

- for unsatisfactory academic progress matters see the Assessment and Academic Progress regulation 05.05(1) and the Academic Progress operational policy all available on the Deakin website in "The Guide".

If you do not agree with the outcome of the hearing you can, in some cases, appeal the decision. It can be helpful to seek the support of a DUSA Advocacy Support Officer for this process.

Tips for wellbeing

Think through the outcome and its consequences. What will you do differently to ensure this doesn't happen again?

For unsatisfactory academic progress

- Seek help if you have restrictions on your enrolment
- If you are excluded – re-entry is not automatic. You must re-apply for admission at the end of the exclusion period and demonstrate you are able to continue your studies successfully
- What will you do to develop your skills and readiness?
- Consider short courses, paid work, volunteering in areas related to your field of study, attending study skills workshops, speaking with the careers advisers.
- You may need to be improving your study skills, ability to self motivate, focus, solve problems or deal with personal issues
- If personal issues continue to be a problem seek help from a professional

For academic misconduct

- Do you understand the situation and can you ensure it won't happen again?
- If you are penalised through loss of grades how will you make up the grades or the unit?
- Will this lengthen your time at university? Does this have consequences for you?
- If you are excluded how will you productively use the time?
- If you have been fined, can you pay? How will you earn the money?

Services that can help

Deakin University Student Life

Burwood 03 92446300
Waurm Ponds Geelong 03 52271221 or
Waterfront Geelong 03 5227 8400
Warrnambool 03 5563 3256

- Counselling
- Health
- Careers and Employment
- Study Skills
- Chaplains

→ Deakin International

Burwood 03 9244 6689
Waurm Ponds Geelong 03 5227 1014 or
Waterfront Geelong 03 5227 8047
Warrnambool 03 5563 3486

Disability Resource Centre

Burwood 03 92446300
Waurm Ponds Geelong 03 52271221 or
Waterfront Geelong 03 5227 8400
Warrnambool 03 5563 3256

Deakin University Student Association (DUSA)

Burwood 03 9244 6356
Waurm Ponds Geelong 03 5227 3322 or
Waterfront Geelong 03 5227 8033
Warrnambool 03 5563 3378
Distance Students 1300 555 528

Faculty Student Support Officers

Check your faculty web site for contact details

Local doctor or community health service

Visit the Deakin Health Service to see a nurse or doctor and for referral numbers or check the Yellow Pages directory.

The information published in this brochure was correct at the time of printing but Deakin University reserves the right to alter, amend or delete any details.

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UNIVERSITY AUSTRALIA

Faculty Academic Progress and Discipline Committee Hearing (FAPDC)

Some advice and tips for wellbeing

You may have just received a letter from your faculty notifying you of a FAPDC hearing concerning either alleged academic misconduct or unsatisfactory academic progress.

In reply, in cases of academic misconduct a student may write a written submission and may attend a hearing (section 24.3 of Regulation 4.1(1) Student discipline).

For Academic progress a student must make a written submission and may attend a hearing (section 15 of Regulation 5.3 Assessment and Academic Progress).

This is your opportunity to explain your circumstances and discuss possible ways to deal with your situation.

The information in this brochure will help you prepare well and look after yourself throughout this process.



The difference is **Deakin University**

When the FAPDC letter arrives

Think carefully and clearly. Be sure you note all dates (for lodging the written submission and for the hearing).

If you are going on holiday or back home make sure you have dates and your new contact details arranged with the University.

Make sure you contact the person nominated on the letter and return any required documentation as soon as possible.

Tips for wellbeing

- If you are unsure what to do or say, get help from a faculty student support officer or a DUSA Advocacy Support Officer
- If your issue is disability-related see a disability liaison officer
- If you are feeling stressed or anxious see a university counsellor or health practitioner

Preparing the submission letter

For unsatisfactory academic progress, explain clearly:

- What happened and how it affected your academic performance
- What you have done to solve your problems
- The changes you have made so it won't happen again
- What you think is best for you

Include supporting documents like a letter from a doctor or other specialist, a letter from a counsellor if you have seen one over the semester.

For academic misconduct explain clearly what happened and why, from your perspective.

If you are **admitting the misconduct** explain the circumstances (include documentation) which may reduce the seriousness of the offence and the committee may impose a lesser penalty.

If you are **not admitting the misconduct** provide as

much evidence (include documentation) as possible to prove you did not commit the offence and to rebut the evidence against you.

Tips for wellbeing

- Keep studying and attending classes
- Consider getting help from a DUSA Advocacy Support Officer to prepare the submission
- Keep regular routines: exercise, sleep and eat well
- Do not sit at your desk and worry, take a break
- Set aside time to work on your submission, separate to study time
- Do not leave it to the last minute
- Talk to people: seek support from friends, family, a counsellor, medical practitioner, chaplains, advisers
- Take things one step at a time

Preparing for the hearing

Regularly check your mail and Deakin email for details of your hearing time so you do not miss any information.

Make summary notes (a memory card) to remember the key points to say and questions you want to ask.

Make sure you know where to go, the date and time and allow plenty of time to get there.

Take someone with you; they can be a great support. They can go into the hearing with you, and if the need arises, and with the permission of the FAPDC, they may speak on your behalf, (but you may not be represented by a practising lawyer). A DUSA Advocacy Support Officer can attend if you wish.

Tips for wellbeing

- Maintain a normal routine
- Get some exercise before the meeting
- Eat a small healthy meal beforehand and avoid lots of coffee and energy drinks

In the hearing

The hearing is your opportunity to explain yourself and to get the best and fairest outcome for your situation.

The panel is there to understand, assess and make a decision. They need accurate and full information to do this. The hearing may only last 15 to 20 minutes.

Listen carefully; ask for clarification if you are not sure what is being said. Answer honestly and speak clearly. Look at the panel member you are speaking to. Take your time and refer to the "memory card" you prepared beforehand if you need to remind yourself or need reassurance. Make sure you say all you want to, and ask all the questions you need answered, before you leave the meeting.

Ask what the process is from here.

If you are upset, take a moment. The committee members know this can be stressful and will be patient. It can be good to take a bottle of water into your hearing and if you are likely to get upset, tissues.

Tips for wellbeing (after the hearing)

- Talk to the person who supported you and get some reassurance and comfort
- Go for a walk. Try to return to normal routine: eat, sleep, exercise, study and work as usual
- Talk to a counsellor or your doctor if you find your sleep or stress levels are abnormal
- International students may need to seek advice about visa implications

Coping with the outcome

Sometimes you know the outcome straight away, sometimes there is a wait. You will always be notified in writing within five working days of the outcome. There are many possible outcomes from a FAPDC hearing. It will depend on your particular circumstances:

- for discipline matters see the Student Discipline regulation 04.01(01).