

ACADEMIC PROGRESS: EXCLUSION

Academic Progress: Exclusion

What is Exclusion?

Exclusion is when the University terminates your place in your Faculty at Monash University for a period of one year.

Why have I been excluded?

The Faculty has excluded you as they are concerned that you are not making satisfactory academic progress in your course. In order to come back to Monash at the end of your exclusion period you must demonstrate evidence of "Academic Rehabilitation".

What is Academic Rehabilitation?

Academic Rehabilitation involves undertaking a minimum of two university level units at another University and achieving satisfactory results. Usually, Monash expects a minimum of a credit average. This shows to Monash that you are now able to study and receive satisfactory academic results.

How do I apply to come back to Monash?

The letter that the Faculty sends you upon exclusion outlines the procedures for re-applying to Monash. If you wish to come back to Monash after a period of Academic Rehabilitation, it is important that you speak with someone in your Faculty for advice about whether or not you will be entitled to credits towards your Monash degree for study completed during the exclusion period.

Do not assume that any study you do will automatically be credited when you return, check with the Faculty to confirm their credit transfer policy.

I am an international student who can help me?

Health, Wellbeing and Development Student Advisors can provide advice about how exclusion affects your visa and what options are available to you regarding Academic Rehabilitation.

Can I still access help on campus if I am excluded?

Yes, you are still able to access services such as MONSU Student Rights and Support, Health, Wellbeing and Development and Monash University Careers and Employment. In addition, your Faculty can assist you with any queries you may have related to re-applying to Monash.

Where can I study after exclusion?

There are many study options that are available to you after exclusion from Monash. Some tertiary institutions offer single subjects that you can undertake at University level. TAFE institutions also offer courses for which the University offers credit.

For information regarding other institutions available in Victoria, please visit www.vtac.edu.au/institutions

Appealing an Academic Progress Committee Decision

You can appeal a Faculty decision to exclude you from your course, but only on limited grounds. These grounds include:

- new evidence that was not reasonably available to you at the time of the APC Hearing. Documentation or advice about when new evidence will be available must be provided when you lodge your appeal with the Exclusions Appeals Committee.
- procedural irregularity. The faculty failed to comply with the requirements of the Faculty Academic Progress Committee Functions and Procedures. For example:
 - the committee may have been in quorate (not enough members)
 - the criteria for Unsatisfactory Progress was incorrectly applied
 - you were not properly informed of the time, date and place of the hearing.
- bias: there was bias on the part of a member of the Academic Progress Committee.

You need to submit evidence of the alleged bias and a copy of your original written objection to the Faculty of this person's membership to the APC.

How long do I have to appeal?

Your appeal must be received by the Secretary to the Exclusions Appeal Committee within 20 working days of receipt of your exclusion notification. If your exclusion appeal is dismissed, the decision of the faculty will stand, which means you will remain excluded from your course or all degrees from your Faculty, for the academic year.

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