



Notice of Referral Response Form

Section A COVER SHEET

If you do not return this form and also do not attend your Academic Progress Committee (APC) hearing if requested you will be automatically excluded from the faculty.

Family name		OFFICE USE ONLY
Given name/s		MANAGING FACULTY
Student ID		COURSE CODE:
Course title		

You must ensure that you can be contacted during December, January and February and that your correct mailing address is registered on the student database. If you are away from your normal postal address you must provide a postal address where you can be contacted via your my.monash portal or submit a "Variation to Personal Details" form to Student Services. You will need to monitor your Monash student email account every 48 hours during this period. 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.

✓ Tick the box below that describes the course of action you wish to take regarding your academic progress.

If I am considered for exclusion I wish to appear before the Academic Progress Committee at a hearing:
I understand that the committee may ask that I appear before it and that if I do not attend, my case will be heard in my absence and that I may be excluded.

If I am considered for exclusion I do not wish to appear before the committee at a hearing.
I understand that the committee may ask that I appear before it, and that if I do not attend, my case will be heard in my absence and that I may be excluded.

I wish to withdraw from my course and I have completed Section E, Confirmation of Withdrawal from Course on the last page of this form.
I understand that I will need to make a full application if I ever wish to return to study at Monash University, and that there is no guarantee that I will be selected for entry.

The student rights officer is available to assist you in making your case or accompany you to a hearing. Please complete the following section if you require assistance from the student rights officer.

In the event that I am asked to appear before the Academic Progress Committee I give permission for relevant documents from the faculty and my response to the Notice of Referral to be provided to the Students Rights Officers on my home campus.

Student Signature Date

International students

It is most important that you understand the potential consequences of your response to this notice, including a failure to respond. If you withdraw from or are excluded from your course, Monash is required by law to report this fact to the Department of Immigration and Citizenship (DIAC). If this happens your visa status will be reviewed by DIAC and you may be required to return to your home country.

For this reason you are strongly advised to discuss your situation with the Faculty Student Administration Office on your home campus and the International Office as soon as possible. You may also wish to contact the Student Rights Service on your home campus for assistance in preparing your response to this notice.

The completed form and documentation must be returned to the faculty on your home campus by 5 pm XXXX 2007.

Please see last page for mailing, email and fax addresses.

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Section B RESPONSE DETAILS

This section is to assist you in responding to the 'Notice of Referral' letter sent to you by the faculty. You should use this form to give the faculty the information it needs to make a decision about your study options in 2008. Where there is a YES or NO option, please **tick** the appropriate box.

Have you re-enrolled in your course for 2008? Yes No

If you **have not re-enrolled** and you have not decided to withdraw from your course you must immediately contact the Faculty Student Administration Office on your home campus. If you do not re-enrol before the end of the late re-enrolment period you will be deemed to have 'failed to re-enrol' and you may lose your place in your course.

TERTIARY STUDIES PRIOR TO MONASH UNIVERSITY

Did you undertake any tertiary studies before commencing your current course of study at Monash University?

Yes No

If yes please provide the following information

Year	Course
Institution	

COMMON REASONS FOR FAILING

Listed below are some common reasons for failing. If any of these have applied to you during this academic year please indicate by ticking the appropriate boxes.

- | | |
|--|---|
| <input type="checkbox"/> Financial problems | <input type="checkbox"/> Personal relationship difficulties, such as breakdown of a long term relationship |
| <input type="checkbox"/> Serious health problem for which medical certificates are provided/available | <input type="checkbox"/> Problems with accommodation, such as disagreements with your landlord or a fellow tenant |
| <input type="checkbox"/> Major trauma amongst your immediate family, such as a death, injury or illness, the breakdown of a marriage or failure of a family business | <input type="checkbox"/> Worked hard and unable to get reasonable grades but do not know why |
| <input type="checkbox"/> Problems with the English language | <input type="checkbox"/> Not comfortable with major aspects of university life |

OTHER FACTORS THAT MAY AFFECT ACADEMIC PROGRESS

On average, how many hours per week during semester did you spend on:

- All activities relating to your studies (including private study, attending lectures, attending tutorials, etc)?**

Number of hours per week
- Paid work? Number of hours of paid work per week**

Please provide brief details of your employment

.....
- Other significant commitments which have reduced the amount of time you have devoted to your study during the year. These may include time spent on sporting or church activities, care of relatives etc.**

Please provide brief details of these activities and an estimate of the number of hours you devote to them during semester.

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Section C HEARING DATES

If you are required to attend a hearing you must be available XXXXX XXXX. You will receive written confirmation in January or February of your appointment date, time and venue.

Section D TELECONFERENCE ARRANGEMENTS

The faculty strongly urges you to attend your hearing in person. Teleconferencing should only be selected if exceptional circumstances prevent you from attending an interview on your home campus. By choosing the teleconference option you are taking responsibility for presenting your case effectively and this is more difficult on the telephone than it is in person.

If you elect to be heard by teleconference you must ensure that you:

- answer the telephone at the number you have provided at the date and time nominated
- have the necessary privacy to discuss your situation frankly with members of the APC
- are in a location with no background noise, no distractions and no interruptions
- are organised with documents available and a pen and paper for notes.

Please note that the faculty prefers teleconference calls to be made to fixed line phones – the call quality available from many mobile phones makes them unsuitable for conducting a teleconference.

Country	Country code
Town	Area code
Telephone Number	
Other details	

Section E CONFIRMATION OF WITHDRAWAL FROM COURSE

I wish to totally withdraw from the course I am currently enrolled in.	
I understand this means that should I ever wish to return to study at Monash University I will need to make a full application, and there is no guarantee that I will be selected for entry.	
Given name/s	Family name
Signature	Date

FACULTY OF <FACULTY> MAILING, PHONE, FAX AND EMAIL ADDRESSES

You must return this completed form and any attachments you may wish to include to the Secretary, Academic Progress Committee, Faculty of <Faculty> on your home campus.		
Berwick campus PO Box 1071 NARRE WARREN VIC 3806 AUSTRALIA ☎ +61 3 9904 7045 Fax +61 3 9904 7100 Apc.berwick@buseco.monash.edu.au	Caulfield campus PO Box xxx CAULFIELD EAST VIC 3145 AUSTRALIA ☎ +61 3 9903 2372 Fax +61 3 9903 2955 Apc.caulfield@buseco.monash.edu.au	Clayton campus PO Box xxx CLAYTON VIC 3800 AUSTRALIA ☎ +61 3 9905 2327 Fax +61 3 9905 5499 Apc.clayton@buseco.monash.edu.au
Gippsland campus Northways Road CHURCHILL VIC 3842 AUSTRALIA ☎ +61 3 9902 6380 Fax: +61 3 5122 6524 Apc.gippsland@buseco.monash.edu.au	Peninsula campus PO Box xxx FRANKSTON VIC 3199 AUSTRALIA ☎ +61 3 9904 4314 Fax +61 3 9904 4145 Apc.peninsula@buseco.monash.edu.au	Offshore campuses ☎ xxxx Fax xxxx offshore email address

