

# ACADEMIC PROGRESS COMMITTEE (APC)

» *FREQUENTLY ASKED QUESTIONS.....*

# ACADEMIC PROGRESS COMMITTEE (APC)–FAQs

## **Q: WHAT IF I AM LATE TO SUBMIT MY RESPONSE?**

**A:** Contact Student Rights +Support (SR+S) immediately for advice.

## **Q: WHAT IS A COMPULSORY COURSE REQUIREMENT?**

**A:** A requirement stated by your faculty which must be successfully completed as part of your course. This includes successful completion of placement units; completion of specified vaccinations, a certificate required for vocational registration (such as a Working with Children Check) or successful completion of a fitness test. For more information [click here](#).

## **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. [Click here](#) for more information.

## **Q: WHAT SHOULD I DO IF MY SUPPORTING DOCUMENTS ARE NOT WRITTEN IN ENGLISH?**

**A:** You will need to get the documents translated into English by an accredited translator who will stamp and sign the translated document. You must send both documents with your My Plan for Success.

## **Q: WHAT SHOULD I DO IF I RECEIVE MY SUPPORTING DOCUMENTS AFTER THE RESPONSE DUE DATE?**

**A:** You must submit your My Academic Progress Response form by the due date. As soon as you receive your supporting documents email them to the address stated in the Notice of Unsatisfactory Progress email.

## **Q: WHAT SHOULD I DO IF I DO NOT WANT TO EMAIL MY SUPPORTING DOCUMENTS DUE TO PRIVACY CONCERNS?**

**A:** You should contact Monash Connect to find out how to send your documents so your privacy is protected.

## **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 MY ACADEMIC PROGRESS RESPONSE 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 from January–April and from July–October.

## **Q: IS THE HEARING CONFIDENTIAL?**

**A:** Yes.

## **Q: HOW DO I ARRANGE FOR A STUDENT RIGHTS OFFICER (SRO) TO SUPPORT ME AT MY HEARING?**

**A:** Contact MONSU SR+S (see below). When completing My Academic Progress Response, tick the appropriate section indicating you give permission for your file to be sent to SR+S and we will organise the SRO to support you at your hearing.

## **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 RECEIVE A NOUP LEVEL 3, WILL I BE EXCLUDED?**

**A:** You can only be excluded at an APC hearing. Not all students are excluded at hearings.

## **Q: CAN I APPEAL AN EXCLUSION?**

**A:** There are limited grounds for appeal and strict deadlines. Contact SR+S for advice and support. (refer to our [Academic Progress: Exclusion + Appeals](#) flyer)

For further questions and advice:  
MONSU Student Rights + Support

E: [studentrights@monsu.org](mailto:studentrights@monsu.org)  
P: +61 3 9903 2596  
W: [www.monsupeninsula.org.au](http://www.monsupeninsula.org.au)



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SUPPORT