Student Response Form

Important information

- Please make sure you read your Notice of Referral and Hearing letter carefully.
- Please make sure you have re-enrolled for 2019. The absolute last date to re-enrol is **07/12/2018**. If you do not re-enrol by the deadline, the faculty may discontinue you from your course.
- Your Student Response Form MUST be received by 7 January 2019, as outlined in your Notice of Referral and Hearing letter.
- Please make sure you note the possible hearing dates contained in your Notice of Referral and Hearing Letter.
- Please make sure that your contact details are correct and up-to-date, including your mobile phone details.
- You must be contactable from December 2018 to March 2019.
- Please check your Monash student email at least every 48 hours for important communications. If you are unable to access your Monash student email account when overseas, you can set up email forwarding, [https://support.google.com/mail/answer/10957?hl=en](https://support.google.com/mail/answer/10957?hl=en).
- Please check and update your postal address via the Web Enrolment System (WES) online.
- **Student Rights/Advocacy and Support.**
  
  Student Rights/Advocacy and Support (or your campus equivalent of this service) are available on every campus to assist you with the APC process at no cost to you. They can help you with completing this form and can attend an APC Hearing with you for support. If you are excluded and believe you have grounds to appeal, Student Advocacy and Support can assist you with the process. Please note that they are not legal representatives and it is not their role to present your case in your absence. They are there to provide you with support and advice about the APC process. Please see the enclosed leaflet for contact details.

- It is important to support the claims in your submission with official documentation (eg originals or certified copies).
- Any official documentation you provide needs to be in English (or must be a certified translation).

  **Please note that the information you provide in this form is used for academic progress and review purposes. It will not be shared with your parents or future employers without your consent.**

- If you have questions, please contact the faculty office that sent you this letter immediately.
- For more information visit: [http://www.monash.edu/execserv/progress](http://www.monash.edu/execserv/progress)
STUDENTS STUDYING IN AUSTRALIA ON A STUDENT VISA

If you hold a student visa, it is important that you understand the impact on your visa if the Academic Progress Committee decides to exclude you.

Monash University is required to report to the Department of Education and Training:
   1. the termination of your studies; and
   2. any breach by you of a prescribed condition of your student visa.

Student Visa Requirements

Condition 8202 of a student visa requires that you maintain satisfactory course progress for each study period as required by Monash University. You are also required to remain enrolled in a registered course. If you are excluded for unsatisfactory progress, you may be in breach of this condition.

In accordance with the Migration Act 1958, the Department of Home Affairs has the option to cancel the visa of international students who are found to have breached their visa. A student who has a visa cancelled for breach of a visa condition is likely to have a three-year exclusion period imposed and may be unable to study in Australia for three years. For further information regarding the impact on your student visa, please contact the Department of Home Affairs.
Student Response Form

There are serious consequences if you do not return this Student Response Form to the Faculty of Information Technology by 12pm on 7 January 2019.

Please complete this form after carefully reading your Notice of Referral and Hearing.

Section A  STUDENT DETAILS

Family name
Given name/s
Student ID
Contact Phone
Course Title
Course Code
Campus
[] Full Time [ ] Part Time [ ] Internal [ ] External

Please choose one option from the three boxes below and tick the box below that applies to you. Please note that it is considered to be in your best interest to tick Option 1 below and attend your hearing.

<table>
<thead>
<tr>
<th>Option</th>
<th>I advise:</th>
</tr>
</thead>
</table>
| 1      | • I submit this form and supporting documentation only to the Academic Progress Committee (APC); and  
        • I want to attend the APC hearing in person |
| 2      | • I submit this form and supporting documentation only to the APC; and  
        • I do not want to attend the APC hearing.  
        • I understand that a student rights (advocacy and support) officer will not appear on my behalf.  
        • I understand that the APC will make a decision in my absence on the basis of the information available.  
        • I understand that I will not be informed of the date and time of my hearing.  
        • Please note that if you change your mind and wish to attend your hearing, you will need to contact the APC secretary for your faculty at least two weeks before the first hearing. |
| 3      | • I want to discontinue from my course.  
        • I have completed and signed Section B “Request to Discontinue” below.  
        • I understand the terms and conditions outlined in Section B regarding returning to study. |

If you do not submit this form prior to 12 pm on 7 January 2019, the following will apply:

• You will not be able to attend your APC hearing in person.
• The APC will make a decision in your absence and you will not be permitted to make an appeal to an Exclusion Appeals Panel (EAP) member.
• You may make an application to your faculty dean for a re-hearing within 20 working days of the date you received the APC decision (ie this is the date notification of the email was emailed to you). BUT you will only be allowed to do this if you can show exceptional circumstances (under regulation 34 of the Monash University (Academic Board) Regulations).
• Only one application can be made to the dean, and the dean’s decision is final.

Please visit, www.monash.edu/execserv/progress for more information on this process.

Permission to release details to my representative student association

I give permission for copies of all relevant documents from the faculty, including my response to the Notice of Referral and Hearing (eg this Student Response Form and supporting documentation), to be provided to my representative student association for the purpose of student rights (advocacy and support) assisting with my case.

[ ] I am an undergraduate. (Your file will go to the relevant campus-based student association.)
[ ] I am a postgraduate. (Your file will go to the Monash Postgraduate Association (MPA).)

I understand that it is my responsibility to contact relevant student rights (advocacy and support) officers on my campus in order to receive advice and assistance prior to the hearing and to arrange support at the hearing.

Signature  
Date
Section B  REQUEST TO DISCONTINUE (only applicable if you ticked option 3 above)

☐ I want to discontinue from the course I am currently enrolled in.

I understand this means that should I ever want 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.

*It is important that you note that once this form has been submitted, it is NOT possible to withdraw your request.*

(International students must also note the advice provided on page 1 regarding government reporting requirements.)

Signature

Date

If you wish to discontinue, you do not need to complete the remainder of this form. Return this form to your faculty immediately or by no later than 12pm on 7 January 2019.

Section C  INFORMATION ABOUT YOU IN 2018

We are asking you to provide the following information so that we may better understand what was happening for you in 2018, how that impacted on your studies, and how you plan to improve things in 2019.

*Common factors that impact many students include:*

| Major trauma or event in your immediate family (e.g. a birth, death, injury or illness, marriage breakdown or failure of a family business) | Serious health problem (i.e. one for which you can provide a medical certificate) | Discomfort with aspects of university life (e.g. settling in, adjusting to differences from school, scheduling, getting there, or just that “it’s not you”) |
| Financial problems (e.g. loss of a job or reduced financial support from your family) | Work commitments (e.g. new or unexpected duties, hours or travel) | Problems with your accommodation (e.g. disagreements with your landlord or a fellow tenant) |
| Working hard, but still not getting reasonable grades or finding assessment tasks difficult (e.g. accessing information/researching and using IT has been challenging) | First time living away (e.g. coming from a rural or regional centre to an “all new” uni life) | Personal relationship difficulties (e.g. a breakdown of a long-term relationship) |
| Disability making study harder for you | Problems with language and/or learning | Returning to study after a long break |

Using the above as a prompt, please tell us what impacted your studies in 2018 and previous years if applicable?

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If allowed to continue in your course in 2019, how will you improve things? Set out your plan to achieve academic success in future.

If there is insufficient space, you may attach additional typed pages to this document.
<table>
<thead>
<tr>
<th>Semester One</th>
</tr>
</thead>
<tbody>
<tr>
<td>On average, how many hours per week during semester did you spend on university work?</td>
</tr>
<tr>
<td>- Attending classes (eg. lectures, tutorials or labs)</td>
</tr>
<tr>
<td>- Independent study via MULO / Learning Capture</td>
</tr>
<tr>
<td>- Independent study (eg. Assignments, library time or study)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Did you attend most lectures and tutorials?  
*If not, why not?*

Did you hand in all assignments/assessable work?  
*If not, why not?*

Were you granted a deferred examination or extension?  
*If yes, which units?*

Do you believe that in 2018 the time you spent **attending classes** was:

- [ ] Less than most other students in my course
- [ ] About the same as most other students in my course
- [ ] More than most other students in my course

Do you believe that in 2018 the time you spent on **independent study** was:

- [ ] Less than most other students in my year
- [ ] About the same as most other students in my course
- [ ] More than most other students in my course

Did you seek help from your course advisor, tutors and/or lecturers?  
*If not, why not?*
**Semester Two**

On average, how many hours per week during semester did you spend on university work?

- Attending classes (eg. Lectures, tutorials or labs) _______ hours
- Independent study via MULO / Learning Capture _______ hours
- Independent study (eg. Assignments, library time or study) _______ hours

**Total** _______ hours

Did you attend most lectures and tutorials? □ Yes □ No

*If not, why not?*

Did you hand in all assignments/assessable work? □ Yes □ No

*If not, why not?*

Were you granted a deferred examination or extension? □ Yes □ No

*If yes, which units?*

Do you believe that in 2018 the time you spent **attending classes** was:

☐ Less than most other students in my course
☐ About the same as most other students in my course
☐ More than most other students in my course

Do you believe that in 2018 the time you spent on **independent study** was:

☐ Less than most other students in my course
☐ About the same as most other students in my course
☐ More than most other students in my course

Did you seek help from your course advisor, tutors and/or lecturers? □ Yes □ No

*If not, why not?*
**Other activities during semester time:**

Time management is a common problem for many students. It can be especially difficult when you’re trying to manage study, work, social, cultural, sporting and family responsibilities. Please tell us how you spent your time during semester in 2018.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Average hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid work</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Volunteer work</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Sports/clubs</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Socialising</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Religious activities</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Internet/gaming/chat/blogging</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Care of family or relatives</td>
<td></td>
<td>________________________ hours</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td>________________________ hours</td>
</tr>
</tbody>
</table>

Is it crucial that you maintain this level of paid work in 2019?  YES ☐ NO ☐

Do you need to maintain a minimum level of enrolment in 2019?  YES ☐ NO ☐
*(This may be the case if, for example, you receive government assistance, have a scholarship/bursary or are on a student visa.)*

**Section D  WHAT SUPPORT DID YOU ACCESS IN 2018?**

In the past year, have you…

- Seen a medical specialist, psychologist, social worker, minister of religion, lawyer or other professional about any of the issues that you have identified in Section C?  YES ☐ NO ☐ N/A ☐
- Obtained assistance from Monash medical or counselling services?  YES ☐ NO ☐ N/A ☐
- Obtained assistance from/registered at the Disability Support Services?  YES ☐ NO ☐ N/A ☐
- Obtained assistance from Monash study skills resources?  YES ☐ NO ☐ N/A ☐

If you answered YES to any of the above questions in Section D, you are encouraged to provide copies of current detailed documentation in support of your case. If you are unable to do so, you should explain why not on this form.
(You cannot appeal on the grounds of new evidence for information or documents that were reasonably available at the time of your APC hearing, but were not provided by you.)

The documents you provide should be in English (or a certified translation of relevant documents should be provided).

For more information about the content of a medical report likely to best assist the APC, please read the APC Medical Report Guidelines at https://www.monash.edu/__data/assets/pdf_file/0005/689405/academic-progress-committee-medical-report-guidelines.pdf

Please bring original or certified documents to your APC hearing, or provide them to your faculty if requested, for verification purposes.

Are your family, close friends or other significant people aware of the problems you have had with your studies?  YES ☐  NO ☐

Section E  SUMMARY OF ANY OTHER INFORMATION

If there are other factors which have affected your academic progress over the past year, please list these below. Is this the course that you want to be doing? Are you happy at Monash? Why or why not?

If there is insufficient space below, you may attach additional pages to this document.
Section F  APC HEARING DATES

Faculty APC hearings will be held between February and March 2019.

If you submit this form, the faculty will send written confirmation of the next stage of the APC process to your postal address or email address between January and March.

You will be advised of one of the following three options:

1. You may continue your enrolment.
2. You may continue your enrolment with conditions and/or recommendations in 2019.
3. You may be advised of the time, date and venue of a full APC hearing (if you indicated in Section A that you want to attend).

At the APC hearing, you may be excluded or allowed to continue your enrolment. (Note: If you indicated in Section A that you do not want to attend your APC hearing, it will be held in your absence and a Notice of Decision will be sent to your postal address.)

If the faculty advises you that an APC hearing is scheduled, you are strongly advised to attend as it is considered to be in your best interest to attend the hearing in person.
Section G  CHECKLIST

Please confirm that you have:

☑ Provided all your personal details in Section A.

☑ Ticked one of the three elective boxes in Section A to indicate how you would like the APC to handle your case. **Please note that it is considered to be in your best interest to tick Option 1 and attend your hearing in person.**

☑ Re-enrolled by the deadline.

☑ Completed all sections of the form to the best of your ability.

☑ Attached copies of original documentation in support of your case (e.g. from a specialist doctor, psychologist, social worker, minister of religion or lawyer). See Section D for details.

☑ Considered accessing the services of student rights (advocacy and support) officers on your campus and, if appropriate, signed the “Permission to release details” statement in Section A.

(Note: It is your responsibility to contact student rights officers in advance of your hearing. Please see attached student advocacy and support information sheet for their contact details.)

☑ Updated your postal address (for example, to your summer address) in the Web Enrolment System (WES) at my.monash.edu.au/wes/address.

☑ Signed declaration in Section H below.

Section H  DECLARATION

I certify that the information I have provided in this document and in any attachments is true and correct.

<table>
<thead>
<tr>
<th>Student name (in block letters)</th>
<th>[ ]</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student signature</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

The primary purpose of the Student Response Form is to assist you in responding to the Notice of Referral and Hearing. It provides your faculty and APC with information to justify why you should not be excluded from your course of study or faculty. Other purposes of this form include verifying your academic progress, referring the information to a faculty APC and the dean or an Exclusion Appeals Panel member if you appeal, attending to administrative matters, corresponding with you, and statistical analysis.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, or enquire about the handling of your personal information, please contact the University Privacy Officer on (03) 9905 6011.

FACULTY OF INFORMATION TECHNOLOGY  MAILING, PHONE, FAX AND EMAIL ADDRESSES

You must return this completed form, supporting documentation and any attachments you may wish to include to the APC secretary located at your faculty office on your home campus:

<table>
<thead>
<tr>
<th>Berwick campus</th>
<th>Caulfield campus</th>
<th>Clayton campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email: <a href="mailto:fit-apc@monash.edu">fit-apc@monash.edu</a></td>
<td>Email: <a href="mailto:fit-apc@monash.edu">fit-apc@monash.edu</a></td>
</tr>
<tr>
<td></td>
<td>Level 6, Building H, Caulfield Campus 900 Dandenong Road Caulfield East, VIC 3145</td>
<td>Ground Floor, 25 Exhibition Walk Clayton Campus VIC 3800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gippsland campus</th>
<th>Offshore South Africa</th>
<th>Offshore Malaysia</th>
</tr>
</thead>
</table>