



This form records the details of an Academic Performance Interview between a student and Academic Chair. It is used as an ongoing monitoring tool for Academic Progression. Note: *This form is no longer used for 3rd attempt approvals.*

Once completed, Academics must email a copy of this form to the enrolments@murdoch.edu.au for recordkeeping.

The Student Centre

1300 687 3624
studentcentre@murdoch.edu.au

An Academic Performance Plan is a roadmap to assist you with your studies, as you have been identified as not making satisfactory course progress and/or in need of additional support. The objective is to help you get 'back on track' and/or return to a full-time study load. It is a mandatory guide which you have to comply with and will provide useful information to relevant University programs and services, while giving you the tools to successfully complete your course.

SECTION A - To be completed by Student before the interview

Student Number

Course Code and Majors(s)

Given Name

Surname

For International Students only

Visa End Date

Expected Completion Date

Interview Details

Interview Date:

Interview Time:

Interviewer's Name:

Interview method:

Face to Face

Telephone

Email

Virtual Meeting

Other, please specify:

Please explain the reason(s) for your previous poor performance. You need to provide both academic and non academic reasons.

Academic reasons:

Non academic reasons:

What actions will you take to improve your academic performance in the future? (List at least 3 actions)

SECTION B – To be completed by the Academic Chair

Interview Outcome – *I have interviewed the student and give the following permissions:*

(Tick one box only)

Student will remain in their current course/major and continue studying in the next teaching period.

Student will remain in their current course/major but will undertake units recommended by me.

Student will transfer to another course/major (approval from new Academic Chair will be required).

Recommendations – *To improve the student's academic performance I have recommended that they:*

(Check one or more boxes as appropriate.)

- | | | |
|--|-------------------|--|
| Meet/Stay in contact with their Academic Chair
a semester. | times | Attend Counselling |
| Meet with their Unit Coordinator | times a semester. | Refer to Support for Academic Learning |
| Meet with a Student Success Advisor (SSA) throughout the semester. | | Enrol in internal units only |
| Attend all workshops/tutorials/lectures. | | Enrol in Academic help workshops |
| Course transfer to the
<i>Cannot be a restricted course, new AC must approve.</i> | course. | Seek PAC/PASS support |

Reduce their study load to credit points per semester.
International students must also lodge a [Reduced Study Load Application](#) with the Student Success Advisors. A Reduced Study Load application should be accompanied by a revised study plan approved by the Academic Chair.

Any other comments / recommendations:

Period for which the Academic Performance Plan will be in effect:

Start Date:

End Date:

Student Declaration

I understand that this Academic Performance Plan is an action plan for me. It clarifies the expectation of the University in relation to my academic performance. I understand that the University may use information in this plan to contact me to offer targeted support. I take responsibility for following up the specific recommendations in my plan and acknowledge that failure to do so will impact my enrolment (student visa conditions as an International student or Commonwealth Supported Place as a domestic student).

Student's Name:

Academic Chair's Name:

Signature: *(Type full name if submitting electronically*)*

Signature: *(Enter full name if submitting electronically*)*

Date:

Date:

**If submitting electronically type your name instead and send via your registered email address. Your email will be taken in place of a signature.*