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Global
University

APPLICATION TO APPEAL AGAINST SUSPENSION OR EXCLUSION

In Person: The Nucleus: Student Hub, Level 2 (Entry Level), UNSW Main Library.

By Mail: STAR - Re-Enrolment Appeals,
Student Administration, Lower Ground Floor, Chancellery Building,
University of New South Wales, UNSW Sydney NSW 2052

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 described at the following website:

<https://student.unsw.edu.au/academic-standing>

Instructions

- Complete all required details below and overleaf
- Attach typed statement for Section 2.
- 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

The Re-enrolment Appeal Committee will consider your appeal in the first two weeks of February, in the meantime, you should continue to attend class until the outcome of your appeal is finalised.

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 Educational Support Advisors available who can advise you and provide personal support through the process. Educational Support Advisors can be contacted at advisors@unsw.edu.au

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: <input type="checkbox"/> Yes <input type="checkbox"/> 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 Semester?

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

OFFICE USE ONLY

_____		_____
Title	Given Name/s	FAMILY NAME
_____		_____
Program Code		Student ID
<input type="checkbox"/> SUSPENSION		<input type="checkbox"/> EXCLUSION
Date: _____	Time: _____	<input type="checkbox"/> DOMESTIC
Confirmed <input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> INTERNATIONAL

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 personal 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.

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 (e.g. from a specialist doctor, counsellor, Justice of the Peace, Minister of Religion) that clearly outlines the following:

- 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;
- what action(s) you have taken to overcome the circumstance(s).

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.

OFFICE USE ONLY

DECISION:	<input type="checkbox"/> SUSPEND	<input type="checkbox"/> EXCLUDE	<input type="checkbox"/> READMIT
REASONS/COMMENTS			