This policy will come into effect for teaching periods with results release dates on or after 1 January 2020. For the policy in effect for results released up to the end of 2019 - and for coursework students at the former Monash South Africa for the duration of teach-out to the end of 2022 - please refer to:

- Academic Progress Intervention Strategy Procedures
- Monash Online Academic Progress Intervention Strategy Procedures
- Faculty Academic Progress Procedures
- Exclusion Appeals Panel Procedures

SCOPE

This procedure applies to:

- all coursework award courses (except pathway diplomas); and
- all teaching locations (except the former Monash South Africa campus).

Coursework students at the former Monash South Africa campus should refer to the Academic Progress Intervention Strategy Procedures, Faculty Academic Progress Procedures, Exclusion Appeals Panel Procedures and the Monash University (Academic Board) Regulations for the duration of teach-out, to end-2022.

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 (APC)

   APC membership
   
   1.1 The dean of each faculty is responsible for appointing staff and student members to faculty Academic Progress Committees (APCs) and may constitute more than one APC.
   
   1.2 The APC 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 nominated by the relevant student association.
   
   1.3 The APC 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 an APC hearing is two-thirds of the members including the chair.
   
   1.5 Where possible, the APC should have a diverse membership.
   
   1.6 At least one member of the APC 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 APC executive officer to support the APC.
   
   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 APC. This can apply to:
• a staff member involved in determining a student grievance;
• 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 grievance or disciplinary matter.

1.9 A staff member or student who has been the subject of a formal grievance made by the student under review must not serve as an APC member in any hearing relating to that student.

1.10 A staff or student APC member who may be affected by a reasonable perception of bias must inform the APC executive officer.

Student membership

1.11 Each year, faculties will seek nominations for APC membership from relevant Monash student organisations. Where appropriate, the faculty can seek undergraduate and postgraduate nominations.

1.12 The student attending an APC hearing can choose not to have a student member on the committee. In these cases, the student will be heard by an APC comprised of staff members only.

1.13 Where a student member of the APC cannot attend due to unforeseen circumstances, the APC hearing can proceed if the student under review agrees to the hearing being held in the absence of a student member.

1.14 Where the student under review has requested that the student member not attend or has agreed to the student member’s absence, that APC retains the authority to exclude the student, where appropriate.

2. Conducting an APC hearing

Considering available evidence

2.1 The APC, in determining whether a student can continue their enrolment, will consider:

• the information provided on the student response form 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; and
• any factors relevant to the likelihood the student will successfully complete their course/s.

2.2 In making its decision, the APC will consider the student’s entire Monash academic record.

2.3 The APC may seek more details about any matters referred to in the student response form and the documentation provided.

2.4 The APC may seek advice or reports from staff members who are not members of the APC.

2.5 Copies of any Monash documents that the APC 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.

2.6 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 APC 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 APC hearing.

Outcomes of disciplinary hearings

2.7 The outcomes of any disciplinary proceedings may be disclosed to an APC on its request.

2.8 The APC 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.

The APC hearing

2.9 The APC 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.

2.10 The APC hearing will be conducted in English.

2.11 The APC may adjourn the hearing if it decides that further advice, information or assistance are necessary to hear and determine the case.

2.12 The student can ask the APC 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.

2.13 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.

2.14 The APC executive officer will take minutes of the APC hearing and record the decision.

Student support person

2.15 Students may be accompanied and assisted, but not represented, by one support person at the APC hearing.

2.16 The details of the support person must be provided to the APC executive officer at least two working days before the hearing. The support person can be:
- 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.

2.17 The support person can prompt the student at the APC hearing, but can only address members at the APC hearing at the invitation of the APC chair.

Student attendance

2.18 Students who do not attend the APC hearing will have their academic progress assessed and the outcome determined in their absence.

2.19 Students who are unable to physically attend the APC hearing can request to attend the hearing via teleconference or videoconference, for approval by the APC chair.

Transferring courses

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

2.21 Before the hearing, the APC 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

2.22 Before the hearing starts, the APC will offer the student the opportunity to speak with their support person to decide whether to discontinue from their course or to allow the APC to hear and determine the outcome.

2.23 During the APC hearing and before the APC members adjourn to decide the case, the student can decide to discontinue from their course.

2.24 Where the student is considering discontinuing from their course, at the student’s request the APC will adjourn for a short period to allow the student to speak with their support person.

2.25 The APC can adjourn the hearing to a later time or date to allow the student time to consider their options. The APC 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.

2.26 An adjourned APC hearing must reconvene with the same chair and membership, as far as practicable.

3. The decision of an APC hearing

3.1 Following a hearing, the APC 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 APC can recommend actions to be taken by the student to support their academic progress, such as:
• taking a period of intermission;
• seeking professional medical or counselling assistance; or
• considering options for a course transfer or an alternative exit.

Enrolment conditions

3.3 The APC can set conditions on the student’s enrolment to support the student’s academic progress, including a period of intermission.

3.4 In determining enrolment conditions, the APC must consider the student’s individual circumstances, including:

• the minimum enrolment requirements for students who receive government benefits, as disclosed on the online student response form (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 APC can only exclude a student at an APC hearing where a student member is present, except as described in section 1.14 of this procedure.

3.6 The APC must exclude a student if the student is unable to meet a compulsory course requirement as outlined in the Handbook for the year the student commenced their course, e.g. participating in placement or obtaining a compulsory certification.

3.7 The APC can exclude a student if they are not satisfied that the student can successfully complete their course within the maximum duration. The APC 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 APC decides to exclude the student, it must advise the student at the conclusion of the APC hearing (where the student is present), unless there are compelling reasons not to do so. The APC 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 APC 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 conditions set by that dean.

3.10 Unless a student has had a successful appeal, the student cannot discontinue or transfer to another course after an APC has excluded them from their course of study.

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 Admissions 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 (APC)

4.1 The notice of decision (APC) will be sent to the student within 10 working days from the date of decision (including where the student did not attend the APC hearing).

4.2 The student may request a copy of the hearing record from the APC 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 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 (APC), and include the details of the new and relevant information.

4.5 The dean (or delegate) will consider the 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; or
- set new conditions on enrolment.

5. **Recording APC outcomes**

5.1 The faculty will process the outcome of APC 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 APC re-hearing is finally determined.

6. **Reporting**

6.1 An annual report outlining trends in rates of retention, progression and completion will be provided to Academic Board to inform continuous improvement of the approach to academic progress at the University.

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### DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic progress</td>
<td>Means by which students meet the academic requirements of their course and progress to course completion</td>
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<tr>
<td>Academic Progress Committee</td>
<td>The committee responsible for reviewing students’ academic progress and determining whether they can continue their enrolment at the University.</td>
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<tr>
<td>Academic Progress Committee hearing</td>
<td>The formal meeting at which students’ academic progress is reviewed and determinations made on whether they can continue their enrolment at the University.</td>
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<tr>
<td>Award</td>
<td>A degree, diploma, certificate or other qualification awarded upon successful completion of an accredited course.</td>
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<tr>
<td>Award course</td>
<td>An accredited course leading to an award of the University.</td>
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<tr>
<td>Coursework</td>
<td>A method of learning and teaching that leads to the acquisition of knowledge and skills, undertaken by enrolled students through scheduled activities, directed learning and independent study.</td>
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<tr>
<td>Deemed delivery date</td>
<td>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. This anticipates a student regularly checks their email and postal mail. Any failure by the student to check their email and postal mail does not alter the deemed delivery date.</td>
</tr>
<tr>
<td>Handbook</td>
<td>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.</td>
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<tr>
<td>Managing faculty</td>
<td>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.</td>
</tr>
<tr>
<td>Notice of decision (APC)</td>
<td>A notice that formally advises the student of the outcome of the APC hearing, the reasons for the decision and any right to appeal.</td>
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<td>Perception of bias</td>
<td>Refers to a reasonable perception of bias on the part of an APC 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.</td>
</tr>
<tr>
<td>Student response form</td>
<td>An online form that the student is directed to complete when they are at academic progress risk level 3, to collect relevant information to assist the faculty in reviewing the student’s academic progress.</td>
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### GOVERNANCE

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<td>Supporting schedules</td>
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<td>Associated procedures</td>
<td><a href="#">Student Academic Progress Procedure</a></td>
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[Monash University Statute](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies)  
[Monash University (Academic Board) Regulations](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies)  
[Higher Education Support Act 2003 (Cth)](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies)  
[Education Services for Overseas Students Act 2000 (Cth)](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies)  
[National Code of Practice for Providers of Education and Training to Overseas Students 2018](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies)  
[Higher Education Standards Framework (Threshold Standards) 2015](https://www.monash.edu/academic-programs-and-departments/study-programs-and-policies) |
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| Approval | Learning and Teaching Committee  
10 September 2019  
7/2019 |
| Endorsement | Deputy Vice-Chancellor (Education) |
| Procedure owner | Deputy Vice-Chancellor (Education) |
| Date effective | Teaching periods with results release dates on or after 1 January 2020 |
| Review date | 1 January 2023 |
| Version | 1.0 |
| Content enquiries | [Policy-education@monash.edu](mailto:Policy-education@monash.edu) |