

# Appendix ONE: TYPES of UNIVERSITY DECISIONS

## Type A Academic Progress Decision

### STUDENT SERVICES



Student ID: 1234567

Student Name: Joe Blogs

Dear Joe,

We recently sent you an email advising that your progress in BBUS - BACHELOR OF BUSINESS was unsatisfactory and you will be excluded from your course.

I am writing to formally advise that the Show Cause Panel has determined that you will be excluded from your course on 03 April 2018.

If you wish to appeal an exclusion decision you may do so before 03 April 2018 in accordance with the [Student Appeals Regulations](#).

You are able to enrol and continue to study until this process has been finalised.

#### Student Advocacy

[Student Advocacy](#) can provide support or assistance with reviewing your draft letter or advising you on preparing your appeal. Before speaking to an Advocate, prepare a short statement (half to one page) outlining the key points of your case.

#### Onshore International students

According to Standard 8 of the National Code made Under Education Services for Overseas Students Act 2000, the University is required to report your unsatisfactory progress to the Commonwealth Government. If your enrolment is cancelled you should seek advice from the Department of Home Affairs on the potential impact on the student visa.

Victoria University is committed to making sure your student experience is the best it can be. If you need assistance, or if you believe you have received this advice in error, please [contact us](#).

Yours sincerely,

Name

Pro Vice-Chancellor Students

The Senior Officer of the University delegated to make this decision.

The University decision to exclude

The date by which you must lodge an appeal with [gov.sec@vu.edu.au](mailto:gov.sec@vu.edu.au)

### We're here to assist

[vu.edu.au/ask](http://vu.edu.au/ask)



[vu.edu.au](http://vu.edu.au)

CRCOS No: 001246 (MAB), 004750 (CQA), RTO 3113

[myvu.edu.au](http://myvu.edu.au)



[vu.edu.au/chat](http://vu.edu.au/chat)



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VUHQ



**VICTORIA UNIVERSITY**

# ANNEX ONE: TYPES of UNIVERSITY DECISIONS

## Type B A Misconduct Decision

2 April 2019

Ms Jo Bloggs  
Footscray Street  
Footscray VIC 3011  
Email: [Josephine.Bloggs@live.vu.edu.au](mailto:Josephine.Bloggs@live.vu.edu.au)  
Student ID Number: XXXXXXXX

Dear Josephine,

### Allegation of Student General Misconduct

As you are aware, a hearing of this matter took place on 1 December 2019 under the provisions of Victoria University's [Student Misconduct Regulations 2019](#). It was alleged that you behaved in a manner which constitutes general misconduct of the nature the University regards as serious. This is to inform you of the outcome of the Student Misconduct Panel Hearing.

### The Incident (In summary)

On 3.11.19 you attended the Footscray Park campus armed with a portable alarm with the purpose to disrupt the class EEB3550 Constructing Modularized Formulae. You set off the alarm in the class.

The effect of this action included:

- Causing the class to be abandoned; and
- Creating a heightened sense of anxiety for students who were using the class time to prepare for their forthcoming examinations.

You agreed to participate in the Panel hearing in order to have the opportunity for a right of response to the allegation and have the matter decided.

### Decision

The Panel unanimously agreed and found that in relation to the allegation of student general misconduct, you did breach Regulation 6(2)a, and b, of the Student Misconduct Regulations 2019 and the allegation was substantiated.

### Sanctions

The Panel considered the sanctions for general misconduct set out in Regulation 18 (2) of the Student Misconduct Regulations 2019 and impose the following sanctions

- Reprimand** - this means that you are found in breach of University policies
- Exclusion from the University** for a period of 3 months.

### Right of Appeal

If you can demonstrate that the process used to make this decision is in breach of one or more of the [appeal grounds](#), you may request an appeal of the process as applied to your matter. Any request for appeal of the process which you choose to submit must be sent to Governance and Secretariat within 20 University business days from the date of this correspondence. Please note that your request may not result in a different outcome. For more information (and access to the pro-forma document that you would need to request an appeal,) please refer to [vu.edu.au/student-appeals](http://vu.edu.au/student-appeals)

Yours sincerely

Name  
Title of Senior Officer delegated by Vice-Chancellor

Indicates the type of University decision to be appealed

Outcome of the investigation.

Identification of what can be appealed and when.

## Type C: Student Complaints Decision



INTEGRITY OFFICE FOOTSCRAY PARK CAMPUS BALLARAT ROAD  
PO BOX 14428 MELBOURNE VICTORIA 8001 AUSTRALIA Phone +61 3 9919 5007  
Fax +61 3 9919 9542 [integrity.office@vu.edu.au](mailto:integrity.office@vu.edu.au) [vu.edu.au](http://vu.edu.au)

05 February 2016  
Mr Joseph Bloggs  
Ballarat Road  
Footscray 3011  
[joseph.bloggs@live.vu.edu.au](mailto:joseph.bloggs@live.vu.edu.au)

Re: Student Matter: reference number 160501000; student ID XXXXXXXX

Dear Joseph,

The Integrity Office is writing in response to your complaint. In accordance with the University's [Student Complaints Policy and Procedures](#), this matter has been considered as a University- managed complaint.

### Background (In summary)

Senior Officer Ms Florence Administrator (Director Students) has investigated your requests for :

- an apology due to lack of adequate support from the University; and
- a refund on tuition fees for all failed subjects or rescaling of the grades to pass marks.

### Decision

Senior Officer, Ms Florence Administrator, determined that:

1. The investigation concluded that the detailed case notes indicate that University teaching and administrative staff have provided a personalised and comprehensive service to your needs.
2. The circumstances for fee refunds outlined in section 3 of Fee Adjustments Procedure - Domestic does not allow failure of subjects as criteria for refund. The current assessment grades stand and you will need to re-enrol and undertake these units again in order to successfully complete those five subjects. If students have substantive concerns or disputes regarding their grades Part C of the Assessment for Learning - Review of Individual Assessment Outcomes Procedure [\(HFE\)](#) offers grounds and a process for students to address their disputes/concerns with the Course and Unit Administrator within 5 University business days of published results.

### Basis for the decision

Senior Officer Ms Florence Administrator (Director Students): a) reviewed the student complaint submission b) retrieved all case notes from the University on the student's file and investigated the complaint in relation to those detailed case notes about the services that have been provided over multiple years. The record of assessments in the five failed subjects was also reviewed.

The Integrity Office will now close this matter. If you can demonstrate that the process used to make this decision is in breach of one or more of the [appeal grounds](#), you may request an appeal of the process as applied to your matter. Any request for appeal of the process which you choose to submit must be sent to Governance and Secretariat within 20 University business days from the date of this correspondence. Please note that your request may not result in a different outcome. For more information (and access to the pro-forma document that you would need to request an appeal), please refer to [Governance and Secretariat](#) (<https://www.vu.edu.au/about-us/administration-governance-secretariat>). If you are not satisfied with the appeal decision you may address your concerns with the Victorian Ombudsman: +61 3 9613 6222 or 1800 806 314; Level 9, 459 Collins Street, Melbourne 3000.

If you need assistance you can contact Student Wellbeing and speak to an Advocate: 9919 5400 / [advocacy@vu.edu.au](mailto:advocacy@vu.edu.au).

Yours sincerely,

Integrity Office

Indicates the type of University decision to be appealed

Senior Officer and outcome of the investigation.

Identification of what can be appealed and when.