

# Exclusion?

# DON'T PANIC!

If you have received a Notice of Referral and Hearing from your faculty advising that you may be excluded from your faculty or the university...






## Contact a student advocate at your campus

As a student you have a right to access free advice and advocacy provided by any of the following student associations. Advice and advocacy is provided by experienced and qualified staff on a confidential basis.

We work independently of the University and your situation is our priority. The prospects of exclusion and the process for making a case to remain at Monash can be daunting. We can help make the experience less intimidating and less isolating. The sooner advice is sought, the better. We can help by:

- Providing support, advice and information
- Helping you sort out the issues
- Informing you of your rights
- Assisting in preparing your submission
- Assisting in preparing for a hearing
- Accompanying you to the hearing

*The earlier you come and see us, the better prepared you will be:*

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|--|---|---|
| <p><b>Caulfield</b><br/> <b>9903 2596</b><br/> <a href="mailto:assistance@monsucaulfield.org.au">assistance@monsucaulfield.org.au</a><br/> <a href="http://www.monsu.org.au/studentassistance">www.monsu.org.au/studentassistance</a></p>  | <p><b>Clayton</b><br/> <b>9905 3118 or 9905 3126</b><br/> <a href="mailto:studentrights.msa@adm.monash.edu.au">studentrights.msa@adm.monash.edu.au</a></p>   | <p><b>All Campuses/ Postgraduates</b><br/>           For postgraduate queries please contact the Monash Postgraduate Association Advocate<br/> <a href="mailto:Zuzana.Quinn@adm.monash.edu.au">Zuzana.Quinn@adm.monash.edu.au</a></p>  |
| <p><b>Gippsland</b><br/> <b>9902 6154, or</b><br/> <b>1800 816 620</b><br/> <a href="mailto:union@general.monash.edu.au">union@general.monash.edu.au</a></p>   | <p><b>Peninsula</b><br/> <b>9904 4217</b><br/> <a href="mailto:Krystal.Barr@monsupeninsula.org.au">Krystal.Barr@monsupeninsula.org.au</a><br/> <a href="http://www.monsu.org.au/studentassistance">www.monsu.org.au/studentassistance</a></p>  | <p><b>Berwick</b><br/> <b>9903 2596 or 9904 7133</b><br/> <a href="mailto:assistance@monsu.org.au">assistance@monsu.org.au</a><br/> <a href="http://www.monsu.org.au/studentassistance">www.monsu.org.au/studentassistance</a></p>     |

Parkville students contact your student association or Clayton Student Rights at MSA:  
 99053118 or 99053126

# Academic Progress

**At the end of each year your final results are reviewed. This is done by the Academic Progress Committee in your faculty.**

When the faculty is concerned that you are not making sufficient progress, they will send you a 'Notice of Referral and Hearing' after results are released (28<sup>th</sup> November 2008) and ask you to explain your results. In general, you will be asked to explain your situation if you have:

- passed less than fifty percent of your units for the full year;
- failed a core unit you have failed before; or
- not met the conditions of a previous review.

## Responding to the University

You will be asked to respond in writing by completing a form and we strongly recommend that you also write a letter explaining your situation in more detail. **The student advocates at your campus can help you to prepare this letter.** Your letter should outline:

- why you failed;
- a plan to prevent future failure; and
- why you feel you should be allowed to continue studying at Monash.

Students fail for many reasons. When discussing your reasons, you should think about the following things that commonly affect students. You should review the following issues for 2008 and any other year that you have had bad marks:

- finances, including the nature and hours of paid work
- family crisis or personal relationship difficulties
- death of close friends or relatives
- homesickness or change in living arrangements
- difficulty adjusting to living in Australia (culture, language, etc)
- health concerns (physical and mental)
- your emotional state
- your study habits and whether these were adequate and met faculty expectations of you
- academic matters such as your study and time management skills
- how many hours spent on university study each week
- any specific difficulty in your course
- any difficulties in transition to university life
- any problems you had during the year that were beyond your control or not expected
- mistakes you made in managing your degree and your life

You should include any evidence you have of these matters. If you have failed some units more than once, you should work out and explain why you have had so much trouble with those units. You should then consider how you plan to make things better. This may include:

- changing your paid work habits or getting financial advice
- speaking to your lecturers and tutors and seeking course advice
- spending more time on uni assignments and finding ways to study more effectively
- hiring a private tutor
- developing a study timetable and sticking to it
- making friends and forming a study group with classmates
- re-organising your life so that you can concentrate on university
- letting your parents and / or friends know and getting help from them

- making sure that you understand all the university processes for special consideration, enrolment, and all other matters to do with your degree and dealing with any problems as soon as they happen
- using the university services available to help you such as Language and Learning or Counselling
- studying part-time if appropriate
- taking a study break or leave of absence if appropriate (international students can only take breaks in exceptional circumstances)
- considering what else you can do to be successful in the future and developing a plan for dealing with any on-going problems

Make sure that your response is written in formal style with the date, your name, and contact details listed at the top. It should be addressed to the 'Chair, Faculty Academic Progress Committee, Faculty of \_\_\_\_\_'.

## Writing a detailed submission is very important

Your submission should state what went wrong but more importantly what you will do to make sure that you will be successful if allowed to continue your studies. Committees are looking for students who not only have the intellectual capacity to complete a degree but also have the necessary life skills to get through their degrees.

## Academic Progress Committee Hearings

It's useful to take notes to the hearing listing the reasons why things went wrong and how you intend to fix them. Also take a copy of your submission and any evidence that will help your case. You should dress smartly for the hearing. Most faculties will tell students the outcome on the day. The committee can decide to:

- let you continue your enrolment;
- let you continue your enrolment with conditions (for example, passing 75% of units); or
- exclude you from the degree or faculty for 12 months (readmission is not guaranteed- see below).

## If you are excluded

You have a number of chances to tell the university why you should not be excluded, but you should start thinking about other possible outcomes immediately as it may be too late to apply for enrolment in other universities and courses after you have actually been excluded.

**Student advocates can advise you of your options and assist you in appealing the APC decision** but there are only very limited grounds on which you can appeal, which are:

- new evidence not available at the time of the original hearing; or
- procedural irregularity (if the faculty did something they were not meant to or failed to do something they should have)

## International Students

If you are here on a student visa, you need to make sure you understand what will happen to your visa if you are excluded or if you change courses. Being excluded is likely to result in the cancellation of your visa, so you should seek early advice to ensure you have as many options open to you as possible. Both Health Wellbeing and Development assistance on your campus and Student Rights Advocates can help you through this process.

**Make sure the University can contact you at all times and check your e-mail every 2 days. If you do not answer correspondence you can be excluded without appeal rights.**