

ACADEMIC PROGRESS COMMITTEE PROCEDURE

SCOPE

This procedure applies to:

- all coursework award courses (except pathway diplomas); and
- all teaching locations.

PROCEDURE STATEMENT

In this procedure, references to associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education) or associate dean (learning and teaching).

1. Academic Progress Committee

Academic progress committee membership

- 1.1 The dean of each faculty is responsible for appointing staff and student members to faculty academic progress committees and may constitute more than one committee.
 - 1.1.1 At Monash Suzhou, the associate dean (education) (or nominee) is responsible for convening an academic progress committee.
- 1.2 The academic progress committee will consist of between four and six members and must include:
 - the chair of the committee who is the associate dean (education) of the managing faculty or nominee, who must be a member of academic staff at the level of senior lecturer or above;
 - two to four staff members of the managing faculty, one of whom can be a professional staff member with experience in student advice and enrolment, the remaining who must be academic staff; and
 - a student member nominated by the relevant student association.
- 1.2.1 At Monash Suzhou, the committee will include one academic member based in Monash Suzhou from the relevant faculty, at least one member from the relevant faculty in Australia and a student member.
- 1.3 The academic progress committee may co-opt a staff member from the non-managing faculty (for double degree students) or the other managing faculty (for students enrolled in concurrent courses).
- 1.4 The quorum for a committee hearing is two-thirds of the members including the chair.
- 1.5 Where possible, the academic progress committee should have a diverse membership.
- 1.6 At least one member of the academic progress committee must have completed a program to be made aware of the University's obligations to students with a disability.
- 1.7 The dean (or delegate) will appoint an executive officer to support the committee.
- 1.8 Staff and/or students who have directly participated in any formal or informal proceedings regarding the conduct or complaint of the student under review may be affected by a reasonable perception of bias and must not be a member of the academic progress committee. This can apply to:
 - a staff member involved in determining a student complaint;
 - a staff member reporting or deciding whether a student's work will be disallowed due to academic misconduct;
 - a staff member or student participating in a disciplinary committee;
 - a staff member who refers a student to a disciplinary committee; and
 - a member of the student association involved in a student complaint or disciplinary matter.

- 1.9 A staff member or student who has been the subject of a formal complaint made by the student under review must not serve as an academic progress committee member in any hearing relating to that student.
- 1.10 A staff or student committee member who may be affected by a reasonable perception of bias must inform the executive officer.
- 1.11 Where the dean (or delegate) refers the student to an academic progress committee hearing, the dean (or delegate) cannot be a member of that committee.

Student membership

- 1.12 Each year, faculties will seek nominations for academic progress committee membership from relevant Monash student organisations. Where appropriate, the faculty can seek undergraduate and postgraduate nominations.
- 1.13 The student attending a hearing can choose not to have a student member on the committee. In these cases, the student will be heard by a committee comprised of staff members only.
- 1.14 Where a student member of the academic progress committee cannot attend due to unforeseen circumstances, the hearing can proceed if the student under review agrees to the hearing being held in the absence of a student member.
- 1.15 Where the student under review has requested that the student member not attend or has agreed to the student member's absence, that academic progress committee retains the authority to exclude the student, where appropriate.

2. Conducting an academic progress committee hearing

Objection to a panel member

- 2.1 The student can object to any academic progress committee members hearing their case (e.g. on the grounds of actual bias or reasonable perception of bias). The objection and reasons for the objection must be submitted in writing to the executive officer within four working days of the student receiving the notice.
- 2.2 The academic progress committee chair will determine the objection. Where the student has an objection against the chair hearing the case, the dean or nominee will determine the objection.
- 2.2.1 An objection will be upheld if they are satisfied that there is actual bias or reasonable perception of bias. The academic progress committee chair (or dean or nominee) will direct that a substitute panel member be appointed.
- 2.2.2 If the objection is dismissed, the hearing will proceed.
- 2.3 The student will be informed of the outcome of the objection at least two working days before the hearing. If the objection is not determined before the hearing date, the hearing will be delayed.

Considering available evidence

- 2.4 When determining whether a student can continue their enrolment, the academic progress committee will consider:
- the information provided when the student responded to the notice and any supporting evidence (such as medical or psychological reports);
 - the student's unit results and academic progress to date;
 - the student's likelihood of successfully completing the course within the maximum duration;
 - responses to any previous academic progress processes, including academic performance support meeting invitations and recommendations or conditions made;
 - any factors relevant to the likelihood the student will successfully complete their course/s; and
 - the outcome of any review of the student's ongoing eligibility for a Commonwealth Supported Place and/or accessing a HELP loan.
- 2.5 In making its decision, the committee will consider the student's entire Monash academic record. Where a hearing takes place in a subsequent teaching period, this includes considering the student's enrolment in the current teaching period.
- 2.6 The academic progress committee may seek more details about any matters referred to in the student response and the documentation provided.
- 2.7 The academic progress committee may seek advice or reports from staff members who are not members of the committee.
- 2.8 Copies of any Monash documents that the academic progress committee may consider will be provided to the student at least two working days before the hearing to allow the student to provide a written or oral response to these documents.
- 2.9 Students attending a hearing are entitled to make a written submission and be heard personally. The student may submit additional written evidence up to two working days before the academic progress committee hearing date. If the documentation is not available until after this due date, the student must request permission (which must not be unreasonably withheld) to submit further evidence at the hearing.

Disciplinary proceedings

- 2.10 The outcomes of any disciplinary proceedings can be disclosed to an academic progress committee on its request.
- 2.11 The committee must not place unnecessary emphasis on discipline matters or reconsider the findings or penalty imposed; however, academic misconduct can be considered relevant to a student's progress or overall ability to undertake their studies.
- 2.12 Where the student has a pending disciplinary hearing, the academic progress committee hearing may need to be delayed until the outcome of the disciplinary hearing has been determined.

The academic progress committee hearing

- 2.13 The academic progress committee hearing will normally be held at the student's enrolled campus. Alternative arrangements will be made by the managing faculty for students whose mode of study does not require them to be on campus.
- 2.14 The hearing will be conducted in English.
- 2.15 The committee may adjourn the hearing if it decides that further advice, information or assistance are necessary to hear and determine the case, or if a hearing held via teleconference or videoconference is impacted by a poor connection.
 - 2.15.1 Where the hearing is adjourned, a new date should be agreed with the student. If an agreement cannot be reached, 10 working days' notice of the new hearing date must be given.
- 2.16 The student can ask the chair to adjourn the hearing due to exceptional circumstances beyond the student's control. Any requests must be made in writing prior to the hearing date or at the beginning of the hearing. Where relevant, the student is required to provide evidence (e.g. medical certificate) of the 'exceptional circumstances' to the executive officer within three working days before or after the hearing date.
 - 2.16.1 Where the evidence is provided, the hearing can be rescheduled.
 - 2.16.2 Where the evidence is required but not provided, the hearing will be heard in the student's absence.
- 2.17 Exceptional circumstances beyond the student's control include:
 - serious illness requiring hospitalisation;
 - death of a close family member or person with whom the student has had a significant relationship;
 - major political upheaval or natural disaster in the student's home country;
 - emergency travel to their home country; and
 - another incident of equivalent seriousness.
- 2.18 The executive officer will take minutes of the committee hearing and record the decision.

Student support person

- 2.19 Students may be accompanied and assisted, but not represented, by one support person at the academic progress committee hearing including:
 - a student of the University;
 - a member of staff of the University;
 - a member of staff of a recognised Monash student association, or
 - a close family member or friend of the student.
- 2.19.1 A student at Monash University Malaysia may be accompanied, assisted and represented by an employee or student of Monash University Malaysia [Monash University (Academic Board) Regulations 37A(5)(a)].
- 2.20 Students must provide the details of any support person not listed in section 2.18 to the executive officer at least two working days before the hearing and ask permission for that support person to attend the hearing.
- 2.21 The support person can prompt the student at the hearing, but can only address members at the hearing at the invitation of the chair.

Student attendance

- 2.22 Students who do not attend the academic progress committee hearing will have their academic progress assessed and the outcome determined in their absence.
- 2.23 Students who are unable to physically attend the academic progress committee hearing can request to attend the hearing via teleconference or videoconference using a [Monash-approved IT service](#), for approval by the chair.

Transferring courses

- 2.24 Students wishing to transfer to another course must obtain written permission from the managing faculty of that course before the scheduled time of the hearing. If granted, the student must provide the executive officer with a copy of this written permission.

- 2.25 Before the hearing, the executive officer of the managing faculty will obtain from the non-managing faculty details of whether the student's progress would permit them to continue in that degree as a single degree and, if so, whether the dean of the non-managing faculty is agreeable to this option and any conditions that must be applied if this option is pursued.

Discontinuing from the course

- 2.26 Before the hearing starts, the committee will offer the student the opportunity to speak with their support person to decide whether to discontinue from their course or to allow the academic progress committee to hear and determine the outcome.
- 2.27 At any time during the hearing and before the academic progress committee adjourns to decide the case, the committee must adjourn for a short period to give the student an opportunity to speak with their support person privately to discuss their options, including the option to discontinue from their course or to request an alternative exit (if eligible).
- 2.28 The academic progress committee can adjourn the hearing to a later time or date to allow the student time to consider their options. The chair will explain the purpose of the adjournment and outline the student's options, which may include discontinuation or course transfer before a decision is made.
- 2.29 An adjourned academic progress committee hearing must reconvene with the same chair and membership, as far as practicable.

3. The decision of an academic progress committee hearing

- 3.1 Following a hearing, the academic progress committee can decide to:

- allow the student to remain enrolled without conditions;
- allow the student to remain enrolled with conditions;
- recommend actions to be taken by the student (see 3.2); or
- exclude the student from their course of study.

Recommended actions

- 3.2 The academic progress committee can recommend actions to be taken by the student to support their academic progress, such as:
- taking a period of intermission;
 - seek support from University Support Services such as professional medical or counselling assistance; or
 - considering options for a course transfer or an alternative exit award.

Enrolment conditions

- 3.3 The academic progress committee can set conditions on the student's enrolment to support the student's academic progress.
- 3.4 In determining enrolment conditions, the committee must consider the student's individual circumstances, including:
- the minimum enrolment requirements for students who receive government benefits, as disclosed in the student response (e.g. youth allowance); and
 - the right to remain in the country of study (e.g. student visa).

Exclusion from the course of study

- 3.5 An academic progress committee can only exclude a student at a hearing where a student member is present, except as described in section 1.14 of this procedure.
- 3.6 The academic progress committee must exclude a student if the student is unable to meet a compulsory course requirement.
- 3.7 The academic progress committee can exclude a student if they are not satisfied that the student can successfully complete their course within the maximum duration. The committee will consider:
- the maximum course duration;
 - the student's academic performance;
 - the student's unsatisfactory academic performance relative to their course, including the number and nature of failed units (including compulsory units and the level of difficulty);
 - actions the student has taken to improve their performance, including their fulfilment of any enrolment conditions;
 - the viability of the student's plan to address the factors negatively affecting their academic progress; and
 - the student's responses (or lack of response) to the online academic progress assessment tool.
- 3.8 If the academic progress committee decides to exclude the student, it must advise the student at the conclusion of the hearing (where the student is present), unless there are compelling reasons not to do so. The chair must outline the decision and reasons for the decision to the student, and provide appropriate referral to support services.

- 3.9 For double degree students, the academic progress committee can decide to exclude the student from both degrees unless the student has been permitted to enrol in a single degree by the dean of the degree faculty and subject to any enrolment conditions set by that dean.
- 3.10 Unless a student has had a successful appeal, the student cannot discontinue, request an alternative exit award or transfer to another course after an academic progress committee has excluded them from their course of study.
- 3.10.1 The faculty must ensure that students are aware of their eligibility for, and are provided with an opportunity to request, an alternative exit award if they have met the requirements of the exit award as specified in the Handbook and prior to any decision of exclusion being made by an academic progress committee (e.g. during the brief adjournment).
- 3.10.2 The dean must grant an alternative exit where the student meets the requirements published in the Handbook for the year the student commenced the course. This does not apply if there are discipline proceedings in progress, unless the Vice-Chancellor otherwise directs it [see Monash University (Vice Chancellor) Regulations, regulation 11(c)].
- 3.11 A student who has been excluded may apply for admission at any time to another faculty or the faculty from which they were excluded. The application will be considered according to the normal selection criteria and in competition with other applicants (see [Admission to Coursework Courses and Units Procedure](#)).
- 3.11.1 The student's full academic record, including their exclusion, will be considered when their course application is assessed.
- 3.12 The process for appealing an exclusion decision is set out in the [Exclusion Appeals Procedure](#).

4. Communicating the outcome: notice of decision

- 4.1 The notice of decision will be sent to the student within 10 working days from the date of decision (including where the student did not attend the academic progress committee hearing).
- 4.2 The student may request a copy of the hearing record from the executive officer within 10 working days of the hearing. This must be provided to the student within five working days of the request.

Review of enrolment conditions

- 4.3 Where new information becomes available, which was not previously and reasonably available to the student prior to the enrolment conditions being set, and which would have the potential to affect the conditions imposed, the student can apply for a review of the conditions set on their enrolment.
- 4.4 The review application must be submitted to the managing faculty within 10 working days of the deemed delivery date of the notice of decision, and include the details of the new and relevant information.
- 4.5 The dean (or delegate) will consider the enrolment conditions set, the new information provided, and respond to the review application within five working days.
- 4.6 The dean (or delegate) will either:
- dismiss the review application, in which case the original conditions on enrolment will remain;
 - set new conditions on enrolment; or
 - allow the student to continue their enrolment with no conditions.

5. Recording academic progress committee outcomes

- 5.1 The faculty will process the outcome of academic progress committee decisions in the student management system within 10 working days of the decision.
- 5.2 Any student encumbrances must not be applied in the student management system until:
- the timeframe for the appeal to be submitted has passed; or
 - any appeal is finally determined; or
 - any academic progress committee re-hearing is finally determined.

6. Reporting


- 6.1 The Deputy Vice-Chancellor (Education) or nominee is responsible for submitting a biannual academic progress report to the University Education Committee and Academic Board, highlighting trends in risk levels, student progression and the effectiveness of tools, to inform continuous improvement of the approach to academic progress at the University.

DEFINITIONS

Academic progress	Means by which students meet the academic requirements of their course and progress to course completion
Academic progress committee	The committee responsible for reviewing students' academic progress and determining whether they can continue their enrolment at the University.
Academic progress committee hearing	The formal meeting at which students' academic progress is reviewed and determinations made on whether they can continue their enrolment at the University.
Deemed delivery date	The date a notice is deemed to have been delivered to the student after applying the delivery times set out in regulation 37 of the Monash University (Academic Board) Regulations .
Enrolment conditions	<p>Enrolment conditions are mandatory conditions that can be applied in subsequent academic progress review periods to a student's unit or course enrolment. Compliance with enrolment conditions can be taken into consideration by the academic progress committee when considering exclusion.</p> <p>Enrolment conditions can:</p> <ul style="list-style-type: none"> • limit the number of credit points a student can enrol in in a specific teaching period/s; and/or • specify or limit the type of units that can be enrolled in.
Handbook	A handbook published annually by the University specifying courses of study and units of study to or in which students may be admitted or enrolled during the year for which it is published.
Managing faculty	The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.
Notice of decision	A notice that formally advises the student of the outcome of the academic progress committee hearing, the reasons for the decision and any right to appeal
Perception of bias	Refers to a reasonable perception of bias on the part of an academic progress committee member. Such a reasonable perception can exist where the person has a closed mind to the student's circumstances or has pre-judged the case or is influenced by personal factors in deciding the student's case.
Working day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993 (Vic), or a university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.

GOVERNANCE

Parent policy	Student Academic Progress Policy
Supporting schedules	
Associated procedures	Student Academic Progress Procedure Exclusion Appeals Procedure
Legislation mandating compliance	Monash University Act 2009 (Vic) Monash University Statute Monash University (Academic Board) Regulations Disability Discrimination Act 1992 (Cth) Higher Education Support Act 2003 (Cth) Education Services for Overseas Students Act 2000 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021
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