

[DATE FIELD]

Student ID: «PERSON_ID»
Course Code: <<course code>>

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

Dear «TITLE» «SURNAME»

re **UNSATISFACTORY ACADEMIC PROGRESS – 2008
Notice of Referral and Hearing**

Your academic results have been reviewed by the Faculty of Business and Economics Board and your record indicates that you have not met the faculty's academic progress requirements for the following reason/s:

<insert reasons>

The faculty has referred your case to the Academic Progress Committee (APC) for review and hearing. You are required to show cause why you should not be excluded from your course or from the faculty. You must respond in writing to this notification with your reasons why you should not be excluded from your course. By providing a detailed response, you may avoid the need to attend the APC Hearing.

Important – You must take action now

If you wish to continue studying in your course in 2009 you should respond by making a submission to the faculty by completing the enclosed Student Response Form.

The APC will consider your individual circumstances when reviewing your response. Please note the below information:

- ***Documentation is important***

You are encouraged to complete and return the Student Response Form with as much detail as possible to show why the APC should not exclude you. Please include copies of original documentation that supports your case from a registered provider or member of a profession (eg specialist, doctor, psychologist, minister of religion etc). You may be required to present the original documentation to the faculty for verification purposes.

A general medical certificate stating you had “a medical condition” (ie the condition is not specified) may not be helpful to your case. You are advised to provide comprehensive and current information in support of your case.

Failure to provide documentation that was reasonably available during this period, in support of your case, will not be considered sufficient grounds for an appeal if you are subsequently excluded from your course or faculty. You should provide all copies when submitting your Student Response Form. If you are not able to provide written support, explain the reasons for your inability to do so on the Student Response Form.

- ***A Personal Statement may be beneficial***

You are encouraged to explain the reason why you have not performed academically this year in Section B of the Student Response Form. This will help the APC understand your personal circumstances when considering your case. If you require additional space, please attach a typed statement.

- **Return your Student Response Form on time**

Your completed Student Response Form is due no later than **5pm on 16 January 2009**. Failure to do so will alter your right to appeal the APC's decision as detailed below.

It is your responsibility to provide evidence of postage or delivery to the faculty. You will need to keep a copy of your completed Student Response Form and related documents, and proof of response.

- **You must be contactable**

You must ensure that you can be contacted during December 2008 through to February 2009.

By Letter: You must ensure the university has your correct postal address registered on the student database. If you expect to be away from your normal postal address you must provide a postal address where you can be contacted. Please update your address via the Web Enrolment System (WES) online at <https://my.monash.edu.au/wes> or by submitting a Variation to Personal Details form to your faculty. Failure to be contactable by mail does not constitute a ground for appeal.

By Email: The faculty may contact you on your Monash student email regarding this matter. You should check this account every 48 hours during this period. You should only email the university via your Monash email account as it verifies your identity via your personal Authcate username and password. The university will communicate with you through the Monash email account even if your enquiry is lodged from an external email account.

- **Obtain Assistance**

We understand that many students experience difficulties and urge you to take advantage of the many university support services available to assist you with academic and/or personal problems.

We strongly recommend that you contact the Student Rights Service on your campus for advice and assistance in preparing your response.

We have enclosed a list of University Services available to you. Further information is located at the Academic Progress web page at:

<http://www.adm.monash.edu.au/community-services/academicprogress/>.

What happens next?

The APC will carefully consider the information provided by you on the Student Response Form and will make a decision based on the information available. At this stage, the APC may:

1. allow you to continue your enrolment in 2009; or
2. conduct a hearing of your case after which it may exclude you or impose conditions on your enrolment.

You will be notified in writing of the decision of the APC.

If your case is heard by the APC, you will be sent by mail details of the time, date and venue of the hearing. You are notified that the APC will hear your case between 19 January and 6 March 2009.

What happens if you do not respond?

You have the choice not to respond to this letter and take no action to provide reasons for your unsatisfactory academic progress. If you choose not to respond on time, you will not be able to attend a hearing in person. Your academic progress will be considered in your absence by the APC and a decision will be made. You will not be able to appeal to the Exclusion Appeals Committee (EAC).

Your completed Student Response Form is due no later than **5pm on 16 January 2009**.

If you do not respond by the nominated date due to exceptional circumstances, upon your application the dean of the faculty may determine that a re-hearing is appropriate under Section 7.2 of Statute 6.2 – *Exclusion of unsatisfactory progress*, enclosed). An application under section 7.2 must be lodged with the dean within 20 working days of the date you are deemed to have received the decision of the APC (which is 20 working days after the date of the Notice of Decision letter plus normal delivery time). Only one application can be made to the dean and the dean's decision is final.

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 Student Response Form and return the response form, including the cover sheet, to the faculty no later than 16 January 2009.

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/>

International students studying in Australia on a student visa

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 the Health, Wellbeing and Development Hub on your home campus.

If you have any queries, please contact <staff member> on <phone no>.

Yours sincerely

Faculty Manager/Dean
Faculty of Business and Economics

Encl: Student Response form
List of Monash University Support Services
Student Rights information sheet