

HOW TO APPEAL AGAINST EXCLUSION

WHAT DO I NEED TO DO

1. Writing your letter (see example of letter format over this page)

- Address your letter to the Registrar (attention: Student Administration Unit academic exclusion appeal)
 - Either typed or written in black or blue ink
 - Explaining
 - what went wrong and how it affected you and your studies
 - what you have done about it
 - what plans you have made to improve the situation

2. Supporting Documentation

Provide evidence to support what you have claimed in your appeal letter. For example letter of support from:

- Registered medical practitioner (the length and severity of illness)
 - Employer
 - Counsellor
 - Psychologist
 - Minister of religion
 - Authorised officer in the emergency services or Australian Defence Force
 - University lecturer
 - Parent/family member
 - If none of the above are appropriate or available, you may provide a Statutory Declaration
- ### 3. If you require assistance with your appeal letter see the staff at the Students' Association
- They will refer you to the UTS Counselling Service if necessary.
Please note: The UTS Counselling Service will generally only provide statements for excluded students who have previously attended the counselling service.

Contact:

The Students' Association can be contacted on (02) 9514 1155 or email students.association@uts.edu.au

WHAT HAPPENS NEXT

- When the Student Administration Unit receives an appeal letter you will receive an acknowledgement email.
- See a Faculty Academic Adviser who will help you choose appropriate subjects should your appeal be successful. The list of academic advisers is available at <http://www.sau.uts.edu.au/managing/advisers.html>
- Pay all fees due

WHEN WILL THE APPEAL DECISIONS BE MADE

- It takes between two to six weeks for an appeal to be considered
- If the appeal is successful, you will continue with your study
- If the appeal is unsuccessful, you must discontinue your studies immediately and ask an Academic Adviser what you should do to improve your chances of being re-admitted.
- To apply for readmission to UTS go to <http://www.uts.edu.au/study/> to see details of application processes.

Application details are available from the UTS Student Centres - telephone 1300 ASK UTS.

FORMAT OF A SAMPLE LETTER

Your name
Student Number
Date

The Registrar
University of Technology, Sydney

I wish to appeal against my exclusion from the courseon the following grounds.

Mitigating Circumstances

Outline what affected your performance. Describe what effects these circumstances had on your performance. **Be specific.** You need to show that the cause of your academic difficulties is your personal circumstances and not your ability. If you feel embarrassed about mentioning personal details, you need to seek help from a University counsellor or other professional authority to help you in providing documentation.

Change in circumstances

Show how your situation has changed or how you intend to improve your circumstances, so that your future study will be successful, for example lowering workload, moving back or away from home, a better paying job, working less hours etc.

Yours sincerely,

Signature

Enclosed: documentation wherever possible, eg. medical certificates, doctor's reports, counsellor's letter.