

Academic Progress: Hearing Hints

What should I do to prepare for my
Academic Progress Hearing?

*We can prepare you for your
hearing and attend the hearing with
you as your support person.*



STUDENT
RIGHTS+
SUPPORT

What is Academic Progress?

One of the conditions of enrolment at Monash University is that you must maintain satisfactory academic progress throughout your course.

Unsatisfactory progress is generally defined as:

- failing a placement unit
- failing a compulsory unit twice
- passing less than half of your units in the past year, including any summer units
- failing to meet conditions previously imposed by an Academic Progress Committee (APC)

Students who fit into any of these categories will be asked by their Faculty to explain their results.

What is a "Notice of Referral and Hearing?"

A Notice of Referral and Hearing (NORH) is the letter sent to you by your Faculty if you have not met academic progress requirements. You must reply to this letter, as **failure to reply will result in exclusion.**

To ensure that you receive this letter, you must check your student email every 48 hours after the end-of-year release of results AND ensure that your current residential address is correct on WES.

It is recommended that you set up your student email to forward to an account that you check daily. For support and instructions on how

to reply to a NORH, contact Student Rights + Support: www.monsu.org/srs.

What Happens After I Reply?

You will receive one of the following:

- a letter stating that you may continue in your course
- a letter stating that you may continue your course with specific conditions (failure to comply with these conditions can result in referral to APC the following year)
- a letter asking you to attend an Academic Progress Committee (APC) Hearing.

APC Hearing Hints

Read carefully over your submission and bring all supporting documents on the day. Be prepared to speak about:

- what went wrong at University
- what went wrong outside University
- what you want to do differently next year
- why you want to remain at Monash, career goals etc.

Wear smart casual clothes (as would be appropriate for a job interview) and arrive at least 15 minutes early. You should call the secretary if you are running late.

If there is any evidence that you cannot obtain before the hearing, be prepared to explain why. You should bring any evidence of any action you

have already taken to improve your performance next year e.g. meeting with a learning skills advisor

Possible Outcomes

There are three possible outcomes. You may be:

- permitted to continue your course without conditions
- permitted to continue your course with conditions (failure to comply with these conditions can result in referral to APC the following year)
- you may be excluded from your course

For Further Questions And Advice:

MONSU Caulfield Student Rights + Support

E: studentrights@monsu.org

P: +61 3 9903 2596

W: www.monsu.org