

# MACQUARIE UNIVERSITY

## SHOW CAUSE SUBMISSION - CANDIDATES EXCLUDED

As indicated on your notification of examination results, you have been excluded from the University. You are required to show cause why you should be permitted to re-enrol.

The Academic Appeals Committee will only approve your re-admission if you demonstrate adequate reason in terms of the Unavoidable Disruption Guidelines for your failure in 2002 and, if relevant, in previous years, and that you have reasonable prospects of success in your future studies.

If you wish to show cause you should:

- i) complete the attached form and provide answers to questions 1-4 overleaf;
- ii) attach all supporting documents e.g. medical and other certificates;
- iii) make sure that all your material reaches the Academic Program Section by 3 January 2003.  
**Late appeals will only be considered if you can explain to the Committee's satisfaction why you were unable to lodge your appeal by 3 January. It is in your interest to present your appeal early.**

You will improve your submission if you:

- a) include all relevant facts but **keep your submission concise**;
- b) ensure your documents are capable of producing readable photocopies;
- c) write on one side of the paper (**A4 size ONLY**). This sheet is A4;

**DO NOT SUBMIT YOUR SUBMISSION BY FAX UNLESS TIME IS SHORT**

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## GUIDELINES FOR ESTABLISHING UNAVOIDABLE DISRUPTION OF STUDIES

**Unavoidable disruption** of studies is defined as resulting from an event or set of circumstances which:

- could not have reasonably been anticipated, avoided or guarded against by the student AND
- was beyond the student's control AND
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work AND
- interfered with the otherwise satisfactory fulfilment of unit or program requirements.

Circumstances routinely encountered by students would **NOT NORMALLY** be acceptable grounds for claiming unavoidable disruption. Such matters include:

- Routine demands of employment.
- Routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student.
- Difficulties adjusting to University life, to the self-discipline needed to study effectively, and the demands of academic work.
- Stress or anxiety associated with examinations, required assignments or any aspect of academic work.
- Routine need for financial support.
- Demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate independent documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

**REMEMBER, THE CLOSING DATE FOR SHOW CAUSE SUBMISSIONS IS 3 JANUARY 2003.**



**ANSWER THE FOLLOWING QUESTIONS, AND ATTACH ALL SUPPORTING DOCUMENTS (e.g. doctors' certificates, statement from counsellor and any other relevant independent supporting evidence.)**

1. What were the reasons which prevented you from successfully completing your program of studies.  
**NOTE:** If failures in previous years have contributed significantly to your being unable to complete your program, you should explain those failures also.
2. In what ways do you expect your circumstances will have changed or improved in the coming academic year **OR** if they have not changed, how do you intend to deal with your problems so that you can study successfully in the coming year?
3. Do you feel you were under any particular disadvantage when you were admitted to this University? (e.g. any disability, educational disadvantage, insufficient English, long-term illness, etc.) **PLEASE GIVE DETAILS** and state if you were admitted under the Lighthouse, Maccess or Jubilee schemes.
4. Which of the following people have you consulted about your problems during the year:  
Academic staff, Dean of Students, University Counsellors, staff of the Student Enquiry Service or of the Centre for Open Education (C.O.E), or any other person? **PLEASE GIVE DETAILS.**

**PLEASE ADD ANY OTHER INFORMATION** which you feel would help the Committee in considering your appeal, and **REMEMBER TO ATTACH ALL RELEVANT DOCUMENTS.** It is **YOUR RESPONSIBILITY** to provide supporting documents: **THE COMMITTEE WILL NOT CONTACT ANYONE ON YOUR BEHALF.**

**Your Show Cause Submission MUST be submitted by 3 January 2003.** If supporting documents are not yet available by that date, put in your submission and provide supporting evidence as soon as possible thereafter. **LACK OF DOCUMENTATION WILL CONSIDERABLY WEAKEN YOUR CASE.**

Deliver your submission to the Student Enquiry Service on level 1 of the Lincoln Student Services Building. If you post your submission, address it to:

The Academic Program Section  
MACQUARIE UNIVERSITY 2109

**REMEMBER THAT THE CLOSING DATE FOR SHOW CAUSE SUBMISSIONS IS 3 JANUARY 2003.**

**Dean of Students**

# **Information Sheet**

## ***SUBMISSIONS TO THE ACADEMIC APPEALS COMMITTEE 2002/2003***

### **1. General Information**

In 2002/2003 the Academic Appeals Committee will consider appeals from students in the following categories:

- students who have been deemed to have taken too long to complete their degree
- students who fail a compulsory unit in Law, Chiropractic or Practice Teaching unit twice
- students not permitted to enrol in a unit for a third time

If you are in the first three categories you will receive notice of this with your 2002 end of year examination results.

The Academic Appeals Committee is a sub-committee of the Academic Senate of the University. The Committee is normally chaired by the Vice-President of the Academic Senate. There are four other Committee members appointed by the Senate. Three of them are academic staff of the University and the fourth member is a student member of the Academic Senate. The Academic Appeals Committee procedures do not provide for personal representation by students or others. All appeals must be in writing, so it is important that you prepare your case thoroughly. The Committee only meets in late January and early February of each year.

### **2. Preparing your Submission**

- Consult the Schedule of Units in the 2003 Macquarie University Calendar (available in December 2002). You should provide the Committee with a proposed program of study.
- If you have been **excluded for taking too long to complete your degree** you need to document the reasons for this and provide the Committee with a detailed program of units needed to complete the degree in the minimum time. Consult the Schedule of Units in the 2003 Macquarie University Calendar.

- If you are not **permitted to re-enrol in a unit for a third time**

You may appeal to the Academic Appeals Committee. The Committee may determine the matter as it sees fit (Bachelor Degree Rule 16). It is acknowledged that these cases will probably not emerge until after 3 January 2003 (Bachelor Degree Rule 16). Students in this category are strongly advised to seek high level academic advice before making a submission to the Academic Appeals Committee. They may well be advised to consider an alternative program of study or degree.

### **3. Steps in the Academic Appeals Process**

- Prepare your appeal (see Section 2, Preparing your Submission).
- Submit your appeal to the Academic Program Section, Macquarie University, NSW 2109, by **Friday 3 January 2003**. Mark your correspondence for the attention of the Executive Officer, Academic Appeals Committee.
- Your submission is attached to your file and sent to the Head of Division of your Division of Registration. The Head of Division (or their nominee) reads your file. They may consult with the staff who have taught you. The Head of Division (or their nominee) makes a recommendation to the Academic Appeals Committee.
- All members of the Appeals Committee receive a copy of your submission and the Division's recommendation.
- The whole committee meets in late January and early February and considers each case individually.
- A decision is made and a few days after your case has been discussed you are advised of the outcome in writing by the Academic Program Section.
- Every endeavour is made to inform students of the outcome of their appeal before the commencement of the enrolment period. The Academic Appeals Committee may dismiss the appeal or permit a student to re-enrol under certain conditions.
- Sometimes the Appeals Committee refers individual students to the Dean of Students or other senior academic staff for a compulsory interview before enrolment is permitted.

If you are submitting an appeal after the closing date of 3 January 2003, you will need to include a documented explanation for the late submission. The Committee will only consider an appeal submitted after the specified date if the Committee is satisfied with the candidate's documented explanation for the late submission.