

Student Academic Progress (HE) Improvement Plan

This plan is to be completed by the HOP/delegate and any student identified as At Risk in Week 4/5 of the semester. The intent of the meeting is to discuss current academic progress, any issues/concerns and available supports to assist the student to improve their academic performance during the semester. A review meeting will be held in Week 8 to follow-up on the agreed actions and ascertain performance improvement.

Date of meeting		
Student name		
Student ID		
Course		
HOP or delegate		
<p>1. Provide student with feedback and progress to date. Discuss any issues or concerns.</p> <hr/> <hr/> <hr/> <hr/> <hr/>		
<p>2. Discuss the various supports and services available across the Institute and document agreed actions to assist the student with improving their academic performance</p>		
Agreed action	Details	Timeframe
Learning Skills Support		
• Writing essays/reports		
• Referencing		
• Time management		
• Study Group		
• Studiosity (Online study assistance)		
Student Services		
• Counselling		
• Disability Support		
• Accommodation		
Non – study matters		
• Work commitments		

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• Financial matters		
• Family matters		
Study Load variation		
Different course options		
3. Other comments		
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HOP/delegate Signature _____

Date _____

Student signature _____

Date _____

Note: changes to international student enrolments and study load may result in visa implications. Liaise with the International Office before approving a reduction in study load.

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Student support and services

Support/Service	Location	Contact details
Accommodation	www.melbournepolytechnic.studystays.com.au	9269 1314
Childcare	Nara Early Learning Centre (Preston Campus) Future Super Stars (Epping Campus) Wallaby Early Learning Centre (Greensborough campus)	9471 9914 9401 1730 9432 4655
Counselling	Preston Bld C – Library Heidelberg Bld A – Rm 112 Epping Bld M – Rm 207 Fairfield Bld Q – Rm 106 Pahran Bldg K – Rm 112 Telephone consultations also available	General contact number 9269 1314
Disability Support Services	Preston, Building C, Room 102 & 103	Monday – Friday from 9 – 5pm 9269 1314
International Student Office	Preston Bldg A	9269 1666
Koorie Services Centre	Preston Bldg G Level 2	9269 1331
Study Skills Support		92698733
International Student Engagement Officer	Preston Bldg C Rm 115	9269 1387
Studiosity – free online study help	Sign in via student portal or Moodle	
Kickstart Program Group tutoring in Word, Excel and Photoshop	Check THRIVE app for details	