

ACADEMIC PROGRESS COMMITTEE (APC) & NOTICE OF UNSATISFACTORY PROGRESS (NoUP) INFORMATION

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

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

We use the pronouns she, her

Why have I been sent a Notice of Unsatisfactory Academic Progress (NoUP)?

You have been sent a NoUP for one or more of the following:

you have failed one or more units in an academic progress period but have not triggered an unsatisfactory progress criterion

you have triggered one or more of the unsatisfactory academic progress criteria for a second consecutively reviewed academic progress period, or

you have failed to complete a compulsory course requirement such as placement or obtaining a compulsory certification or

the Dean determines your progress is unsatisfactory

What happens next?



Level 1: **Highly recommended to** complete My Progress and Support



Level 2: **Highly recommended to** complete My Progress and Support



Level 3: **Must** complete My Academic Progress Response



NOTE: if you do not complete My Progress and Support, the faculty may not view your decision favorably if you receive a NoUP in the future



We recommend that you complete the form by the due date. If you need advice, contact studentrights@monsu.org



We recommend that you look at the support services offered by the university that will assist you to improve your academic progress



TIP: The spaces provided for students to respond are limited, therefore, be precise and direct in what you want to say.

Completing My Progress and Support (level 1 & 2)

What will happen after I submit My Progress and Support

- The faculty could set conditions and make recommendations
- You could be asked to attend an academic performance support meeting
- We strongly suggest that you attend this meeting if requested
- If you want a Student Rights Officer (SRO) to support you at an academic performance support meeting, contact SRS immediately and provide the name of your support person to the faculty



Completing My Academic Progress Response (level 3)

- We highly recommend that you contact SRS to discuss your unique circumstances before completing the My Academic Progress Response
- Complete the My Academic Progress Response as a draft and email it to SRS for feedback before you submit it to the faculty
- We highly recommend that you attend a hearing if one is required. Representing yourself in person may improve the likelihood of you continuing in your course. Tick the option that you will attend a hearing
- If you want support at your hearing, tick the appropriate box to give permission to release your details to your student support team. This will allow the Student Rights Advisors (SRAs) to access your file and assist you at your hearing



Note: SRAs are professional staff who are experienced at supporting students at their APC hearing

Can I discontinue from my course?

If you are considering discontinuing your course, you can alert the faculty:



By ticking the
discontinue box on
the Response form



Telling the panel
before the hearing
starts



Telling the panel
during the hearing,
before the APC
members adjourn
to decide the
outcome

You will need to contact Monash connect to complete and submit the appropriate discontinue form.

If you choose to discontinue, this means that your enrollment at Monash University will cease

If you are unsure about discontinuing from your course, contact Student Rights + Support for advice

Forward Planning section

- ▶ This is a very important section where you can provide a solid plan which details how you intend to address the events/issues that impacted your study in the previous semester.



Sample responses to Forward Planning

Section a:

1. I need to improve how to deal with my mental health (stress and anxiety), particularly when I have several assignments due in the same week. I find it difficult to manage my time and I become quite daunted by the amount of work I must complete. This leads to me feeling quite stressed and it prevents me from meeting deadlines. At times I do not understand the topic or know where to start and this leads to me lacking confidence and I waste time stressing.
2. I get quite stressed about exams because I have not completed the internal assessment to a satisfactory level. I doubt my ability to pass, and I am not very productive when I study for exams. I try to read too much material and I have trouble maintaining important information.
3. I would like to make more friends to deal with my feelings of isolation. I found it difficult trying to work out the assessment requirements by myself. I have always enjoyed studying with friends.
4. I need to improve my English language skills. I find it difficult because I am from a CALD background. I have a basic understanding of English, but I find it difficult to understand technical words. This means I sometimes misinterpret what the lecturer wants me to do. I also would like to improve my academic writing skills because I want to improve my marks. My assessment feedback is often about needing to improve my writing and reference materials.

Section b:

1. Mental Health

- ▶ I plan to get some help with my mental health. I have spoken to my parents about my struggles with stress and anxiety, and I have made an appointment to see a counsellor in the first week of semester. I will continue to see the counsellor to help me deal with my feelings of isolation, stress and anxiety.

Meeting Deadlines

- ▶ I plan to improve my time management so that I can meet deadlines. I have designed a study timetable for S1 where I have added all of my commitments, times for study and due dates. I will complete the LILO time management module online. If I need extensions I will apply online or I will apply for special consideration and make sure I have supporting documents

Register with Disability Support Service

- ▶ I have registered with DSS, and this will help me with my special consideration applications to get extensions for assignments if I need them. This is a backup plan because I really believe if I get the help, I will be able to meet my deadlines.

2. Exam Preparation

- ▶ I have looked at the Study Skills support for students and I completed the “studying for final assessments” online. I found this helpful because I learned that I must do weekly topic summaries. I will start early on my preparation in week 1 so that I have concise notes to study during swot vac. I will also complete the practice exam questions and read the e-exam hints + tips.

Section b cont...

3. Study Group

- ▶ I would like to join the MONSU business club and try to make some friends and attend the careers events. This will help me with my feelings of isolation.

4. Academic Writing

- ▶ I plan to access Monash Study Skills support services. I have looked at the Student Support website and I will register for online support. I will book an appointment with a Learning Adviser to improve my English language skills and my academic writing. I have discovered that I can take an early draft of my assignments to the adviser for feedback and hints + tips. This will help to improve my understanding of the requirements and improve my confidence.

Consultation Times

- ▶ I will reach out to my tutors and lecturers for advice and join consultation times so that they can help to break down the topic for me and answer any questions I might have. This is something I have never done because I was always too scared to ask for help. I will no longer try to struggle by myself and try to guess the requirements. I hope this will also help with my stress and improve my confidence.

Conclusion

- ▶ I believe that I have a good plan to help me improve my results for next semester. I am already feeling much more confident because now I understand the support that is available to me.

Possible support services to include in my plan

Consultations/Unit advice:

Contact your Lecturer or Tutor

Intermission:

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

Library Study Skills:

<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>

Learn HQ:

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

LILO:

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

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>

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 due date to submit *My Academic Progress Response*, state in your email response 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 SRS



What will happen after I submit My Academic Progress Response ?

You will receive one of two emails:

- ❑ An email 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 email may include details of conditions and/or recommendations



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What should I expect at an APC hearing?

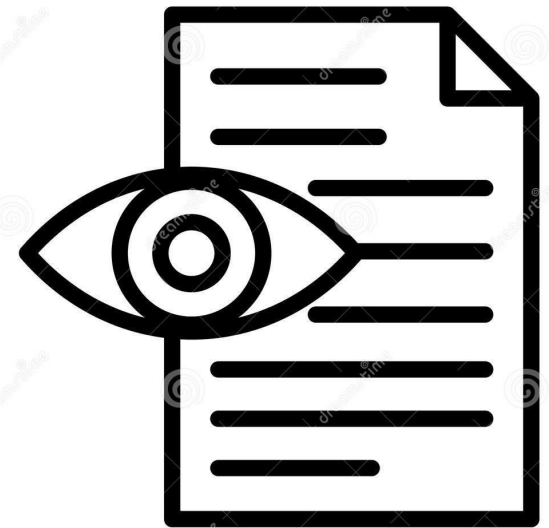
- The panel will be comprised of a chair, a student member, and academic and professional staff members
- A Student Rights Advisor (SRA) will support you before, during and after the hearing. SRAs cannot talk on your behalf but they can prompt you
- Before the hearing starts, you will be given the opportunity to speak with your support person to decide if you want to discontinue from your course or take an alternative exit
- You will be asked a series of questions regarding your academic progress and your plan for the next semester
- You then leave the room while the panel decide whether you are allowed to continue in your course
- You will return to the room and be told the hearing outcome
- Note: some hearings can be adjourned, and students are informed of the decision later

How to seek a review of conditions

- ▶ Students can seek a review of enrolment conditions within 10 working days of the date on which the notice of decision email is sent

Review criteria:

- that relevant information becomes available that wasn't previously and reasonably available to you before the enrolment conditions were set
- that the information has the potential to affect the conditions imposed



REVIEW

We recommend you contact SRS for advice

Reminder

We recommend that you save your completed form as a draft and copy the information into a word document. Make an appointment to receive feedback and advice from SRS before you submit the form by the due date.

Contact details:

Email: studentrights@monsu.org

Phone: 9903 2596