

EXCLUSION? DON'T PANIC!

If you have received a letter from your faculty proposing to exclude you from studying at Monash University...

Contact Student Rights 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 and explaining the process
- 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:

<p>Caulfield 9903 2596 assistance@monsucaulfield.org.au</p> 	<p>Clayton 9905 3118 or 9905 3126 studentrights.msa@adm.monash.edu.au</p> 	<p>Berwick and Parkville Contact your student association or Clayton Student Rights Officers: 9905 1591</p>
<p>Gippsland 9902 6154, 1800 816 620 union@general.monash.edu.au</p> 	<p>Peninsula 9904 4217 Krystal.Barr@monsupeninsula.org.au</p> 	<p>International Campuses Contact your student association or see the Student Services 2008 sheet for University assistance</p>

Academic Progress Rights

Continued enrolment in your course depends on passing enough units. At the end of each year the University examines the marks of students. This is called Academic Progress Review and it is done by the Academic Progress Committee in each faculty.

When the faculty is concerned that you are not passing enough units, they will send you a 'Notice of Referral' after results are released (30th November 2007) 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 Rights Officers 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 2007 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 uni work 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 uni;
- letting your parents and / or friends know and getting help from them;
- making sure that you understand all the uni 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 (see the list of Student Support Services 2007, attached);
- studying part time if appropriate (international students are not generally allowed to study part time);
- taking a study break or leave of absence if appropriate (international students can only take breaks in exceptional circumstances); and
- 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 a 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 student 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 is 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 your submission and any evidence that will help your case. You should dress smartly for the interview. 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 in 2007); 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 Rights Officers 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;
- 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 for three years, so you should seek early advice to ensure you have as many options open to you as possible. Both Monash International Advisers and Student Rights Officers 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.**