

ACADEMIC PROGRESS INTERVENTION STRATEGY PROCEDURE

SCOPE

This procedure applies to all coursework courses taught at the former Monash South Africa campus.

this procedure should be read in conjunction with part 4 of the Monash University (Academic Board) Regulations.

PROCEDURE STATEMENT

The Academic Progress Intervention Strategy procedures set out the process for identifying and assisting students at risk of not making satisfactory course progress. The strategy specifies procedures for contacting and counselling identified students and provides options available to assist students to achieve satisfactory course progress. The strategy is implemented when a warning letter or email is sent to a student where a student meets or is at risk of meeting an Academic Progress Committee (APC) Trigger.

1. Early Warning Letters

1.1 An Early Warning Letter is sent to students who at mid-year do not meet, or by the end of the year may be at risk of not meeting the minimum academic progress requirements. Such students risk meeting one or more of the APC triggers, which are:

- the student has failed the same compulsory unit twice; or
- the student has failed to comply with any terms or conditions imposed by the Dean under Regulation 30(1)(a) of the Monash University (Academic Board) Regulations or by an APC; or
- the student is unable to complete their course by the teach-out course expiry date; or
- the student is unable to obtain a police check, or any other certification required to the standard necessary to undertake a requirement of the course; or
- the student is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).

1.2 The early warning letter must contain: a warning that progress is not satisfactory, the reasons why it is not satisfactory (i.e. refer to the relevant APC Trigger), and it must advise the student to seek academic and course advice. Example proformas can be found at: [Sample Proformas](#).

2. Voluntary Academic Support Meeting

2.1 Students deemed at risk of meeting an APC Trigger may be given the option of attending an Academic Support Meeting. The Academic Support Meeting is intended to:

- 2.1.1 help the student identify difficulties that are affecting their academic progress, whether these are academic or other difficulties;
- 2.1.2 inform the student of support services that are available; and
- 2.1.3 refer the student on to a specific service or person for further support or advice.

2.2 IIE MSA will keep attendance records of the voluntary Academic Support Meetings which will be made available to an Academic Progress Committee if the student's circumstances are referred to it for consideration and a decision.

3. Referral to Academic Progress Committee

3.1 A student may be sent a Notice of Referral to an Academic Progress Committee at the end of the year if:

- the student has failed the same compulsory unit twice; or

- the student has failed to comply with any terms or conditions imposed by the dean under Regulation 30(1)(a) of the Monash University (Academic Board) Regulations or by an APC; or
- the student is unable to complete their course by the teach-out course expiry date; or
- the student is unable to obtain a police check, or any other certification required to the standard necessary to undertake a requirement of the course; or
- the student is unable to complete a placement as the University's usual placement providers will not accept the student (this does not apply where insufficient placements are available).

4. Academic Condition

- 4.1 Students who have a condition placed on their enrolment are at risk of being excluded from their course of study for unsatisfactory course progress if the condition is not satisfied. Such students must take every opportunity to make use of university support services and develop, as appropriate, a plan to restore their academic standing and thereby satisfy the term or condition imposed.

5. Time to complete course

- 5.1 When there is underload approval resulting in students needing further time to complete their course, students may need to apply for a new student visa. Approval to underload can be given either by direct Monash action or following application by the student. Students must complete the underload application form: <http://www.adm.monash.edu.au/service-centre/forms/underload.pdf>

DEFINITIONS

Academic Support Meeting	A face-to-face meeting between a staff member and a student to discuss the student's academic progress.
Academic Condition	A condition of study or term placed on enrolment that has to be met in order for a student to maintain satisfactory academic progress.
APC Trigger	The measure of unsatisfactory academic performance applied to all students of the University which if met, will result in referral of the student's circumstances to an Academic Progress Committee for decision. With Academic Board approval, these standards may be varied for individual faculties.
Early Warning Letter	A letter sent to students who are assessed as likely to meet an APC Trigger.
Full-time Load	A student enrolled in units totalling 48 credit points shall represent 1.0 Equivalent Full-Time Student Load (EFTSL) (100 percent load) with respect to student statistics, Commonwealth Supported Places (CSP) and fee structures.
Notice of Referral	A letter informing a student that the Dean has assessed the student's academic progress meets an APC Trigger and has referred the student's circumstances to an Academic Progress Committee for consideration and a decision.
Standard Semester	Refers to either Semester one or Semester two which are the periods when the majority of the university's teaching occurs.
Underload	As it applies to international students holding a student visa, an enrolment in units with a value of less than 24 credit points per Standard Semester.

GOVERNANCE

Parent policy	No parent policy
Supporting schedules	
Associated procedures	Exclusion Appeals Panel Procedures
Category	Academic
Approval	University Education Committee 27 January 2021 MEETING 1, AGENDA ITEM 11.2
Endorsement	Deputy Vice-Chancellor (Education) 11 January 2021



Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	17 February 2021
Review date	17 February 2024
Version	1.1 (<i>Minor amendments effective 10 December 2021</i>)
Content enquiries	policy-education@monash.edu