

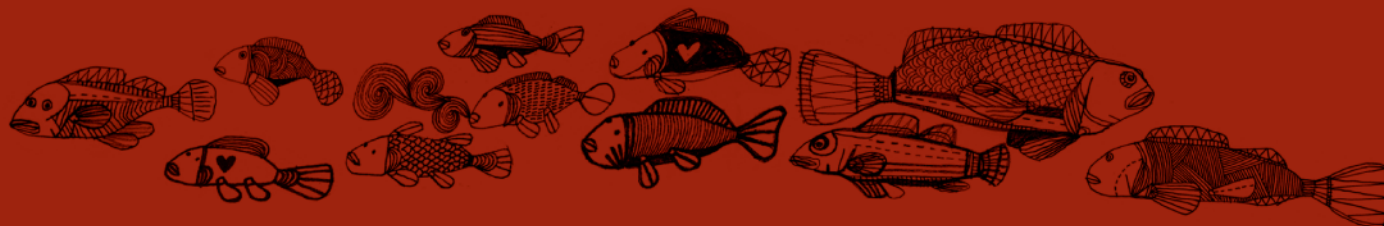
Probation Management @ Swinburne:

Presentation to students

AGSE 207, Hawthorn Campus
Monday 7 March 2011

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UNIVERSITY OF
TECHNOLOGY



Session Overview

- Welcome and Process Overview Tony Reed
- Comments from a Faculty Progress Review Chair Silvana Wilson
- Possible Consequence for International Students Emma Lincoln
- What you are required to do now Sabina Stuart
- Swinburne Student Services Josh Sasai
- How the SSAA can help Ryan Hsu



Welcome – Why are we here?

Presenter: Tony Reed -

**Director Student Operations &
University Registrar**

These meetings are held, so students:

- Recognise the consequence of poor academic performance
- Understand that you have to improve your academic performance this semester, or you may be excluded from the University
- Are aware of support strategies that are available to them



Recognise you are on Academic Probation

- In previous years, many students have attended these sessions not realising why they are here.
- **YOU ARE ON PROBATION – THE FINAL STAGE BEFORE ACADEMIC EXCLUSION**
- You need to have a good hard look at your performance to date (self-evaluate) and do what you can to pass your course



My Key Messages to Probation Students

- Probation is a very serious stage for a student
- If you don't pass the majority of your subjects this semester, you are likely to be excluded from Swinburne
- Probation is effectively your last chance to stay in your course at Swinburne – so do something about it



Unsatisfactory Academic Progress Process @ Swinburne

Three stage approach

- 1st Step: identified as 'At Risk' – failed 50% or more of your units that semester or failed a unit twice.
- 2nd Step: Required to 'Show cause' – For the 2nd consecutive semester, you have failed 50% or more of attempted units or failed a unit for the third time.
- 3rd and final step: Student placed on Academic probation – condition must be met by student. These include:
 - > Attend probation management meeting (this meeting)
 - > Seek support or other action to improve academic performance
 - > Attend a one-on-one probation meeting (week 5 of semester)



Progress Review Process – up to now

You are at this point today

UNSATISFACTORY ACADEMIC PROGRESS (1st Time)

End of Semester 1

Your results indicated that: as an Undergraduate, or fulltime Postgraduate you failed 50% or more, or as a part time Postgraduate you failed any unit

Unsatisfactory Performance (1st time)

Warning letter was sent : you are At Risk of exclusion

You were required to attend a Workshop & directed to Support Services

During SEMESTER 2

You should have been taking action so that your academic progress would improve, eg:

Academic Success Program Workshops

Work less study more

Access support or counselling services

Talk to academic staff

UNSATISFACTORY ACADEMIC PROGRESS (2ND Time)

End of Semester 2 (including Winter & Terms 3 & 4)

Your results indicated that: You failed 50% or more again, OR Failed a unit for 3rd time, or Failed to meet conditions that were imposed

Unsatisfactory Performance (2nd time) OR other

Show Cause letter sent: why shouldn't you be excluded?

PR Chair reviewed show cause submissions

Students who failed to Show Cause were excluded

Continue Semester 1 on Probation, *or other conditions #

'Exceptional PR hearing' before start Semester 1

During SEMESTER 1

Probation conditions* to be met:

Attend Probation Management meeting (Week 2)

Seek support or other action to improve

Attend one-to-one Probation meeting (Week 5)

* In exceptional circumstances, exclusion process will occur end of year.
Appeal provisions apply to PR hearing outcome decisions.



You are at this point today

Progress Review Process – from now

During SEMESTER 1

Probation conditions* to be met:

Attend Probation Management meeting (Week 2)

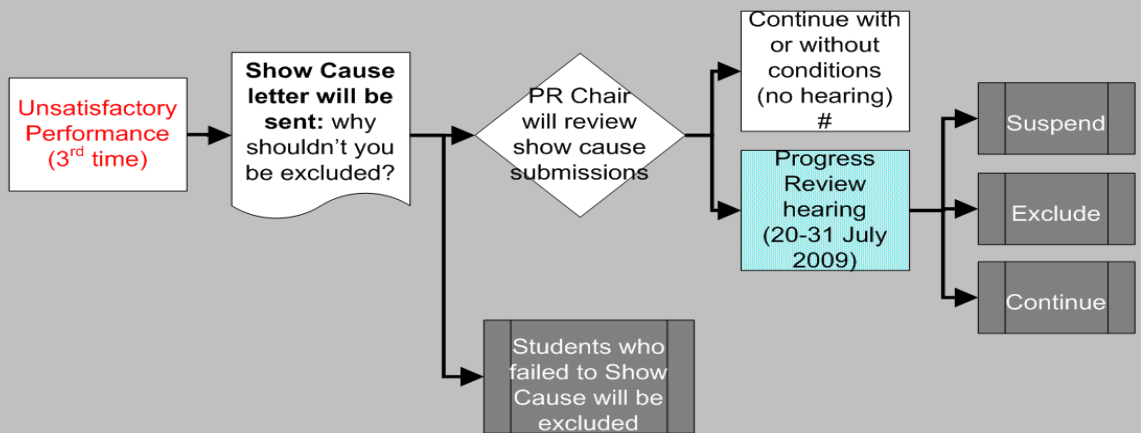
Seek support or other action to improve

Attend one-to-one Probation meeting (Week 5)

UNSATISFACTORY ACADEMIC PROGRESS (3RD Time)

End of Semester 1 2009 (including Summer Term A&B & Terms 1&2)
Your results will be reviewed.

If you fail 50% or more again, **OR** you fail a unit for a 3rd time, you will be required to Show Cause.



Progress Review Panel Considerations

Silvana Wilson, PR Chair – Faculty of Business & Enterprise

As a Progress Review Panel Chair, I want to share some insights into what you can expect should you be required to Show Cause again - say at the end of Semester 1, 2011:

You must respond by the due date – excuses about changed address are not acceptable. It is your responsibility to update all changes to your contact details and to check your Swinburne email account on a regular basis, as University correspondence will also be sent there

- You must put some work into your submission to explain to the PR Panel the reasons why your results have not improved, and explain (with supporting evidence) what you have done to try to improve the situation
- You must be available during the period of the PR hearings (Mon 18 to Fri 29 July 2011) in case you are required to attend a hearing
- You are in a very serious situation, you could lose your place in the program and /or could lose your visa if you're an international student



Progress Review Panel Considerations (continued)

On the basis of the information you have provided in your Show Cause submission, the Panel will decide whether you have made any serious attempt to improve – **Did you:**

- Meet the **compulsory conditions** of your Probation? [Attend this session? Attend the one-to-one meeting with your PR Secretary during Week 5 - in 3 weeks time?]
This information will be recorded on your student record.
- Take other actions to change your situation – reduce hours of paid employment, talk with academic staff, seek mentoring from other students?
- Experience an extraordinary circumstance and have provided documented evidence?
- Appear to do nothing at all?





Progress Review Possible Outcomes

The Panel will decide whether:

- Your situation requires further discussion at a Progress Review hearing – additional information may be requested
- You are on the right track and can continue your studies with or without conditions for another semester
- You should be suspended from your program (up to 2 years)
- You should be excluded from your program (up to 2 years)
- You may be asked to take Leave of Absence, or have other conditions imposed (eg ELICOS)
- Students who attend a PR hearing will be notified of the outcome within two working days

Students who meet the grounds of appeal have twenty working days to do so

NB An appeal is not another opportunity to have your case heard. You must provide all known evidence in your Show Cause submission for the PR Panel's consideration. Late submission of evidence about events that occurred prior to the PR hearing is not considered 'new evidence' and does not constitute grounds for an appeal.

The Consequences of Failing units or being Excluded from your program

Failing units of study means that you, or your parents, will need to:

- Pay more fees for repeating units
- Pay more for your living expenses because you will be studying longer
- Your extended studies will mean you won't be graduating with your class mates

if you are excluded from your program of study:

- The financial penalties are substantial. Most domestic students incur a HECS debt of between \$5,000 to \$8,500+ per year
- You, or your family, will still have to repay this debt

For international students the financial penalties are even greater as many of you may have borrowed to cover your international fees and more to cover your living expenses in Australia

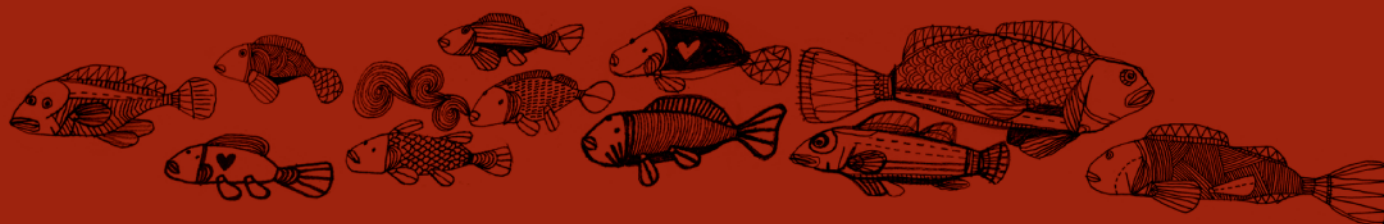
Even if you reapply and are accepted into a program at the end of your period of exclusion, the fees will have gone up as fees are CPI indexed every year



Possible Consequences for International Students holding Student Visas

Emma Lincoln – Associate Director, Compliance & Quality

- If you are excluded, Swinburne is required to notify you (in writing) that we intend to report you to the Department of Immigration & Citizenship (DIAC)
- You will also be advised that you can appeal and have twenty working days to do so
- Appeals are only allowed on certain grounds and are only successful in exceptional circumstances where one or more of the appeal grounds are met
- If you remain excluded because you didn't appeal, or the appeal was unsuccessful, Swinburne is obliged to report you to DIAC
- If you appeal to the Ombudsman, Swinburne will not report you until after the Ombudsman's review
- If you are excluded your student visa may be cancelled



Possible Consequences for International Students (Continued)

I'd like to stress the following points that have already been stated:

- Ensure that you update your address details at all times, both during the semester, and if you travel overseas or leave Swinburne (as important correspondence may be sent even if you are no longer studying at Swinburne)
- Ensure you check your Swinburne email account on a regular basis
- Failure to update your contact details, or to read your Swinburne emails, does not constitute an excuse for failing to Show Cause by the due date, or, failing to attend a Progress Review hearing when required
- You should use the probation period during semester 1 (2011) to improve your academic performance – if you don't, you will be required to attend a PR hearing during the period 18 to 29 July 2011 – and you may need to change your travel arrangements
- It is possible for you to withdraw or (if eligible) take a leave of absence NOW
- Use the free support services that Swinburne offers
- Ignoring your situation and doing nothing could lead to cancellation of your visa – Swinburne has no choice other than to report excluded students to DIAC



Probation: What you are required to do now

Sabina Stuart,
PR Secretary, Faculty of Information & Communication Technologies

STEP 1: Take action to help improve your academic performance

- Review why you are not performing at your best
- Seek assistance from Swinburne's Support Services (details follow), or equivalent

You have 2 weeks to take some action – [between now and 28 March 2011](#)
You will need to provide evidence (eg attendance note) of the action you took

STEP 2 – One-to-one (Probation) meeting with Faculty Progress Review Secretary

- You are required to meet with your Faculty's Progress Review Secretary during Week 5 of semester, i.e. in 3 weeks time [between 28 March to 1 April 2011](#)
- It is your responsibility to contact your Faculty Student Administration (by email) during Week 4 to make the appointment. [Use the email address cited in your Probation letter](#)

During this meeting you are required to demonstrate what action you have taken to improve your academic performance – evidence will need to be supplied.

Failure to undertake the above steps will be considered a breach of your probation conditions and will be taken into account during a future Progress Review hearing.





Probation Self Review

Josh Sasai Counsellor – Student Development & Counselling Hawthorn Campus

Are any of the following impeding your ability to study and learn?

- Personal or Financial concerns?
- Medical issues?
- Language comprehension or Cultural non adjustment?
- Difficulty working as part of a group?
- Time Management – working too many hours in paid employment and missing classes; inability to complete essays / projects / assignments on time?
- Motivational – can't be bothered; don't like some units?
- Other?

Are you enrolled in the right program for you?



Swinburne Support Services

Swinburne offers many areas of free professional support to students ranging from workshops to one-on-one assistance. *[Ask for a letter of attendance as documentary evidence that needs to be supplied at your probation meeting.]*

The services include: **Academic Support**

- Through *Academic Success Program (ASP) Workshops* - several different modules are available to choose from.
- ASP Workshops are running now so check the website and register.
- One-to-one meeting with a counsellor – If you've already attended ASP modules and these haven't helped, make an appointment with a counsellor.
- Language and Academic Skills Support for international students through: Workshops, Lunchtime conversation groups, Individual or small group appointments
General assistance is also offered in computing & research skills.
- Study Support – *Study Support Program* for non-international students for assistance in academic writing, reading, research, note taking and presentation skills.
- *Maths and Stats Help Centre* – drop in Help Centre open to all higher education students, or
- Discuss your situation with your Program or Unit Coordinator



Swinburne Support Services (continued)

Personal, Financial or Health Support

- One-to-one support available from a Student Services Counsellor or Housing & Financial Advisor
- Online counselling support via Swin-eCounselling
- One-to-one support from Swinburne International Advisors
- Students can visit a Campus Nurse or make an appointment to see a doctor at the Health Service on Hawthorn Campus
- Support for an ongoing or long term health issue is also available from Swinburne's Disability Support Services

Time Management or Motivational Support

- Through the *Academic Success Program*, *Getting Back on Track* or via one-to-one Counselling

Swinburne Support Services (continued)

The Swinburne Student Amenities Association (SSAA) can provide Student Academic Advice and Advocacy. SSAA services include:

- Advise and assistance to students in the preparation of Show Cause Submissions and Appeals;
- Accompany students to Progress Review hearings
- Organising student activities and events
- Sponsoring student Clubs and Societies
- Night Bus
- Allocation of funds to Emergency Student Loan Fund, student access to Hawthorn Pool and Student Insurance



Any Questions?

This is an opportunity for questions, or to make appointments with representatives from the following Swinburne Support Services
Representatives from the following areas are here today:

- Student Services Counselling & ASP Workshop presenters
- Swinburne International
- Swinburne Student Amenities Association (SSAA)
- Language & Academic Skills Advisory Service (LAS)
- Individual Faculties

