

# ACADEMIC PROGRESS/EXCLUSION

## *You risk exclusion from your Faculty if you:*

- Fail more than 50% of your units in a year; &/or
- Fail a core unit twice; &/or
- Do not meet previous APC conditions

## **Notice of Referral & Hearing (NoR)**

A NoR is a letter sent to you to give notice that you are at risk of being excluded from your course and/or faculty due to academic performance— it does not mean that you are being excluded.

Ensure your postal address is accurate on WES, including your summer postal address. If you don't receive correspondence from the university you may be excluded.

## **You MUST respond in writing to the NoR**

In addition to completing the NoR we strongly recommend that you write a letter to the Chair of the Academic Progress Committee (APC). The letter should include:

- Why you failed;
- A plan to prevent future failure;
- Why you should be allowed to continue.

If you do not respond in writing, you will receive a notice of exclusion with no automatic right of appeal. The only recourse is to request that the matter is referred back to the APC due to exceptional circumstances

If your response satisfies your faculty, you will be allowed to continue. If the faculty still has questions, you will be called to an APC hearing.

*Contact your Student Rights Officers (SRO) immediately for assistance.*

## **APC Hearings**

You will receive a Notice of Hearing that will state the members of the APC. If you object to any, you should notify the faculty and the SROs. A SRO can help you prepare for and accompany you in your hearing. Only one person may accompany you.

The APC can either:

- Let you continue; &/or
- Place conditions on your enrolment; or
- Exclude you from the course and/or faculty for 12 months.

## **Your Student Rights Officers:**

 9905 3118 OR  9905 3126  
 [studentrights.msa@adm.monash.edu.au](mailto:studentrights.msa@adm.monash.edu.au)

## International Student Visas

Exclusion results in the cancellation of a Student Visa. Seek assistance from an International Student Advisor immediately. See: [www.monash.edu/international/contact/currentstudents/](http://www.monash.edu/international/contact/currentstudents/)

## Appeals to the Exclusion Appeals Committee (EAC)

*See a SRO immediately*

There are only two grounds for appeal:

- new evidence; &/or
- procedural irregularity.

An appeal must be received within 20 working days from the date of your letter of exclusion.

If an EAC Chair decides that there are sufficient grounds on the basis of new evidence, the matter will go back to the original APC for a re-hearing.

If an EAC Chair decides that there is evidence of procedural irregularity or bias, the matter will be heard by the EAC. If the EAC upholds the appeal, a new faculty APC will hear the case afresh.

## If You Are Excluded

You can reapply after 12 months. In that time, you should take the most relevant course you can get into either at Monash (if you have not been excluded from the university) or elsewhere. Apply early, since you may not find a suitable course if you wait until after the verdict.

If you do well in your interim course, you can claim Academic Rehabilitation. Remember, your readmission is not automatic, and you must prove that you are able to perform adequately.

International students need to understand what will happen to their visa if they are excluded or change courses or universities. See: [www.monash.edu/international/esos/](http://www.monash.edu/international/esos/)

**For detailed information:** [www.adm.monash.edu.au/excerv/progress/index.html](http://www.adm.monash.edu.au/excerv/progress/index.html)

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