



[DATE FIELD]

Student ID: «PERSON\_ID»  
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»

### **NOTICE OF REFERRAL REGARDING UNSATISFACTORY ACADEMIC PROGRESS – 2006**

A review of your 2006 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, 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 2007 **you must respond by making a submission to the faculty**, paying careful attention to the following:

- Complete the enclosed Student Response Form. Include copies of original documentation from a registered provider or member of a profession (eg specialist doctor, psychologist, Minister of Religion etc). Original documentation may be required to be presented at the hearing or to the faculty upon request for verification purposes.
- If you are not able to provide written support, explain the reasons for your inability to do so on the form provided.
- A general medical certificate stating you had "a medical condition" (not specified) may not be helpful to your case. You are advised to provide comprehensive 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 the faculty.
- 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 (refer to the enclosed list of Student Services). Further information is located at the Academic Progress web page at:

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

- You will need to return your completed student response form in time for it to arrive at the faculty no later than 5 pm on Friday 12<sup>th</sup> January 2007. You will need to keep a copy of your completed Student Response Form and related documents, and proof of response. You will need to retain the enclosed information for future reference. Please remember that it is your responsibility to provide evidence of postage or delivery to the faculty.
- It is your responsibility to ensure you present your case effectively and it may be in your best interests to attend in person. If you are not able to attend in person, you may seek permission for a hearing via teleconference. If you choose not to attend a hearing, your case will proceed without you and will be considered only on your written submission, or on the material held by the Faculty if you neither appear nor make a submission.

### **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 2007;
- allowed to continue in 2007 with conditions placed on your enrolment; or
- required to attend a hearing of the Faculty Academic Progress Committee to show cause as to why you should not be excluded.

You will be notified of this decision in writing.

If your case is referred to a hearing of the Academic Progress Committee, you will be invited to appear before the Committee between 15 January 2007 and 16 February 2007. We will notify you by mail of your hearing date, time and venue.

This notice constitutes notice of referral in accordance with the regulations 3.2 made pursuant to Statute 6.2.

### **If you are referred to a hearing**

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 including the Faculty of Business and Economics;
- a family member;

You must notify the faculty of the name of this person at least two working days before your hearing. If you wish to be accompanied by a person with legal qualifications, you must give five working days' notice to the faculty before your hearing. You will not be entitled to be assisted by an external lawyer without prior approval from the faculty. You may also wish to bring a friend or family member to wait with you. This letter constitutes a Notice of Hearing for the purposes of section 3.5 of the University's Exclusion for Unsatisfactory Progress regulations.

You will be notified of the names of the faculty staff and student member who comprise the academic progress committee that will hear your case. If you object to being heard by any of the academic members listed, you must provide the faculty with a substantive reason. You may choose not to have a student member present.

While your case is being considered you **must** be enrolled for study in 2007. We recommend that you also explore contingency options in the event that you are excluded, such as study at other institutions.

### **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 14 days of the date of the notification of the decision. You have limited grounds on which to appeal your exclusion. The grounds are *new evidence that was not reasonably available at the time of your hearing, and/or procedural irregularity*. You may wish to contact a student rights officer.

## What happens if you do not respond

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

If you fail to respond by the nominated date you will also forfeit your right of appeal to the Exclusions Appeals Committee. The only circumstance 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 responding to this letter were exceptional (refer to Section 7.2 of Statute 6.2 – *Exclusion of unsatisfactory progress*, enclosed). A written request under section 7.2 must be lodged with the dean by 5pm on Monday, 12 March 2007. 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 Notice of Referral Student Response Form and return the response form, including the cover sheet, to the faculty no later than Friday 12<sup>th</sup> January 2007.

If you have any queries, please contact your campus as listed on the last page of the Notice of Referral form.

You must ensure that you can be contacted during December, January and February and that your current, correct mailing address is registered on WES via you're my.monash portal. If you do not provide this information to the University or you cannot be contacted at the address given, this may not constitute a ground for appeal.

All students are issued with a Monash University email account. This is the normal means by which the University will communicate with you on a range of administrative matters, including academic progress and exclusion. When you enrolled you agreed to check your Monash email account on a regular basis. You should do this every 48 hours during this period.

When corresponding with the University via email, you must use your Monash email account. Using this account helps to ensure the identity and validity of the communication, as your personal/secure Authcate details are required. The University will communicate with you through the Monash email account even if your enquiry is lodged from an external email account.

### International Students

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 or seek advice from the International Student Support Unit before a hearing.

Yours sincerely

Dean, Faculty of Business and Economics

Encl: Statute 6.2, Exclusion for unsatisfactory progress  
Student Response form  
Faculty Academic Progress Committees – Functions and Procedures  
Monash University Student Support Services  
Important information for students  
Glossary of terms  
Student Rights information sheet