APPLICATION TO APPEAL AGAINST SUSPENSION OR EXCLUSION

Lodge via email: academic.standing@unsw.edu.au (your appeal and supporting documentation must be merged into one document)
Deadline: No later than the deadline advised in your letter of notification of Suspension or Exclusion, otherwise there is no guarantee that your appeal will be considered.

WHEN TO USE THIS FORM

If you have been Suspended or Excluded from your studies as a result of your poor academic standing and wish to appeal, then you should use this form. Information regarding Academic Standing and how to appeal is outlined here.

Instructions:
• Complete all required details below and overleaf
• Attach typed Supporting Statement for Section 2 (for a guide as to how to format your statement, you should refer to the Letter Structure)
• Sign the Declaration overleaf: you must read the Declaration before signing
• All documentation that you lodge must be either original or certified and must be in English
• You must lodge your appeal no later than the deadline advised in your letter of notification of Suspension or Exclusion.

Information you should know:
You will be notified of the outcome of your appeal approximately two weeks after the appeal submission deadline stated in your Academic Standing letter.
If you are undertaking Summer Term courses, you should be aware that successful completion of these courses will not be considered by the Re-Enrolment Appeal Committee and will have no bearing on the outcome of your appeal.
Notification of the outcome of your appeal will be sent to your current mailing address as registered on myUNSW and emailed to your student email account. Please ensure that your mailing address is kept up to date on myUNSW.
You should note that the Committee will seek advice and recommendations from your Program Authority regarding this application.
The Committee's decision is final; there is no opportunity to re-appeal or provide additional information once a decision is made.
The University offers support to students to assist them to evaluate their position. There are a number of Student Support Advisors available who can advise you and provide personal support through the process. You can book an appointment with a Student Support Advisors here. If you are an International Student Visa Holder you may contact an International Student Advisor through International Student Experience Unit here.
If you require further information, please email academic.standing@unsw.edu.au

ATTENTION STUDENT VISA HOLDERS:
Under Commonwealth legislation, the University is obliged to report student visa holders who have been Suspended or Excluded under Academic Standing procedures to the Department of Home Affairs following the finalisation of the appeal process.

PERSONAL DETAILS

Family Name:   Student ID:   
Given Name:   Student Visa Holder:   ☐ Yes ☐ No
Date of Birth:   Mobile Phone Number:
Mailing Address:
Personal Email Address:

OUTSTANDING APPLICATIONS

Have you submitted applications for “Fee Remission” or “Review of Results” for the current Term?
Fee Remission:   ☐ Yes ☐ No   If yes, please list course/s:
Review of Results:   ☐ Yes ☐ No   If yes, please list course/s:
Are you sitting a Supplementary Exam for the current Semester?   ☐ Yes ☐ No   If yes, please list course/s below and date of exam/s.
SECTION 1

Grounds on which appeal is based (please tick):
☐ the University did not act in accordance with the relevant Regulations and/or Procedures in the assessment process and there is evidence of material irregularity or administrative error
☐ my performance was adversely affected by illness or other circumstances that I was, for good reason, unable to make known to the University via the appropriate Special Consideration procedures.

SECTION 2

In addition to this form, you must provide a typed supporting statement, outlining the grounds for your appeal. Your statement should address the reasons for your poor performance and how you have, or intend to, rectify these issues so that your studies will not be affected in the future (i.e. 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).

These reasons may include, but are not limited to the following: Medical problem/s, Family/personal problem/s, Employment related problem/s, Academic Issues.

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

• Date your circumstance(s) began or changed;
• How your circumstance(s) were beyond your control;
• How your circumstance(s) affected your ability to study;
• The 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.

IMPORTANT: 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.

PRIVACY

Personal information collected on the application form or supplied by you to UNSW is treated in the strictest confidence in accordance with relevant privacy legislation and guidelines. The information collected is used primarily for the purpose of assisting the University to make an informed decision on your case.

DECLARATION

I have read and understood the guidelines and advice on this application form. I certify that all information, including supporting documentation and certificates, are correct. I hereby authorise the University to contact the professional authority concerned for the purpose of verifying any information he or she supplied. I acknowledge that the University will, where appropriate, advise the relevant Commonwealth government authority of the outcome of this application. In signing this form, I understand that the details are protected by the Privacy and Personal Information Protection Act 1998 (NSW).

Student Signature: _____________________________ Date: ___________________________

Application forms not signed by the student will not be accepted.