



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	
Given name/s	
Student ID	
Course title	

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 your 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. You will need to monitor you Monash student email account every 48 hours during this period.

ALL RELEVANT SECTIONS MUST BE COMPLETED

✓ 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 indicate 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 Multicultural Affairs (DIMA). If this happens your visa status will be reviewed by DIMA and you may be required to return to your home country.

For this reason you are strongly advised to discuss your situation with the Academic Progress Committee Secretary on your home campus and the International Student Support Unit 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 Friday 12th January 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 2007. Where there is a YES or NO option, please **tick** the appropriate box.

Have you re-enrolled in your course for 2007? 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.

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 more information about your employment situation
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.....
- **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 between 15th January 2007 and 16th February 2007. You will receive written confirmation in 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 BUSINESS AND ECONOMICS 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 of Business and Economics on your home campus.

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