

# ACADEMIC PROGRESS COMMITTEE (APC)

SPREAD  
THE WORD

TAKING  
ACTION

— FREQUENTLY  
ASKED QUESTIONS.

# ACADEMIC PROGRESS COMMITTEE (APC)—FAQs

## Q: WHAT IF I AM LATE TO SUBMIT MY RESPONSE?

A: Late responses will be taken into consideration by your faculty to decide on support or interventions. For level 3 students who have an APC hearing, your late response will be considered by the panel, however, you are deemed a 'late responder' and you cannot attend your hearing.

## Q: WHAT IS A COMPULSORY COURSE REQUIREMENT?

A: A requirement stated by your faculty which must be successfully completed as part of your course. This includes successful completion of placement units, completion of specified vaccinations, a certificate required for vocational registration (such as a Working with Children Check) or successful completion of a fitness test. For more information [click here](#).

## Q: IS IT OK THAT I DO NOT HAVE SUPPORTING DOCUMENTS?

A: You do not need supporting documents if you believe they will be of no relevance to your circumstances.

## Q: WHAT IS A STATUTORY DECLARATION?

A: A written statement which you sign and declare to be true before an authorised witness. [Click here](#) for more information.

## Q: WHAT SHOULD I DO IF MY SUPPORTING DOCUMENTS ARE NOT WRITTEN IN ENGLISH?

A: You will need to get the documents translated into English by an accredited translator who will stamp and sign the translated document. You must send both documents with your My Academic Progress Response.

## Q: WHAT SHOULD I DO IF I RECEIVE MY SUPPORTING DOCUMENTS AFTER THE RESPONSE DUE DATE?

A: You must submit your My Academic Progress Response form by the due date. As soon as you receive your supporting documents email them to the address

stated in the Notice of Unsatisfactory Progress email.

## Q: WHAT SHOULD I DO IF I DO NOT WANT TO EMAIL MY SUPPORTING DOCUMENTS DUE TO PRIVACY CONCERNS?

A: You should contact Monash Connect to find out how to send your documents so your privacy is protected.

## Q: WHAT DOES "DISCONTINUE COURSE" MEAN?

A: This means that you have chosen to withdraw from your course and will cease to be enrolled at Monash University.

## Q: IF I DISCONTINUE MY COURSE DO I STILL NEED TO ATTEND A HEARING?

A: If you discontinue your course the APC process stops and you will no longer be a student at Monash University, so you will not be required to attend a hearing.

## Q: HOW DO I DISCONTINUE MY COURSE?

A:

1. Tick the appropriate box on the My Academic Progress Response form
2. Contact Monash Connect to discuss your option to discontinue your course
3. Complete and submit the appropriate form provided by Monash Connect

## Q: WHAT IS AN ALTERNATE EXIT?

A: An alternate exit is an official exit from an award course that is different from the course you enrolled in. If you have been called to a hearing contact Monash Connect before your hearing date to see if you are eligible for an alternate exit.

## Q: WHAT IS A COURSE TRANSFER

A: A course transfer is an opportunity to transfer from one course to another. For instance, transferring from a double degree to a single degree. Contact your faculty to see if you are eligible for a course transfer. [Click here](#) for more information.

## Q: WHEN WILL I FIND OUT IF I NEED TO ATTEND A HEARING?

A: Your faculty will email you. Keep checking your University email account from January–April and from July–October.

## Q: IS THE HEARING CONFIDENTIAL?

A: Yes.

## Q: HOW DO I ARRANGE FOR A STUDENT RIGHTS OFFICER (SRO) TO SUPPORT ME AT MY HEARING?

A: Contact MONSU SR+S (see below). When completing My Academic Progress Response, tick the appropriate section indicating you give permission for your file to be sent to SR+S and we will organise the SRO to support you at your hearing.

## Q: CAN I OBJECT TO A HEARING PANEL MEMBER?

A: You can object to any panel member on the grounds of actual bias or reasonable perception of bias. You must submit your reasons for the objection to the executive officer within four working days of receiving the hearing notice. You will be informed of the outcome of the objection at least two working days before the hearing.

## Q: WHAT DOES EXCLUSION MEAN?

A: This means the University has decided that you are not permitted to continue your course and you will cease to be enrolled at Monash University.

## Q: IF I RECEIVE A NOUP LEVEL 3, WILL I BE EXCLUDED?

A: You can only be excluded at an APC hearing. Not all students are excluded at hearings.

## Q: CAN I APPEAL AN EXCLUSION?

A: There are limited grounds for appeal and strict deadlines. Contact SR+S for advice and support. (refer to our [Academic Progress: Exclusion + Appeals flyer](#))