

WELCOME TO APC INFORMATION SESSION

We acknowledge that we meet on the land of the Wurundjeri People of the Kulin nations, and that sovereignty was never ceded.

*Our service is part of the **ALLY Network** supporting the LGBTIQ community.*



Why have I been sent an NoRH letter?

- Monash University is concerned with your course progression
- Monash view this process as an intervention and not a punishment
- Monash want to assist students to engage with support services



APC Triggers

- Failed 50% or more of enrolment for the current year (incl WI's)
- Failed compulsory unit twice
- Failed to comply with APC condition
- Completed 2/3 of maximum enrolment, but failed 50% or more of course
- Unable to obtain a police check or WWC check or other certification required for the course (LANTITE for education students)
- Unable to complete compulsory placement



What happens next?

- You must respond to the NoRH by the due date
- Failure to respond may result in **exclusion**, with no right of appeal



Completing your Student Response Form

- **We recommend that you tick the first box on the first page of the response form**, which states that you would like to make a written submission to the Faculty and also attend a hearing if required
- We strongly suggest that you attend a hearing if one is required. Representing yourself in person may improve the likelihood of you continuing in your course
- If you want a Student Rights Officer to assist you, tick the appropriate box. This will allow the Student Rights Officer to access your file and assist you at your hearing
- We recommend that you attach a letter. Please see our letter template available on our student rights webpage: www.monsu.org/srs/common/apc/



What should you include in your letter?

- Provide **details**
- What events/issues prevented you from performing at your best in 2017?
- What was the impact of the events/issues on your ability to study?
- What is your plan for 2018?
- Why do you want to be in your course and what are your goals after graduation?

Explain what occurred in chronological order using subheadings and brief statements.

It can be difficult, but try to keep your letter to 2 pages long.



Course discontinuation

In some cases students may decide **to discontinue** from their course after receiving a Notice of Referral and Hearing.

You can discontinue from your course by ticking the discontinue box on the student response form.

You can also discontinue at the hearing.

You have the opportunity to present your case to a committee before making a decision to discontinue. If unsure about withdrawing from your course, please speak with our Student Rights Advisor on the day.



Double degree students

- The managing faculty will conduct the APC review.
- APC secretaries of both faculties confer and obtain details of whether the student will be permitted to continue in a single degree.



Providing supporting documentation

Where **reasonably available**, it is important that you include supporting documentation. This may include a:

- Letter from your doctor, psychiatrist, psychologist, counsellor or other health professional
- Police Report
- Insurance Claim
- Statutory Declaration

If you cannot secure the documentation before the Student Response Form due date, state in your letter that you will send the documents as soon as they become available.

Please note that an honest explanation of events may be sufficient. If unsure, consult with Student Rights.



Why students fail: common reasons

- Poor study skills, time management
- Homesickness
- Difficulty adjusting to university life
- Financial difficulties
- Working too many hours
- Disruption to domestic life e.g. homelessness
- Family crisis e.g. separation, divorce, illness
- Death of relative or close friend
- Physical or mental health
- Victim of crime
- Gender-based violence
- Sexuality/Gender Identity



Some ideas on how to improve your academic performance

- Contact your lecturer/ tutor early in 2018
- Take advantage of Monash support services, e.g. counselling at the Monash Health Service, Disability Services, SECASA
- Enroll in a Study Skills Program and/or Conversational English Program
- Create a realistic and balanced study plan
- Make an appointment with Learning Skills at the Library to discuss study strategies for 2018
- Reduce paid work hours
- Underload or take intermission



Also consider

- Hiring a private tutor
See: www.monash.edu.au/careers/tutors/hire-a-tutor.html
- Extra study during holidays
- Join a study group
- Join a student club by contacting your student union
- Mentor programs available at Monash, e.g. Peer Mentoring, Alumni-Student Mentoring program, or enquire at your Faculty
- Globe Café for fun networking with other students
- Non-residential colleges
See: www.campuscommunity.monash.edu/nrc/



What will happen after you submit your response?

You will receive one of two letters:

1. A letter requesting you to appear at your Faculty's Academic Progress Committee hearing
2. A letter stating that you can continue in your course. This means you do not have to attend a hearing. This letter may include details of conditions. **You must comply with these conditions.**



Academic progress hearings

- The panel will be comprised of a chair, a student member, and academic and professional staff members.
- If you are required to attend a hearing you will be asked a series of questions.
- Dress professionally (as if you are going to a job interview)
- Arrive 15 minutes early
- Bring all documents with you (copies of your response, supporting documents and your academic transcript)



Support Person

You can nominate one person to accompany you to the hearing. This person can be a:

- Student Rights Officer
- Family member
- Any other person approved by your Faculty



What should you do now?

- Ensure that you tick the box to attend your hearing if required. We recommend that you give permission for Student Rights to receive a copy of your response
- Complete your Student Response Form and additional letter
- Locate any relevant supporting documents/material
- Submit your response to your Faculty by the due date



Do you have a back-up plan?

- Most students sent a Notice of Referral and Hearing are not excluded. However, **it is wise to have a back-up plan.**
- It is strongly advised that you begin applying to other courses and universities now.
- If you want to discuss the likelihood of being excluded, please speak to a Student Rights Officer.



Contact details for the holiday period

- Our office is closed from 20 December 2017 – 9 January 2018
- We re-open on 10 January 2018
- During the holiday period we will be answering emails only from 2 – 9 January 2018.
- **Please use this email address:
studentrights@monsu.org**



Please meet our Representatives from:

- Monash Connect
- Monash Counselling Service
- Learning Skills at the Library
- **Student Rights Officers will be available for a 10-minute private consultation at the end of this session.**

