice of Referral in accordance with section 3.2 of the regulations made pursuant to Statute 6.2 *Exclusion for unsatisfactory progress or inability to progress*.

A review of your 2007 academic results by the Faculty of Business and Economics Board of Examiners shows that you have not met the faculty's academic progress requirements for the following reason/s:

«RULE_TEXT_MESSAGE»

You are hereby under notice from the Faculty to provide reasons in writing as to why you should not be excluded from the Faculty. You are assured that if you are a double degree student, you are required to respond to the Notice of Referral from one faculty only, that is, from the Faculty of Business and Economics.

Important – you must take action now

If you wish to continue studying in the Faculty of Business and Economics in 2008 you must respond by making a submission to the Faculty of Business and Economics.

You must carefully and thoroughly complete the enclosed Notice of Referral Response Form. Instructions for completing the Notice of Referral Form are attached to the form.

Your completed Notice of Referral Response Form must be received by the Faculty no later than 5.00pm on Tuesday 15 January 2008.

What happens next?

If you have made a written submission it will be carefully considered and a decision will be made. You may be:

- allowed to continue your enrolment in 2008;
- allowed to continue in 2008 with conditions placed on your enrolment; or
- required to attend a hearing of the Faculty Academic Progress Committee.

You will be notified of this decision in writing.

If your case is referred to a hearing of the Academic Progress Committee (APC), you will be invited to appear before the Committee from 15 January 2008.

You are entitled to nominate one person to accompany and/or assist you at the hearing. This person may be a counsellor; a student rights officer; a staff or student member of Monash University; a family member; or any other person in the Faculty of Business Economics.

We will notify you by mail of your hearing date, time and venue. We will also provide you with important information regarding your rights in relation to the Academic Progress hearing

This letter constitutes a Notice of Hearing for the purposes of section 3.4 of the regulations made pursuant to Statute 6.2 *Exclusion for unsatisfactory progress or inability to progress*.

If you do not respond to your Notice of Referral

If you do not respond to this Notice of Referral by the nominated date you will be requested to appear before the Faculty of Business and Economics Academic Progress Committee. If you fail to appear before the Faculty Academic Progress Committee as requested, a hearing will be held in your absence and you will be excluded from the faculty.

If you fail to attend your hearing on the nominated date you will also forfeit your right of appeal to the Exclusions Appeals Committee. The only circumstance under which you could be granted a re-hearing by the APC would be if, after considering your written explanation, the dean determines that your reasons for not attending your hearing were exceptional (refer to Section 7.2 of Statute 6.2 – *Exclusion of unsatisfactory progress or inability to progress*, enclosed). A written request under section 7.2 must be lodged with the dean no later than 20 working days after the APC decision. Only one application can be made to the dean and the dean's decision is final.

Decisions of the Faculty Academic Progress Committee:

Following your hearing the Faculty Academic Progress Committee may:

- allow you to continue with your enrolment in 2008
- allow you to continue in 2008 with conditions placed on your enrolment
- exclude you from the Faculty of Business and Economics for at least one year.

Notice of Faculty Academic Progress Committee decision

You will be notified of the Committee's decision at the hearing, or in writing within seven days of the hearing.

Right to appeal

If the Faculty Academic Progress Committee decides to exclude you, and you wish to appeal, you must lodge an appeal with the University Exclusion Appeals Committee within 20 working days of the date of the APC decision. You may only appeal a decision on one or both of the following grounds:

1. *new evidence that was not reasonably available at the time of your hearing, and/or*
2. *procedural irregularity.*

You may wish to contact a student rights officer. If you lodge an appeal with the University and you are dissatisfied with the result or conduct of the process, you may seek independent review of the decision by seeking redress with the Victorian Ombudsman.

Other information

You may feel that you no longer wish to continue with your studies. If so, please complete Section E, Confirmation of Withdrawal from Course, on the last page of the Notice of Referral Student Response Form and return the response form, including the cover sheet, to the faculty no later than Tuesday 15 January 2008.

For more information about the academic progress process, please refer to the following webpages:
<http://www.adm.monash.edu.au/execserv/progress/>
<http://www.adm.monash.edu.au/community-services/academicprogress/>

If you have any queries, please contact your campus as listed on the last date of the enclosed Notice of Referral Response Form.

IMPORTANT

You must ensure that you can be contacted from December to March and that your correct mailing address is registered on WES. If you expect to be away from your normal postal address you must provide a postal address where you can be contacted. Failure by you to provide this information to the University and inability by the University to contact you at the address provided by you are not grounds for appeal.

When corresponding with the University via email, you must use your Monash email account. The University will communicate with you through the Monash email account even if your enquiry is lodged from an external email account.

International students studying in Australia on a student visa

This letter is advice that you have been assessed as not achieving satisfactory course progress. You have 20 working days to respond to this letter, until Tuesday 15 January 2008 by making a submission to the Faculty as per the instructions in this letter. You may also access further appeal avenues if required. If you are ultimately excluded for unsatisfactory course progress, this fact will be reported to the Department of Immigration and Citizenship (DIAC).

International students on a student visa are advised that condition 8202 of their student visa requires that they maintain satisfactory academic progress. Failure to maintain satisfactory academic progress may place students in breach of this visa condition. For further information regarding your student visa requirements, please contact International Student Support at your home campus.

Yours sincerely

Dean, Faculty of Business and Economics

Encl:

Notice of Referral Response form
List of Monash University Student Support Services
Student Rights information sheet