How to Appeal Your Academic Standing of Suspension or Exclusion

This page lists the steps and inclusions for lodging an appeal against a standing level of suspension or exclusion. If you believe your academic standing level has been incorrectly calculated, please email academic.standing@unsw.edu.au.

You must lodge your appeal no later than the deadline advised on your letter of notification of SUSPENSION or EXCLUSION.

1. Complete and submit this Application to Appeal Against Suspension or Exclusion Form (PDF). Full instructions and assistance are on the form.

2. Attach any relevant supporting documentation (all documentation must be original and be in English - you must not submit photocopies).

   Please be aware that if you provided falsified documents in support of your application then this will result in one of a range of penalties, from failure in the course to suspension or exclusion. In some cases, the matter could also be reported to ICAC. As a student you must be aware of your obligations and responsibilities under the Student Code.

3. Attach a typed supporting statement addressing the reason(s) why your academic performance has not been satisfactory, as well as an outline of what steps you will take and what changes you will make to ensure that you are successful in your studies should your appeal be successful. Please refer to this Letter Structure (PDF) for further guidance.

4. You can lodge your appeal:
   - **In Person:** The Nucleus: Student Hub, Level 2 (Entry Level), UNSW Main Library.
   - **By Mail:** STAR - Re-Enrolment Appeals, Student Lifecycle, Level 9, UNSW Main Library, University of New South Wales, UNSW Sydney NSW 2052
   - **By Email:** academic.standing@unsw.edu.au

   **IMPORTANT:** If lodging via email, your appeal must not exceed ONE document and must include your application form, personal statement and relevant supporting documentation.

   As this is your one opportunity to appeal to the Committee for readmission to your program, it is very important that you provide all relevant information and supporting documentation at the time that you submit your appeal. You should contact our office if you are going to have difficulty gathering supporting documentation and information by the appeal deadline.

   Please note, once the Committee have made a decision, there is no further opportunity for you to update your appeal or to have it reconsidered.

What happens next
The Re-Enrolment Appeal committee will consider your appeal two weeks after the appeal submission deadline stated in your appeal.

If you elect to appear before the committee, you must be available at short notice. Ensure that your contact details are clear in your appeal and correct on myUNSW.

Notification of the outcome of your appeal will be sent to your student email account, and personal email address if registered on myUNSW.

If you are currently enrolled in Summer Term but are suspended or excluded, you should continue studying.

**Supporting documentation**

Your supporting documentation must be from a specialist doctor, counsellor, Minister of Religion, or independent third party and clearly outline:

- the date your circumstance(s) began or changed
- how your circumstance(s) were beyond your control
- how your circumstance(s) affected your ability to study
- action(s) you have taken to overcome the circumstance(s).

If your supporting documentation includes a personal statement made on a Statutory Declaration, please be advised that the declaration must be witnessed and signed by a Justice of the Peace, as should verified copies of original supporting documentation. Please be advised that a Justice of the Peace cannot write or provide supporting documentation; they are only permitted to witness and verify documentation.

**Supporting statement**

Your supporting statement must address the reason(s) why your academic performance has not been satisfactory. These reasons may include, but are not limited to, the following:

- academic issues
- medical problem(s)
- employment related problem(s)
- course related problem(s)
- family/personal problem(s).

In addition, the committee also require an outline of what steps you will take and what changes you will make to ensure that you are successful in your studies should your appeal be successful and you be permitted to re-enrol in your program.

If you are in the final year of your degree, please tell us how many units of credit, and which courses you intend to study, in each of your remaining terms in order to complete your degree.

For a guide regarding how to structure your supporting statement, please refer to [this letter structure](PDF).

**How to structure your supporting statement**

Your supporting statement must address the reason(s) why your academic progression has not been satisfactory, as well as the plan you intend to implement to address and resolve these issues. Your supporting statement should briefly address the issue(s) which negatively impacted on your academic progression.

The reason(s) for your unsatisfactory progress may include, but are not limited to, the following:

- Academic issues
- Course related problem(s)
• Employment related problem(s)
• Family and/or personal problem(s)
• Medical problem(s).

More importantly, however, you should provide an explanation of how you have (or intend to) resolve the problem(s), or address the issue(s), so that your studies will not be affected in the future.

Whilst the Re-enrolment Appeal Committee are interested in the reason(s) for your poor academic progression in the previous term(s), they are primarily concerned with what steps you will take and what changes you will make (as well as the changes you have already made) to ensure that that your studies will not be affected in the future should your appeal be successful.

Some examples might include:

• If you state that you worked too much and this negatively impacted on your studies, the Re-enrolment Appeal Committee will want to see how you have addressed this. For example, you may intend to work less hours next term to enable you to dedicate more time to your studies. If this is the case, however, then you will also need to address how you plan to financially support yourself if you are to work less.

• If you state that you experienced health issues and this negatively impacted on your studies, the Committee will want to see that you have addressed this by engaging with a medical practitioner (e.g. doctor, psychologist, university counsellor) for advice and treatment. For example, you might make regular appointments with your medical practitioner for ongoing treatment to address your health issues. However, if this is the case, the Re-enrolment Appeal Committee will also require a letter from your medical practitioner which outlines their professional opinion regarding your ability to study.

The Re-enrolment Appeal Committee want you to demonstrate that you have carefully considered and acknowledged the reason(s) why you have not made satisfactory progress. It is important for you to acknowledge the cause(s) for your lack of progress so that you can implement changes to improve your performance.

If you are in the final year of your program, the Re-enrolment Appeal Committee would also like you to tell us the number of units of credit you have remaining, as well as which courses you intend to study in each of your remaining terms.

For a guide regarding how to structure your supporting statement, please refer to this letter structure (PDF).

FAQs

Here you will find answers to frequently asked questions about suspension and exclusion.

My results are withheld (WC/WD) and my academic standing is Suspension/Exclusion. Should I appeal?

Yes, unresolved results can lead to an academic standing of suspension or exclusion. If the withheld result becomes a passing grade, your academic standing is recalculated and may become something other than Suspension or Exclusion.

Because resolution of results can take some time, if you are in this situation, you should assume that your academic standing is Suspension or Exclusion and lodge an appeal.

Is there any advantage in appearing before the Re-Enrolment Appeal Committee?

You have the right to appear before the Re-Enrolment Appeal Committee of the Academic Board, although the Committee will only consider information provided in your written appeal. As the Committee cannot consider new
information introduced at interview, you need to make your written appeal as comprehensive as possible. If you wish to appear before the Committee, you must clearly indicate this in your appeal.

The Committee’s decision is final. There is no further right of appeal within UNSW.

If I am suspended or excluded can I study a different program?

No, academic standing is determined at the career level i.e. at the undergraduate/postgraduate level. As a result, if you are suspended or excluded from one program, you cannot apply to study another program during the period of suspension or exclusion.

If I am currently enrolled in Summer Term but am suspended or excluded, should I continue studying?

Yes, but please be aware that successful completion of the Summer course(s) will not be considered by the Re-Enrolment Appeal Committee and will have no bearing on the outcome of your appeal.

I am an international student visa holder, how does my academic standing affect my student visa?

Standard 8 of the National Code requires that all international student visa holders who are not achieving satisfactory progress in their program of study be given 20 working days in which to access UNSW’s complaints and appeals process.

Following the appeals process, an international student visa holder whose appeal has been unsuccessful will be reported to the Department of Home Affairs in accordance with Standard 9 of the National Code for failure to achieve satisfactory progress in their program of study.

For further advice on how your academic standing may affect your international student visa, please email international.student@unsw.edu.au

I have also been terminated for exceeding the Maximum Repeat Fails for the same course/or course rule. Do I need to submit separate appeals?

If you choose to appeal your Suspension/Exclusion and Termination, you are only required to lodge one appeal. You should complete the Application to Appeal Against Termination of Program – Maximum Repeat Fails form.

Your appeal should address the circumstances which prevented you from maintaining satisfactory progress, as well as those which prevented you from passing the same course/or course rule multiple times.

When will I be notified of the outcome of my appeal?

You will be notified of the outcome of your appeal approximately two weeks after the appeal submission deadline stated in your Academic Standing letter.

How to improve your academic performance

These support services can help you improve your academic standing.