If you have received a Notice of Referral and Hearing (NoRH) you may be excluded from your course or faculty

Contact your student association or union to access free, confidential and independent advice about Academic Progress

Student Rights Officers/Advocates provide:

- advice and information on Academic Progress
- assistance with your Student Response Form and letter
- information to prepare for your hearing
- support at your hearing

Contact us for advice and support as soon as you receive the NoRH email

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<th>Caulfield</th>
<th>Clayton</th>
<th>Graduate Students - All Campuses</th>
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<td>Please see our website for details about Academic Progress.</td>
<td>Please see our website to make a booking online. Appointments may be face to face, online or via phone.</td>
<td>Please email: <a href="mailto:mga-advocacy@monash.edu">mga-advocacy@monash.edu</a></td>
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<td><a href="http://www.monsu.org/srs/common/apc/">www.monsu.org/srs/common/apc/</a></td>
<td><a href="http://www.msa.monash.edu/sas">www.msa.monash.edu/sas</a></td>
<td>Or call: 9905 3197 or 9903 1880</td>
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<td>Call 9903 2596 or email <a href="mailto:studentrights@monsu.org">studentrights@monsu.org</a></td>
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<td>mga.monash.edu.au/get-help/advocacy/</td>
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At the end of each year your academic results are reviewed by your faculty.

You risk exclusion from your faculty if you:
- fail 50% or more of your units in a year from the prior December (depending on the Faculty); and/or
- fail a core unit twice; and/or
- breach faculty specific academic progress requirements; and/or
- enrolled for at least 2/3 of your candidature and passed 50% or less of your course; and/or
- do not meet previous APC conditions.

Responding to the University
You MUST complete the Student Response Form included with the Notice of Referral and Hearing and return it to the faculty by the Due Date.
- You need to explain in writing why you should not be excluded from your course
- You may also have to appear in person in front of your Faculty’s Academic Progress Committee
- A well-prepared letter can reduce the likelihood of a hearing
- If you do not respond in writing, you may receive a Notice of Exclusion with no automatic right of appeal.
  The only recourse is to request that the matter is referred back to an APC due to exceptional circumstances.

We can assist you with:
- Feedback on your Student Response Form and letter
- Advice on supporting documentation.

Discuss 2019 & what you will do in 2020
- What happened at university in 2019?
- What happened outside university?
- What will you do differently next year?
- If you are permitted to continue, how will you ensure that your results will be satisfactory next year?
- Why you want to be in your course and your goals after graduation?

We use bullet points to answer questions concisely and consider including a timeline of events for 2019 with brief statements on how each event impacted on your studies at the time.

Writing a detailed submission is very important
This is not a punitive process. Your faculty wants to know that you’ve identified what caused the academic failure and how you will achieve academic success in 2019. If your Faculty is concerned you have not made plans for the future you may be excluded so that you won’t experience further failure and pointless fees.

Academic Progress Committee Hearings
If required to attend a hearing you will receive a Notice of Hearing that will list the members of the APC. If you object to any members, you should notify the faculty.

An APC may:
- Let you continue, with or without conditions on your enrolment; or
- Exclude you from your course and/or faculty for 12 months.

We can assist you with:
- Hearing preparation and we can also accompany you in your hearing. Only one person may accompany you.

If you are excluded...
- You may reapply after 12 months. In that time, you should take the most relevant course/units you can get into either at Monash (if you have not been excluded from the University) or elsewhere. Apply early (late 2019), since you may not find a suitable course if you wait until after the verdict.
- If you do well in your interim course/units, you may be able to request Academic Rehabilitation. Remember, your readmission is not automatic and sometimes readmission is not an option.

Appealing exclusion
- We can advise you of your options and assist you in appealing an APC decision. The grounds on which you can appeal are limited to:
  - New evidence not reasonably available at the time of the original hearing; or
  - Procedural irregularity
See: http://www.monash.edu/excserv/progress

International Student Visas
- Ensure you are informed about Visa implications that may result from withdrawal or exclusion.
- Seek assistance from Monash Connect.
See: www.monash.edu/connect/

IMPORTANT
IF YOUR POSTAL ADDRESS CHANGES, UPDATE IT ON WES
CHECK YOUR STUDENT EMAIL EVERY 2 DAYS & FORWARD YOUR UNIVERSITY EMAIL TO YOUR PERSONAL EMAIL IF YOU CANNOT ACCESS YOUR UNI EMAIL OVERSEAS
WHAT DATE IS YOUR STUDENT RESPONSE FORM DUE FOR SUBMISSION?
NOT RECEIVING CORRESPONDENCE FROM THE UNIVERSITY IS DEEMED YOUR FAULT AND MAY LEAD TO EXCLUSION.