

Students completing appointments via zoom/phone are required to return the signed **Academic Action Plan** via email to studentprogress@vu.edu.au.

1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>		
Given names	<input type="text"/>	Date of birth	<input type="text"/>		
Course title	<input type="text"/>	Course code	<input type="text"/>		
How many failed units in the current course attempt?	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Student Success Advisor:	Name <input type="text"/>	Date	<input type="text"/>		

2. STUDENT REFLECTION ON ACADEMIC PROCESS

1. What are the main issues affecting your academic progress?

2. What could you do to address these issues?

3. What support or assistance would help improve your academic performance?

3. ACTIONS RECOMMENDED BY YOUR STUDENT SUCCESS ADVISOR

Seek support to develop your academic and learning skills

- Visit the Learning Hub [on campus](#) or [online](#) for academic resources and 24/7 tutoring.
- Complete the [Study Essentials online modules](#).
- Attend [Drop-In Sessions](#) with Learning Advisors and Student Mentors.

Change your study plan or consider a different study major

- Students enrolled in EMES-Master of Teaching Secondary, EPBE-Bachelor of Education Primary and BBNS-Bachelor of Business please contact your Student Success Advisor on 1300 986 111 or vuonline.ssa@vu.edu.au
- For All other courses please talk to your Student Success Advisor on 1300 049 053 or via email at studentsupport@online.vu.edu.au

Consider financial support options and access employment resources

- Modify your working hours to prioritize your studies.
- Talk to a Welfare Senior Advisor for advice on budgeting and financial assistance options.
- Talk to [VU Employ](#) for employment and career advice.

Engage with VU's student support services

- [VU Accessibility & Disability Services](#) can provide support if your studies are affected by the impacts of an ongoing illness or disability. Call Student Wellbeing on 9919 5400 to book an Accessibility appointment.
- [VU Counselling](#) provides free, confidential individual counselling sessions. Call Student Wellbeing on 9919 5400 to book a Counselling appointment.
- Reach out to [Moondani Balluk](#), our Indigenous Academic Unit, for culturally-safe support services and resources.
- Connect with other students and participate in student life and activities by joining a [student club or group](#).

Apply for a remission of academic results and debt for failed units

- Seek advice from [Student Advocacy](#) about eligibility to apply for a [remission of the academic results and debt](#) for units failed due to exceptional circumstances.

Consider studying a different course

- Browse the [available VU course offerings](#) and submit a course application.

4.

Are there compassionate and compelling reasons for unit failures?

Yes No

If yes, apply for a [remission of the academic results and debt](#) within 12 months of the census date of the failed unit/s.

A successful remission application will remove the unit fail results and the associated unit fees.

Any future unit failures may result in course exclusion, in accordance with VU's [Academic Progress Procedure \(HE\)](#).

5. STUDENT DECLARATION

Student Full Name

Signature

Date

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US If you have any questions please contact your VU Online Student Success Advisor for your course:

If you're studying Bachelor of Business, Bachelor of Education (Primary) and Masters of Education (Secondary) contact: **phone:** 1300 986 111 **email:** vuonline.ssa@vu.edu.au

For all other courses **phone:** 1300 043 531 **email:** studentsupport@online.vu.edu.au