Has your school placed you 'At Risk'? If so, please read this this important information.

- Being ‘At Risk’ is the first stage of the Unsatisfactory Academic Progress process which can lead to your exclusion from your program;
- The process is: At Risk, Show Cause and Exclusion.
- There are some important things that you can do now.

Why have you been placed at risk?

Usually because you have failed at least 50% of your courses (subjects) in the same semester or failed the same course more than once.

What does being ‘At Risk’ mean?

Your school is now closely monitoring your progress. If you have another unsatisfactory semester because of things like failing the same course again, failing 50% of your courses, or failing a placement course, your school can try to exclude you from your program for 12 months. Getting back in to your program after that is not guaranteed and can be very difficult.

There are some important things you can do now to decrease the chances of this happening again OR to support your case if you are in that situation again in the future.

Remember, you can always come to see a Student Rights Officer to talk through these issues in more detail. We welcome and encourage you to do this! See below for details

We strongly encourage international students to contact the Info Corner if they are placed At Risk. There is important information specific to your Visa requirements that they can talk through with you.

Meeting with an Academic Advisor from your School

Your school will invite you to an optional meeting. We urge you to attend this meeting.

If you do not attend, and you find yourself in a similar position further down the track where you fail more courses, your School could interpret your lack of attendance as you not making an effort to engage with the Uni to get support when they offered you the opportunity.

They might consider this when they are determining whether or not to exclude you from your program.

If you can’t make the time that is on offer, suggest a time when you can meet with an advisor. Better later than never!

Don’t delete any emails that you send asking for a time to meet with an academic advisor (or any other emails that might help you in future, like emails showing you are making effort to improve your studies, or that RMIT staff have not treated you right)!

Disclaimer

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: www.su.rmit.edu.au/student-rights

For additional assistance drop into a Student Union Front Office to speak with a Student Liaison Officer.

City Higher Ed: Building 8, Level 3
Carlton Campus: Building 57, Level 4
Brunswick: Building 514, Level 2
Bundoora: Building 204, Level 1

Or, send detailed information regarding your case to student.rights@rmit.edu.au

For enquiries call 9925 5004.

If required, an appointment will be made for you with a Student Rights Officer.

Has this leaflet been helpful? Join the Student Union and join the fight to improve your rights!
At this meeting you should explain what happened in the last semester and ask for support. Try to get what you say included in the Academic Performance Improvement Plan (APIP) that will be given to you after the meeting.

There are likely to be services at Uni that you are not even aware of and this is an opportunity to find out about them. For example, you may have been eligible to apply for Special Consideration for one or more of your assessments (including exams) which may have made the difference between a pass and a fail in a course.

Or, you may mention in this meeting with the advisor if you suffer from anxiety during exams or unexpected things happened during the course of the semester that stopped you from being able to study at your best. An advisor can refer you to services which can help you with these issues for the upcoming semesters.

You can invite a student rights officer to support you at this meeting.

Academic Performance Improvement Plan (APIP)

Whether or not you attend this meeting with the advisor, your school will write up an APIP for you. An APIP is an "action plan" which is really a bunch of expectations the school has now placed on you to pass your courses. It is better for this plan to be written up in your presence so that your input goes into the plan.

After the meeting it is important that you do your best to take the steps that are outlined in the APIP, and it may help you in future to keep evidence that you have done this. If you have another unsatisfactory semester at RMIT, the uni will want to know if you took the steps that are outlined, and if not why not when they decide if you should be excluded or not.

We encourage you to come and talk to us with any questions that you may have about this whole process and its possible impact on you in the future.

Useful RMIT contacts

The following details are for services based at the City Campus - students at other campuses should advise the person taking their call of their location.

RMIT Counselling Service
T/ 9925 4365 (BH) 9925 3999 (AH)
www.rmit.edu.au/counselling

RMIT Disability Liasion Unit
T/ 9925 1089
E/ dlu@rmit.edu.au
www.rmit.edu.au/disability

RMIT Study and Learning Centre
T/ 9925 3600
E/ studyandlearningcentre@rmit.edu.au
www.rmit.edu.au/studyandlearning

For Visa problems call the International Compliance Coordinator
T/ 9925 1604 or 9925 5115
E/ isvisa@rmit.edu.au

Student Wellbeing Advisory Service
Housing, Finance, International Student Support and Legal
www.rmit.edu.au/housing
www.rmit.edu.au/students/services/finance
www.rmit.edu.au/internationalsupport
www.rmit.edu.au/students/legal

City
Building 14 Level 4

Brunswick
Building 514

Bundoora
Building 202, Level 3

Phone
City & Brunswick: 03 9925 2963
Bundoora: 03 9925 7280

Email
student.wellbeing@rmit.edu.au
student.legal@rmit.edu.au

Useful links

Academic progress procedure
www.rmit.edu.au/browse;ID=vj2g89cve4uj1

Other useful student rights leaflets

You can pick up the following leaflets from your nearest Student Union office, or download them from www.su.rmit.edu.au/student-rights:
• How to write a letter
• Special consideration
• International students
• Your rights as a student with a (dis)ability
• Being excluded from your program