

# ACADEMIC ACTION PLAN: STUDENT PROGRESS

Complete sections 1 and 2 of this Academic Action Plan if you have been identified as making unsatisfactory academic progress.

<p>If you are in <b>Kuala Lumpur</b></p> <p><b>Undergraduate students</b> should book an appointment with Ms Sharmila Subramaniam, Executive Administration Email: <a href="mailto:sharmilasu@sunway.edu.my">sharmilasu@sunway.edu.my</a> Tel: 03-7491 8622 (extension 3165)</p> <p><b>Postgraduate students</b> should book an appointment with Dr. Hendry Ng Han Swee Email: <a href="mailto:hendryng@sunway.edu.my">hendryng@sunway.edu.my</a> Kavitha Ambigabadi, Email: <a href="mailto:kavithaa@sunway.edu.my">kavithaa@sunway.edu.my</a> Wan Ilyani Wan Zakaria, Email: <a href="mailto:ilyaniz@sunway.edu.my">ilyaniz@sunway.edu.my</a></p>	<p>If you are in <b>Johor Bahru</b>, book an appointment with Ms Vera Lim, Assistant Manager Email: <a href="mailto:siewfengl@sunway.edu.my">siewfengl@sunway.edu.my</a> Tel: 607 – 3596 880 (extension 210)</p>
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Please note that if you have undertaken your appointment over the phone, **the interview is not completed until you return your signed Academic Action Plan via email.**

If you have a block on your enrolment due to repeated unit failure you must have the Action Plan and Unit Block Removal approved by a student advisor or your course/unit coordinator.

## 1. PERSONAL DETAILS

Title      Mr      Ms      Miss      Other \_\_\_\_\_

Family name \_\_\_\_\_

Given name \_\_\_\_\_ Preferred name \_\_\_\_\_

### Student ID

College \_\_\_\_\_ Course code \_\_\_\_\_ Course title \_\_\_\_\_

List the unit(s) for which your progress is unsatisfactory \_\_\_\_\_

## 2. STUDENT REFLECTION ON ACADEMIC PROGRESS

1. What are the main reasons your progress was unsatisfactory last semester?
2. What could you do to address these issues?
3. What support or assistance would help you improve your academic performance?

## 3. ACTIONS

Complete this section with your Student Advisor or other specialist staff member.

Agreed actions	Details	Timeframe
Seek assistance with your study skills or a particular topic area, for example: <ul style="list-style-type: none"><li>• Appointment with Academic Support</li><li>• Attend recommended workshop</li></ul>		

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Agreed actions	Details	Timeframe
Consult with a specialist VU or external service provider, for example: <ul style="list-style-type: none"> <li>• Counselling</li> <li>• Disability support</li> <li>• Careers</li> </ul>		
Consider a different VU course  International students must contact VU International (international@vu.edu.au) to discuss any course changes.		
Non-academic activities (eg modify your working hours, seek different childcare arrangements, etc).		
Other activities, for example:  Refer to Student Life or other student engagement activities.		
Refer to College for advice (eg change enrolment load or study plan, change major).		

Student Advisor / specialist staff member name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Complete this section with your College (if required)

Agreed actions	Timeframe
<p>Note: changes to international students' enrolments may have implications for their visa. Ensure a Reduced Study Load form is completed (in addition to this Academic Action Plan) where required. <a href="http://www.vu.edu.au/student-tools/student-forms">www.vu.edu.au/student-tools/student-forms</a></p>	
College staff (if applicable):  Name _____ Signature _____ Date _____	

Instructions for staff: please send the completed form to Student Services ([studentprogress.action@vu.edu.au](mailto:studentprogress.action@vu.edu.au)) so it can be filed on the student's electronic record and any unit blocks can be lifted.

## Approval for Unit Block Removal

Unit code	Unit name	Semester / Year