APC Hearing Hints

The information in this leaflet is to help you prepare for your APC hearing. You should think about what you will do in 2017 if you are allowed to continue and also if you are not allowed to continue. Work out your plan and your back-up plan, and start working towards both of these.

1. To prepare for the hearing:

- Re-read your letter and summarise what you want to say to the Committee. You should concentrate on:
  - what went wrong in each year that you failed subjects
  - what went wrong in 2017
  - what you will do differently to make sure you pass in 2018
  - your desire to stay in the degree
  - an apology for your poor performance
- Gather evidence (originals) to take to the hearing.
- Write a list of any other evidence you could not get and why you could not get it.
- Do as much of what you said you would do in your letter before the hearing. Bring evidence if you can. For example, if you said that you would go to Counselling or the Doctor - make the appointment and bring in an appointment card.
- Practice what you are going to say - you need to convince the Committee that you will not fail again.
- Write a list of all the questions you think the Committee will ask you and write answers to these questions.
- Arrange a time to meet with your Student Advocacy and Support Advisor before the hearing to discuss all of this.
- NB: If you object to any member on the Committee you may make a written request (to the Faculty) that they are removed/replaced.

2. On the day of the hearing

- Dress as you would for an important job interview (neat and smart). This is to show respect and that you are taking the hearing seriously.
- Bring all relevant documents with you (including notes for yourself and original documents).
- Arrive early - at least 30 minutes before your hearing starts so that you can have a discussion with your Student Advocacy and Support Advisor.
- Find your Student Advocacy and Support Advisor in the corridor or the Student Advocacy room (near the hearing room).

Student Advocacy and Support:

✉️️ msa-advocacy-l@monash.edu
3. At the hearing

At the start of the hearing the Chair will introduce the Committee members and explain the process of the hearing. You will then be asked if you have any justifiable objection to the hearing proceeding at that time. The Chair will then invite you to make a submission as to why you should not be excluded, and you should consider the following points when responding:

- Listen to what the committee wants from you and respond accordingly.
- Apologise for your bad performance.
- Admit your mistakes, unless the circumstances causing your academic problems were clearly beyond your control.
- Answer the committee’s questions clearly and in a way that shows the Committee you will do better in 2018.
- Make a summary statement.

You are entitled to make written submissions as well as be heard personally. A student may apply (in exceptional circumstances) for their hearing to be conducted via teleconferencing where the student is not able to be physically present. Not all Faculties offer a teleconference. Committees range in size depending on the Faculty but should have no more than 6 people. The Committee is there to give you a fair hearing, and should have no preconceived ideas about you before you present your case. Remember also that you are not alone - your Student Advocacy and Support Advisor is there for moral support as well as to help you get your information out and to take notes during the hearing which may become relevant to an appeal.

Once you have had the chance to say everything you need to, the committee will ask you and your Student Advocacy and Support Advisor to wait outside. At this point (before the Committee begins deliberation) you can decide if you would like the Committee to go ahead and make their decision or if you think it is best to withdraw from your course.

In most instances you will be told of the Committee’s decision at the end of the hearing or within seven days by registered mail. The committee should keep a record of the decision and the reasons why they came to the decision.

4. After the hearing

Discuss the outcome with your Student Advocacy and Support Advisor; you may feel stressed and tired - this is not unusual as it can be a draining experience.

If you are allowed to continue:
Make sure that you understand and arrange to do all the things the faculty has asked you to do. Your Student Advocacy and Support Advisor can advise you or provide you with an appropriate referral.

If you are excluded:
Your Student Advocacy and Support Advisor can refer you to support services and discuss your options with you. You can also contact Student Advocacy and Support on 03 9905 3126 or 03 9905 3118 to discuss any questions that you have, and whether you are able to appeal the decision. If you are excluded, ask your Student Advocacy and Support Advisor for an information sheet on Leaving Monash and Academic Rehabilitation.

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