

WELCOME TO ACADEMIC PROGRESS COMMITTEE (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.*

We use the pronouns she, her



STUDENT
RIGHTS+
SUPPORT

Student Rights + Support
Building S, Level 3
E: studentrights@monsu.org
P: +61 3 9903 2596
W: www.monsu.org/srs



Why has my faculty contacted me?

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



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Why have I been sent a Notice of Referral and Hearing (NoRH)?

You have either:

- ❑ Passed less than 50% of units 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
- ❑ Failed to obtain a police check or WWC check or other certification required for the course (LANTITE for education students)
- ❑ Failed to complete compulsory placement



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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



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Completing your Student Response Form (SRF)

- ❑ 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/
- ❑ Do not repeat what is in your letter on the SRF. In the appropriate sections state - "Please refer to attached letter"



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What should I include in my letter?

- ❑ Provide details
- ❑ What events/issues prevented you from performing at your best in 2018?
- ❑ What was the impact of the events/issues on your ability to study?
- ❑ What is your plan for 2019?
- ❑ Why do you want to be in your course and what are your goals after graduation?

Explain what occurred using subheadings and brief statements.

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



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Common reasons why students fail

- ❑ 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
- ❑ Alcohol and other drugs
- ❑ Gambling
- ❑ Gaming/Screen time
- ❑ Pornography
- ❑ Eating disorder
- ❑ Self harm



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Sample Letter – events/issues

Relationship Break Up (March 2018)

This was a significant relationship where my partner and I lived together for two years. I came home to find my partner with someone else. I had to move out of our unit and live with friends. I lost my job.

Impact – emotional and physical

I was angry at the betrayal and lack of honesty. I found it difficult to deal with the grief of losing my partner who was also my friend and confidante and I experienced mood swings until all I felt was sadness and emptiness.

I lost my appetite and found it very difficult to sleep. I was always tired and lacked energy. I thought I was a burden to my friends.

Impact – academic

I could not concentrate when trying to study.

I found it difficult to get out of bed to attend lectures and tutorials.

I fell behind with my assignments and eventually gave up attempting to study.



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Some ideas on how to improve your academic performance

- ❑ Contact your lecturer/ tutor early in 2019
- ❑ 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 2019
- ❑ Reduce paid work hours
- ❑ Underload or take intermission
- ❑ Join a club



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Also consider

- ❑ Hiring a private tutor -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 - <https://www.monash.edu/non-residential-colleges>



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Sample Letter – your plan

Plan for 2019

Relationship Break Up

I attended counselling for depression in late April 2018 and was on a mental health plan until October 2018. I have recovered from my grief and know that if I ever feel low or depressed I will engage with counselling again because I found it very helpful. I also have some close friends who are very supportive and I now understand it is healthy to reach out to friends in times of distress.

Financial Hardship

I moved in with my Auntie in April 2018 and I am still living with her and I can stay for as long as I need to. This means I don't have to pay rent. I have been to Monash Connect and was given a grant which helped with my living expenses. I also registered with MONSU Student Rights to access The Pantry. I will access these services again if I need to.

Paid Employment

In November I secured a job at a local café working 30 hours per week. I plan to keep this job but reduce my hours once semester starts. I have spoken to the manager and they have agreed to my request of working 15 hours per week. Working helps me financially and also with my mental health.



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Possible support services to include in my plan

Consultations/Unit advice:

Contact your Lecturer or Tutor

LILO:

<https://www.monash.edu/students/leadership/leap/online>

Library Study Skills:

<https://www.monash.edu/library/skills/resources/apc>

<https://www.monash.edu/students/resources/study-programs/study-skills>

Counselling:

<https://www.monash.edu/health/counselling>

English Connect:

<https://www.monash.edu/english-connect>

Intermission:

<https://www.monash.edu/enrolments/processes/change/interrmission>

Underloading:

<https://www.monash.edu/enrolments/study-load-attendance/study-load>

Visa information and financial help:

<https://www.monash.edu/connect>

LANTITE information

<https://www.monash.edu/education/students/academic-skills/literacy-and-numeracy-program>

Disability Support Services

<https://www.monash.edu/disability>

International Student Support

<https://www.monash.edu/students/international>



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Can I discontinue from my course?

You can discontinue from your course by ticking the discontinue box on the Student Response Form. This means that your enrollment at Monash University will cease

You can also discontinue at the hearing

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



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What if I am in a double degree?

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



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What supporting documentation should I provide?

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



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What will happen after I submit my response?

You will receive one of two letters:

- ❑ A letter requesting you appear at your faculty's Academic Progress Committee hearing
- ❑ 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.**



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How should I prepare for a hearing?

- ❑ Dress professionally, as if you are attending a job interview
- ❑ Arrive 20 minutes early to meet with a Student Rights Advisor
- ❑ Bring all documents with you (copies of your response, supporting documents and your academic transcript)
- ❑ Bring a water bottle
- ❑ Ask a friend or relative to meet you after the hearing



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Who can be my support person?

You can nominate one person to accompany you to the hearing:

- ❑ We **highly recommended** you request a **Student Rights Advisor** (SRA) to be your support person. They are professional staff who are very experienced in these matters. SRAs provide independent confidential advice
- ❑ A student of the university
- ❑ A staff member of the university
- ❑ Any other person approved by your faculty (other than a person who is legally qualified). Must give no less than 4 working days notice



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What should I expect at an APC hearing?

- ❑ The panel will be comprised of a chair, a student representative member, and academic and professional staff members
- ❑ A Student Rights Advisor (SRA) will support you before, during and after the hearing. SRAs cannot talk on your behalf but they can prompt you
- ❑ You will be asked a series of questions regarding your academic progress and your plan for 2019
- ❑ You will then be asked to leave the room to discuss discontinuation
- ❑ If you decide to continue in your course you will return to the room and advise the panel of your decision. The panel will then decide whether you are allowed to continue in your course



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NoRH response checklist

- ❑ Ensure 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 (SRF) and additional letter
- ❑ Locate any relevant supporting documents/material
- ❑ Send your SRF, letter and supporting documents to studentrights@monsu.org for feedback at least two working days before the due date
- ❑ Submit your response by the due date to your faculty via the email address listed on your NoRH



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Do you have a back-up plan?

- ❑ Most students sent a NoRH 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



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Contact details for the holiday period

- ❑ Our office is closed from Wednesday 19 December 2018 – Friday 11 January 2019
- ❑ Our office reopens on Monday 14 January 2019
- ❑ During the holiday period we will be answering emails only from Wednesday 2 January – Friday 11 January 2019
- ❑ **Please use this email address: studentrights@monsu.org**



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Please meet our Representatives from:

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



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MONASH University

Counselling and Mental Health Programs

Counselling and Mental Health Programs

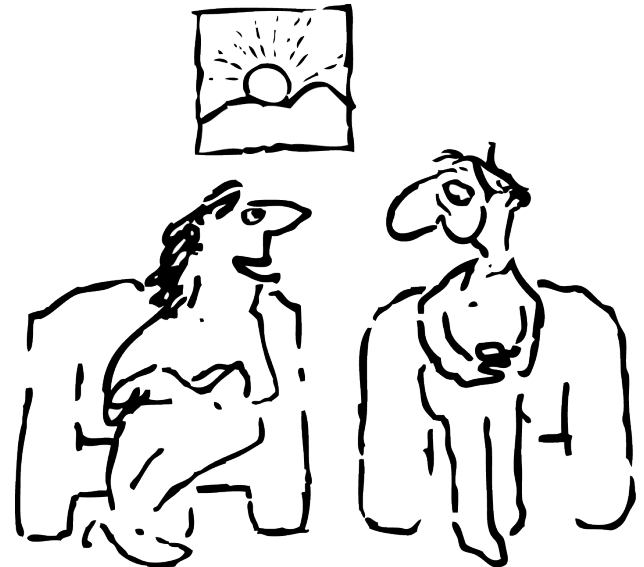


Counselling Service

- Access to free and confidential consultations with registered psychologists and social workers (male and female) on campus
- Strategies for positive thinking and stress management, including relaxation and meditation
- A variety of programs that can help with study skills, relaxation and managing emotions

What is counselling?

- Opportunities to explore your thoughts and feelings with a counsellor
- Assist you to change unhelpful behaviours
- Help you get the most out of your time at Uni
- Confidential and free service





Search

Br

Procrastination (Tales of Mere Existence)

FUTURE SHORTS

392 videos

Subscribe



<http://www.youtube.com/watch?v=ItMFWpKofSg>



What counselling isn't...

- A place where counsellors 'do' things to you or 'fix' things for you
 - Happy to be available and work with you, but the journey and effort is yours
- A letter writing service
 - The counselling service is able to write letters of support in some instances for ongoing clients
 - Cannot provide retrospective letters of support
 - Important for you to come see us for assistance before it's too late!

Programs

- Mindfulness for Academic Success – Stress reduction and attention training
- LILO – Leap in to Leadership Online
- Stress Management and Exam Busters Lectures
- Mindfulness Stress Reduction – Learn how to reduce stress and improve resilience
- Free Lunchtime Mindfulness Meditation sessions
- Individual counselling sessions



How to make a counselling appointment

- For a first appointment:

Call 9903 1177

OR

Attend the University Health Service – Building B

- See a regular counsellor after initial appointment (50 min sessions)
- After Hours phone counselling service also available on 1300 788 336

Counselling help online

- Lets you make contact with a University counsellor by email in your own time
- Get a response within 3 working days
- Why online counselling?
 - Allows you to send and read messages in your own time
 - May feel more comfortable talking about yourself online
 - Can receive advice without missing study
 - Can do it at your own pace

SECASA

- Specialist workers are available at the Clayton and Caulfield campuses- let reception know when you want to book an appointment

Safer Community Unit

Non emergency advice regarding concerning, threatening, inappropriate behaviour

Ask for help early if you:

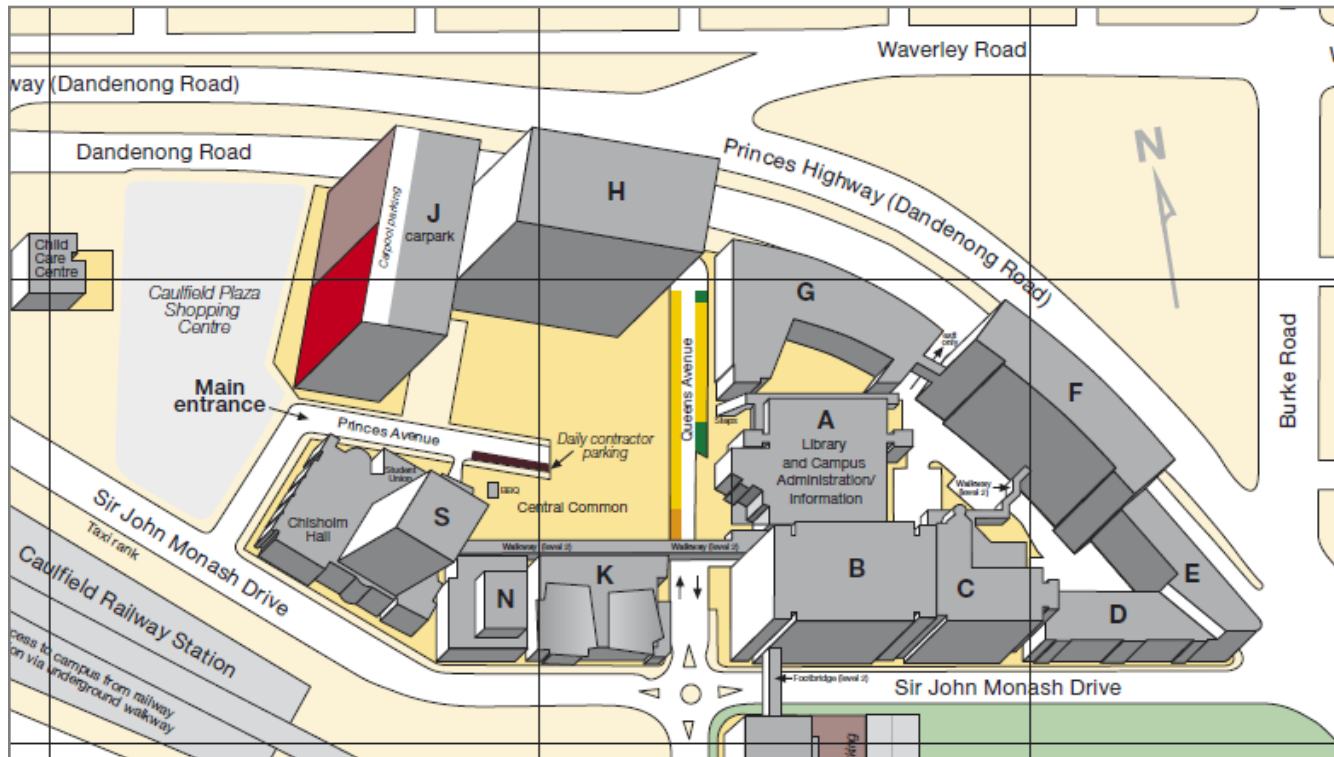
- feel threatened or unsafe
- have concerns about someone else's behaviour or wellbeing
- don't know what to do about unwanted attention, harassment, stalking
- are worried about someone harming themselves or someone else

Contact: 9905 1599 or safercommunity@monash.edu

Counselling and the APC process

- An opportunity to explore and understand what happened in your life and studies that has resulted in you appearing before the APC
- An opportunity to find a way to communicate this understanding to the APC
- An opportunity to plan, with support, how you might do things differently in the future

Contact us



✓ In person

**Health
Service
Building B,
Level 1**

✓ On the phone

9903 1177



smilingmind.com.au

WHAT IS SMILING MIND?



**SMILING
MIND
IS MODERN
MEDITATION.**





PROMOTING STUDENT SUCCESS AND WELLBEING



TOOLS

- Solve a problem
- Where does my time go?
- Getting it done

MODULES

- Beating procrastination
- Managing anxiety & worries
- Staying Calm

QUIZ

- Take a quiz and get immediate feedback



www.thedesk.org.au



Peer Support

- Academic English
- One-on-one
- Facilitated by peers
- Drop in sessions



- 20 minute appointment
- Improve the clarity and expression of your writing
- Maximise your marks – get assistance with each assignment
- Held at the library in Caulfield, Clayton, Peninsula

- Improve the clarity of your writing
- Gain confidence in public speaking
- Enhance your expression and pronunciation
- Use academic vocabulary

Workshops

- English grammar
- Public speaking
- Fun, interactive classes
- Facilitated by peers
- Need to register



Let's Chat

- Conversational English
 - Fun, interactive classes
 - No exams
 - Facilitated by peers
 - Need to register
- Increase your confidence to speak in classes
 - Better understand the expectations of university
 - Connect with others and make supportive friends
 - Facilitators from all faculties



ENGLISH CONNECT



Website: <https://www.monash.edu/english-connect>

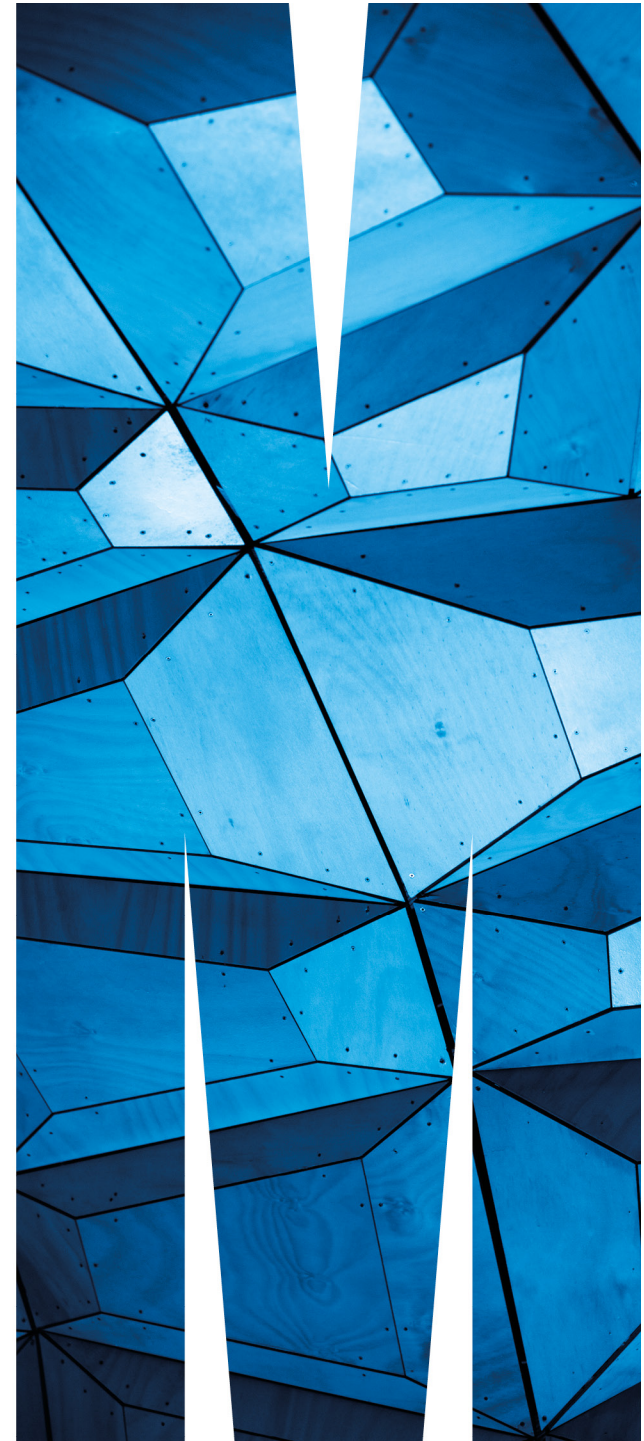
Email: english.connect@monash.edu

Show your commitment: enter your email on our website to receive priority registration for 2019 classes

MONASH CONNECT

www.monash.edu/connect

Phone: +61 3 9902 6011



MONASH CONNECT SERVICE OVERVIEW

Monash Connect is part of the Student Services Division and is the first point of contact for all students at Monash University for all Australian Campuses. Monash Connect is the contact point for face to face, phone and online enquiries via ask.monash. A self-service option is also available via the ask.monash knowledge base, where students can view answers to frequently asked questions.

We offer a range of general administrative services

- Fee payments
- ID cards (students and staff)
- Library fines and Caval card payments
- Monash Connect document certification
- Official student letters and academic transcripts
- Qualification verification for third parties
- Travel and Parking
 - Victorian Public Transport (VPT) student concession cards
 - iUSEpass cards
 - Parking permits
- Financial Services
 - Student Loans and Grants
- Off Campus Accommodation assistance
- International Student Support (e.g visa and ecoe renewal etc)

We also offer advice in relation to

- Course transfers and exchange
- Discontinuation, deferment, and intermission
- General course or Faculty information
- Special consideration
- Enrolment
- Timetabling
- Scholarships
- Graduations
- Future Student Enquiries and course advice



MONASH
University

INTERNATIONAL STUDENT SUPPORT

Monash Connect offers a range of specialised services to International Students to support and enhance their experience at Monash University

These services to International Students include:

- Airport pick-ups (for international students arrivals)
- Academic Progress Committee (APC) advice regarding visa compliance
- Change of residency status
- Issuing of Confirmation of Enrolments (COEs) and extensions
- Educational Services for Overseas Students (ESOS) compliance
- Sibling discount
- Visa compliance and renewal
- Visa advice and verification of student forms (e.g. leave from candidature and study away requests)

INTERNATIONAL STUDENT VISA CONDITIONS

As an international student on a student visa you need to meet the conditions of your visa:

Change of address (8533): you must notify Monash University of your Australian address within 7 days of change of address

You can update your address at Web Enrolment System (WES) via your my.monash portal (my.monash.edu.au/wes) OR by visiting your Monash Connect.

Meet Course Requirements (8202): you must make satisfactory academic progress. This includes being enrolled in a registered full time course. For each semester of study you need to achieve an academic result that your Faculty/University deems to be at least satisfactory.

REPORTING OBLIGATIONS

The Education Services for Overseas Students (ESOS) Act 2000 requires Monash University to report to the Department of Education and Training any international students on student visas who have failed to meet course requirements.
E.g. if you have been **excluded** on academic grounds.

Monash University will notify you by mail when you have been reported. Within 28 days of this reporting you must:

1. Visit the Department of Home Affairs and explain your situation. The Department of Home Affairs will make a decision whether or not your visa will be cancelled. It is only under ***exceptional circumstances*** that they may decide **not** to cancel your visa.

2. If you do not visit the Department of Home Affairs then your visa will be **cancelled** on the 28th day after the report is made.

ADVICE DURING THE APC PROCESS

During the APC process you are still considered a student at Monash University until the APC panel reaches a decision regarding your case and it is advisable that you continue to attend classes if possible, although this is **not** a visa condition.

You can withdraw at any stage before the APC panel reaches a decision and the University will report your withdrawal. This is **not** an exclusion.

If you do withdraw you must make sure you are enrolled in Australia either in another course or at another education provider if you want to remain on a student visa. There is no exclusion period placed on you from obtaining a student visa if you have withdrawn.

Note: there are very different visa implications if you **withdraw** from your course than if you are **excluded** by the APC panel.

Please contact us at Monash
Connect if you have any concerns
about the APC process and its
impact on your student visa.

Call Monash Connect on +61 3 9902 6011
Submit an enquiry at [http://my.monash.edu/
askmonash](http://my.monash.edu/askmonash)
or visit Monash Connect on your campus

The Library and you!

NoRH & APC students

Mayssa Matley, librarian

mayssa.matley@monash.edu

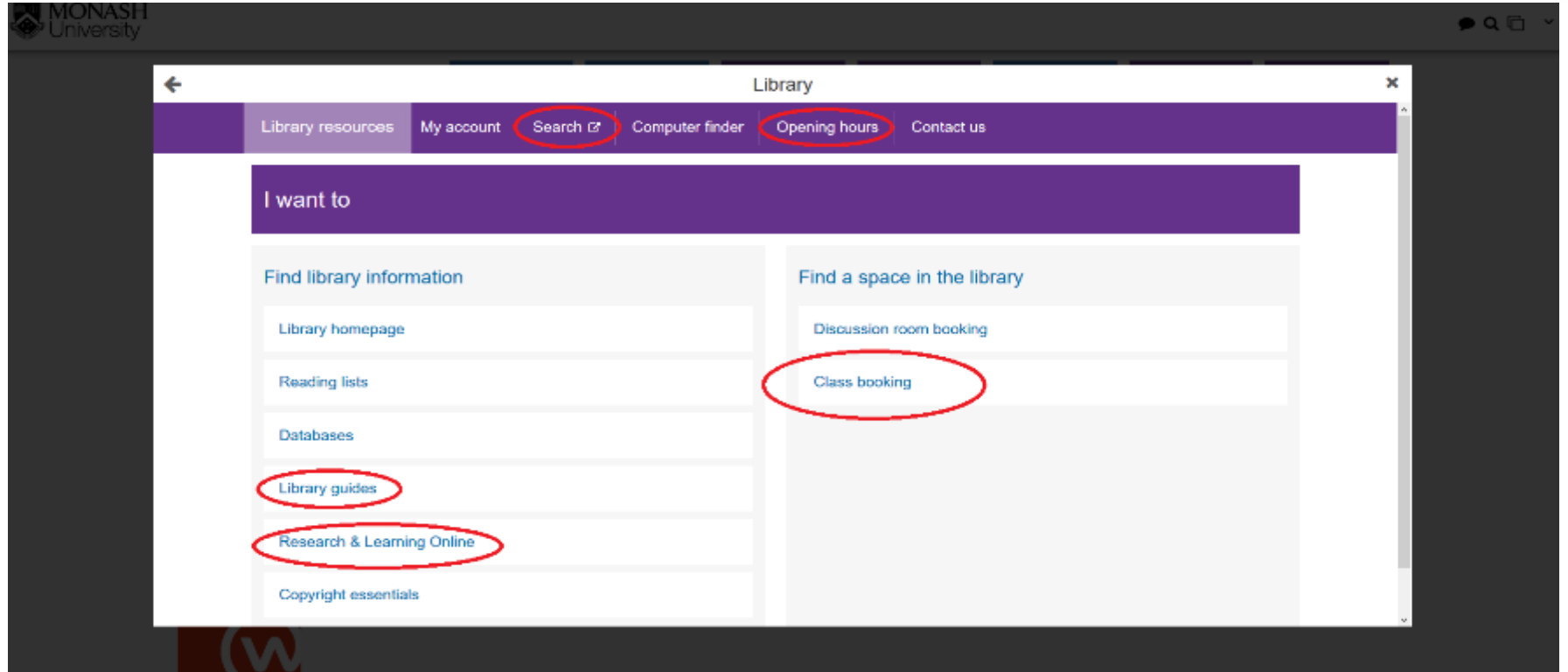
Caulfield Campus



Our expertise

- Time management
- Academic writing expectations
- Writing genres
- Problem solving
- Critical thinking
- Deconstructing assignments
- Constructing & analysing arguments
- Oral presentations
- Working in teams
- Study strategies
- Academic integrity
- Citing and referencing
- Researching using databases and journals
- Search strategies
- Evaluating web resources
- Exam preparation

my.monash – Library tile



What we offer

Research and Learning Point

12pm-4pm Mon to Fri

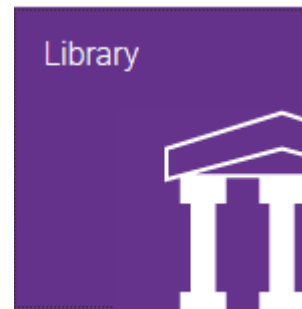
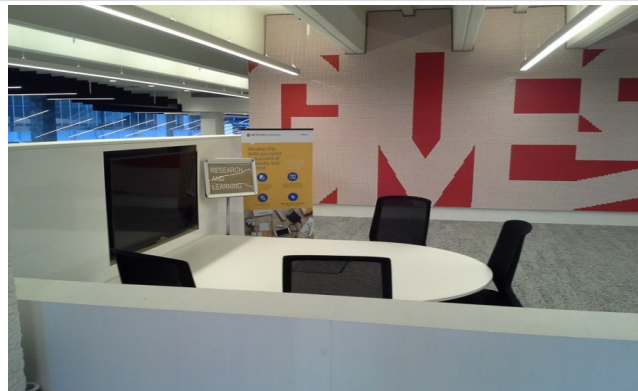
4pm-6pm Mon + Wed

Library tile > Online resources >>

- Library guides
- RLO (Research and learning online)
- Targeted, library-created, resources in Moodle Units

Library tile > Workshops & classes >>

- In the library
- In your lectures and tutes



What else?

“Improve your academic performance”

<https://www.monash.edu/library/skills/resources/apc>

Complete the “Academic skills assessment questionnaire”

Contact the relevant Library Faculty team:

<http://www.monash.edu/library/skills/contacts>

Improve your academic performance

Take action now to improve your results

The Library can assist you to identify and develop information research and learning skills to improve your performance and progression through your studies.

What does the Library provide

Librarians and learning skills advisers can work with you on:

- time management
- effective reading and note-taking
- study methods and exam preparation
- how and where to start researching your topic
- finding, evaluating and using information
- collaboration and team work
- problem-solving and critical thinking
- essay, report and assignment writing
- citing and referencing for academic integrity
- oral communication and presentation.

What action can I take?

- If you are unsure of the actions you need to take to improve your academic performance, ask your tutor or lecturer for more detailed feedback on your assignments. You should bring along your assignment feedback

Related links

- Academic Progress
- Assignment action sheet (docx, 79kb)
- Academic skills assessment questionnaire
- Library workshops
- Study skills program