

Frequently Asked Questions

Frequently asked questions
regarding responding to the Notice
of Referral and Hearing (NoRH)



STUDENT
RIGHTS+
SUPPORT

Academic Progress Committee (APC) Frequently Asked Questions

Q Where do I send my Student Response Form, letter and documents?

A Send your response to the APC secretary via the email address stated on your NoRH.

Q How do I write my letter?

A Follow the letter template on the Student Rights + Support website.

Q Can I type my letter, or do I need to handwrite my letter?

A You can type or handwrite your letter. We recommend you type your letter.

Q Do I need to repeat the content of my letter in my Student Response Form?

A You do not need to repeat what is in your letter in your Student Response Form. In the appropriate sections state, "Please see attached letter".

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.

Q What should I do if I receive my supporting documents after the response due date?

A You must submit your Student Response Form and letter by the due date. As soon as you receive your supporting documents email them to the APC secretary via the email address stated on the NoRH.

Q What should I do if I do not want to email my supporting documents due to privacy concerns?

A You should contact your APC secretary via the email address stated on your NoRH to find out how to send your documents so that your privacy is protected.

Q What if I am late to submit my response?

A Contact your APC secretary via the email address stated on the NoRH and ask if you are able to submit your Student Response Form, letter and documents after the due date.

Q What does "enrolled for 2/3, passed <50%" mean?

A You have a fixed number of years to complete a bachelor degree. This rule means you have enrolled in 2/3 of the fixed term and passed less than 50% of your course.

Q What are certifications?

A A certificate required for vocational registration, such as a Working with Children Check for teaching or a fitness test for paramedicine.

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 on the Student Response Form 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 When will I find out if I need to attend a hearing?

A Your faculty will email you. Keep checking your University email account between January and March.

Q Is the hearing confidential?

A Yes.

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 am asked to attend a hearing will I be excluded?

A You can only be excluded if your faculty conduct a hearing. Not all students are excluded at hearings.

For further questions and advice:

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