

# STUDENT OPTIONS

## My academic progress response

You need to answer all of the questions (unless they're marked as optional).

## Academic progress committee attendance and discontinuation options

Tick the box below that applies to you. **It's in your best interest to tick Option 1 and attend the hearing.** You should contact your student association (or the Student Advisory and Support team, if you are in Malaysia) if you require any confidential support or advice.

Option 1: I submit this form and supporting documentation to the Academic Progress Committee and **I intend to attend** the Academic Progress Committee hearing (if invited to a hearing, your faculty may contact you a few days beforehand to confirm your attendance - so make sure you check your Monash email account).

Option 2: I submit this form and supporting documentation only to the Academic Progress Committee; and **I don't intend to attend** the Academic Progress Committee hearing.

- This means that:
  - A student rights (advocacy and support) officer will not appear on your behalf.
  - The Academic Progress Committee will make a decision in your absence, based on the information available.
  - You won't be informed of the date and time of your hearing.
  - If you change your mind and wish to attend your hearing, you'll need to contact the Academic Progress Committee Executive Officer (see contact details in the email) who will confirm the notification deadline.

Option 3: I want to discontinue from the course in which I'm currently enrolled in.

- This means that:
  - We recommend you talk with someone before submitting a request to discontinue to help you make an informed decision. You can speak to your family and friends about it, or get some free advice and support by [requesting course advice](#).
  - If you ever want to return to study at Monash University, you'll need to make a new course application and there's no guarantee that you will be selected for entry.
  - If you're submitting this form after 11.59pm of the current [census date](#), you'll be charged for the units you're enrolled in, and you may receive a fail grade.

Option 4: The course I am currently enrolled in offers an alternative exit award and by ticking this box I am requesting this from my faculty. You should still complete the remainder of the form **by the due date** while your faculty confirms your eligibility for the award.

- This means that:
  - If you are eligible for an alternative exit, you will be discontinued from your course as part of the alternative exit process.

- You may be allowed to graduate with a different award if you're eligible (as outlined in [the Handbook](#)).
- Your academic progress is still assessed and you may be referred to an Academic Progress Committee hearing if you are not eligible.

### Notification message

If you do not submit this form by the deadline you won't be able to attend your Academic Progress Committee hearing or submit an appeal if you're excluded from your course.

# QUESTIONS

## Section 1 - Reflection

In this section, we would like you to reflect on your academic progress throughout your course and think about any problems or issues that are impacting on your academic success.

The information you provide helps us understand your circumstance, how it impacts your studies and the strategies you plan to put in place if you're allowed to continue your enrolment at Monash. Please select **at least one item** from the list below that may apply to you:

### 1. Personal relationships

- I (or another person I have a significant relationship with) experienced a major trauma/event amongst my immediate family (e.g. birth, death, injury or illness, marriage breakdown or failure of a family business).
- I experienced or am experiencing difficulties in my personal relationships.

### Tell us more

Thinking about the checkboxes you selected above, describe what has most affected your studies throughout your course.

**Free Text Field:** I experienced/am experiencing...

### 2. Study

- I worked really hard but still didn't get reasonable grades.
- I found assessment tasks very difficult.
- I struggled with technology (I don't have a suitable computer; I don't know how to use most of the technology I need for my course, my computer broke, was lost or stolen).
- I experienced problems with language and/or the skills I needed in order to learn effectively.
- I returned to study after a long break.
- I struggled to apply/demonstrate my learning.
- I wasn't sure how to study effectively in the clinical learning environment (applicable only to students on a professional placement as part of your course).

### Tell us more

Thinking about the checkboxes you selected above, describe what has most affected your studies throughout your course.

**Free Text Field:** My study was impacted by...

### 3. Health & social wellbeing

- I have a serious medical condition (which I was hospitalised for or can provide medical certificates).
- I experienced a health condition that made study difficult for some or all of the teaching period.
- I am struggling with aspects of university life (e.g. difficulty settling in, shocked by the different expectations relative to school/previous study, problems managing my schedules, difficulty travelling to or from university).
- It's my first time living away from home (rural, regional area, interstate, long distance or overseas); I had difficulties finding or adjusting to my new accommodation.
- I have experienced discrimination or fear potential discrimination due to my sex, age, race, religion, culture, sexuality and/or gender identity which has negatively affected my ability to study.
- I feel unsafe at university, on placement, at home, at work or while travelling between different activities.
- I have financial pressures (e.g. I lost my job or had my hours reduced, I received less financial support from my family).
- I have problems with my accommodation (e.g. disagreements with my landlord or a fellow tenant(s), eviction, unable to pay my rent).
- I had to travel long distances for my allocated study/placement provider.

### Tell us more

Thinking about the checkboxes you selected above, describe what has most affected your studies throughout your course.

**Free Text Field:** I experienced/am experiencing...

### 4. Other

- The circumstances impacting my academic success are not covered in the above questions.

### Tell us more

Please let us know what circumstances are impacting on your academic success **that are not covered in the above questions**, and how it has impacted your studies.

**Free Text Field:** I experienced/am experiencing...

## Section 2 - Attending learning activities

On average, how many hours per week did you spend on study (e.g. preparing for classes and assessments and to apply your learning) in your last teaching period? Please take into consideration any distractions, like checking your phone or other non-academic internet activity when adding up the hours you spend in online and independent study. You should not include these in your totals.

a) Attending online learning activities (eg.lectures)

None

1-6

7-12

13-20

21-30

31+

b) Independent study via Learning Capture (a recording of your lectures accessible through Moodle)

Select number of hours as above

c) Independent study (e.g. assignments, study)

Select number of hours as above

4.1 Did you attend most lectures, tutorials, allocated clinical learning experiences and teaching activities?

- Yes
- No

IF NO

Please tell us why you were not able to attend.

**Free Text Field:** I wasn't able to attend due to...

**Tell us how you feel about the following:**

The time I spent attending classes was:

Less than most other students in my course

About the same as most other students in my course

More than most other students in my course

**Drop-Down Field:** Select amount of time

The time I spent on independent study was:

Less than most other students in my course

About the same as most other students in my course

**More than most other students in my course**

**Drop-Down Field:** Select amount of time

The time I spent with my placement provider was:

**Less than most other students in my course**

**About the same as most other students in my course**

**More than most other students in my course**

**Drop-Down Field:** Select amount of time

Have you asked a course adviser, tutor, supervisor and/or academic staff member for help?

- Yes
- No

IF NO

Please tell us why.

## **Take a Break!**

We understand it is a long form and there are many questions to answer. You always can save your progress and take a break. You may wish to contact your [Student Association](#) at your location (Australia), the [Student Advisory and Support](#) team (Malaysia), course leader (Monash Suzhou) or [Student Success Adviser](#) (Monash University, Indonesia) for advice before submitting.

## **Section 3 - Managing and planning your study**

Time management is a common problem for many students. It can be especially difficult when you're trying to manage multiple priorities like study, work, social, cultural, sporting, carer and family responsibilities.

**Tell us how you spent your time during this teaching period. Try to be as specific as possible.**

### **How do you plan your study?**

Tell us about the ways in which you set time aside to prepare for your studies and assessments, and review and retain the information you are learning.

a) What strategies do you use to prepare for your classes and assessments (tests, exams or assignments)?

- b) What strategies do you use to help you learn effectively and apply your learning between and during classes?
- c) If applicable to you, how do you prepare for a placement? What strategies do you use?
- d) If applicable to you, what strategies do you use to learn in your current placement and were these effective in previous placements?

### **Forward planning**

Tell us about the steps you'll take (or have taken) to ensure your academic progress is satisfactory in the next academic progress period.

- a) Provide a detailed description of the areas that you see yourself needing to work on in the coming teaching period?
- b) Provide a detailed plan of the actions you will be taking or have already started to take to address the areas you need to work on and the issues/events that impacted on your academic progress. Include any resources or support services you will use to help you.

## **Section 4 - Compulsory course requirement/s (if applicable)**

We note that you have not met all of your academic progress compulsory course requirements. You can find the specific requirements for your course on the [compulsory course requirements webpage](#) or contact your managing faculty.

Tell us why you were unable to meet these requirements and your plan to be able to meet them in the future.

For example, why you haven't been able to (where applicable):

- Complete your Working with Children Check, Police Check, or immunisations
- Meet the fitness for practice expectations during your placement

## **Section 5 - Supporting evidence**

It's important that you provide any available supporting evidence to the faculty, so they can review this alongside your responses.

Supporting evidence may include a medical certificate, death certificate, letter from a professional (e.g. medical, legal). You can find out about the supporting evidence you need to provide on the [student academic progress website](#).

Please provide your evidence.

## **Privacy statement**

Monash University would like to collect your personal information, including any sensitive information you provide in this form (*such as information about your health, religion or*

*academic history*) for the purposes of assessing your academic progress and the continuation of your enrolment at Monash University.

Monash University values the privacy of every individual's personal information and is committed to the protection of that information from unauthorised use and disclosure except where permitted by law. For information about the handling of your personal information, see the [Student Data Protection and Privacy Collection Statement](#) (if you're a current student) or the [Alumni, Friends and Supporters Data Protection and Privacy Collection Statement](#) (if you're a past student) and Monash University's [Data Protection and Privacy Procedure](#).

If you have any questions about how Monash University is collecting and handling your personal information, contact our Data Protection and Privacy Office at [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu).

[ ] I acknowledge that I have read the declaration and privacy statements and give my consent to the personal information (including any sensitive information) that I have provided in this form to be used by Monash University in relation to my response for this Academic Progress review period, and I consent to the disclosure of that information to other areas within Monash University (if required).

## Declaration statement

### Submission requirements

If you do not submit this form within 10 working days of receiving your notice of unsatisfactory academic progress (risk level three) you'll not be able to attend your Academic Progress Committee hearing in person.

- The Academic Progress Committee will make a decision in your absence and you'll not be permitted to make an appeal to an Exclusion Appeals Panel (EAP) member if you are excluded.
- If you are excluded, you can make an application to your dean for a reconsideration within 20 days of receiving the Academic Progress Committee decision notice. Visit [Appeals and reviews](#) for more information on this process.

### By submitting this form:

- I believe the information I have provided in this form is true, accurately represents the facts, and includes all information relevant to my academic progress.
- I acknowledge that providing incorrect information or withholding relevant information may delay the review of my academic progress and that the University may vary or reverse any decision regarding my academic progress on the basis of incorrect or incomplete information.
- I understand that it is my responsibility to contact the student support team on my campus in order to receive advice, assistance and support in completing this form (if required).

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## Permission to release details to my student support team

### **(optional)**

If you don't give permission to release your details to the student support team you can still access their support services by [contacting them directly](#).

I give permission for my faculty to provide all relevant documents, including my My Academic Progress Response, to my representative student support team for them to provide support for my case. My file, including my student response, academic history and any attachments I provide will go to the relevant [campus-based student association](#) or [Student advisory and support](#) (if you're in Malaysia).

**Submit form**