

MAP STAGE 3

Academic Appeals Kit

This booklet is designed to help guide students through the process of making a Show Cause (MAP Stage 3 Monitoring Academic Progress - Consideration for Exclusion) appeal.

The Student Guild can help you understand and navigate University policy, correspondence, and decisions.

Use this guide to work through your Show Cause (MAP Stage 3) appeal independently, or make an appointment for support from a UniSC Student Guild Advocacy Officer.

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AdvocacyStudentGuild@usc.edu.au

The University of the Sunshine Coast acknowledges the Traditional Custodians of the land on which we live, work and study. We pay our respects to local Indigenous Elders past, present and emerging and we recognise the strength, resilience and capacity of all Aboriginal and Torres Strait Islander people

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First Steps

Don't panic. We are here to help.

What does it mean to Show Cause?

Because your academic performance has not improved while on monitored enrolment (MAP Stage 2), you are being considered for exclusion from your studies for 12 months (MAP Stage 3).

If you have evidence to show that special circumstances impacted your academic progress, you can choose to Show Cause, which essentially means 'appeal' the decision as to why you should not be excluded and should be allowed to continue your studies.

Your Show Cause needs to detail your circumstances and how this impacted your academic performance. You'll need to include relevant supporting documentation as well as what steps you are taking to remedy the situation.

Understanding timeframes

It is extremely important that you make note of due date you need to submit your Show Cause by. This information will be in the email you received from the University. Your Guild Advocate will also need this information at the intake interview or phone call interview if you are seeking our support.

If you are managing your own appeal, please put this due date in your phone/diary as a reminder. It can be an overwhelming experience gathering your supporting documents and this date can slip past easily if you are not mindful of it.

If you are making an appointment with the Advocacy service, please be aware that appointments fill quickly during end of year appeals. Make an appointment as soon as you can to ensure your submission is managed within your timeframe.

Making an appointment with the Student Guild for support

You can make an in person, email or phone appointment via email at AdvocacyStudentGuild@usc.edu.au or phone 5456 3742.



Tips for completing the Show Cause Response

When completing your Show Cause response, it is important that you:

- fully explain the circumstances that have affected your capacity to study and how this impacted your academic performance,
- provide evidence of special circumstances (eg medical certificates),
- provide evidence that you have completed the activities specified in your previous Academic Improvement Plan/s, and/or what you did to meet any conditions imposed on your enrolment, and
- outline your study goals, explaining why you want to continue your study, and how you plan to improve your academic performance.

Please describe the circumstances that impacted on your academic performance:

Identify the non-academic problems or issues affecting your studies. This is where you explain what has been happening in your life and how it has impacted your capacity to study. This is where you refer to your supporting documents, such as the assistance you may have received from Student Wellbeing, your GP or other support services (see list of potential supporting documents on Page 9).

What action/s did you take to improve your academic performance when you were previously placed on MAP 2 Monitored Enrolment?

The focus here is to outline how you tried to overcome the circumstances that contributed to you previously being placed on Monitored Enrolment (MAP stage 2).

Provide details of the steps you are actively taking to overcome these challenges. Provide supporting documentation to support your claims. (see list of potential solutions on Pages 7-8).

If you are permitted to continue studying, what action/s will you take to improve your academic performance?

This is where you should reflect on what worked and what didn't from the above section and add additional steps you will take to improve your academic performance if you are not excluded. These successful learning strategies may assist with your response.

Issues & Potential Solutions

MEDICAL / HEALTH ISSUES

Examples:

- a physical or mental health condition

Possible Solutions:

- registering with UniSC AccessAbility Services
- engaging with a internal or external support group
- engaging with UniSC Student Wellbeing / Counselling
- seeking medical assistance

PERSONAL ISSUES

Examples:

- loss of a close family / friend
- on-going legal issues
- victim of crime

Possible Solutions:

- seeking legal advice
- engaging with UniSC Student Wellbeing / Counselling

EMPLOYMENT / FINANCIAL ISSUES

Examples:

- workplace harassment
- loss of hours / contract
- facing bankruptcy
- increased financial obligations

Possible Solutions:

- lodging a complaint with Fair Work
- seeking support from a financial counsellors
- engaging in budgeting workshops
- consolidating debt / debt management
- new employment
- applying for centrelink payments

FAMILY / DOMESTIC ARRANGEMENTS

Examples:

- increased caring responsibilities or family obligations
- relationship issues or breakdown
- domestic violence
- housing instability
- access to study resources

Possible Solutions:

- engaging with UniSC Student Wellbeing / counselling
- engaging with a domestic violence support service
- securing stable housing
- securing childcare
- seeking tenancy support from QSTARS or the RTA
- applying for hardship bursaries to purchase study equipment
- accessing 24hr computer labs

Supporting Documents

Medical & Health:

Medical certificates, letters from counsellors, psychologists or disability support officers.

Personal:

Statutory Declaration, copy of police reports, court documents or letters from lawyers, death certificate, letters from doctors, counsellors or psychologists.

Work & Financial:

Letter from centrelink, payslips, emails or letters from an employer, letters from debt collection agencies, correspondence with financial counsellors.

Family:

Letters from counsellors or doctors, proof of centrelink carer payment, letters of support from family members, close friends or work colleagues.

Housing & Accommodation:

Rental agreement, letter from real-estate, proof of address.

Transition:

Letters from doctors, counsellors or psychologists, transcripts from previous TAFE courses, support networks/social groups you have joined.

Academic:

Details of correspondence showing if you have asked for help, contacted your lecturers/tutors or used any UniSC services. This can include emails, appointment times/notices. Proof of academic ability and past academic achievements such as certificates and diplomas.

Support Services

University Services

There are a range of different support services for students to access free of charge. Visit [services and support](#) for a list of what's on offer and how to connect with that service. These [successful learning strategies](#) may also assist.

If you have engaged with a support service offered by the University, we suggest you make contact with that service to help you with gathering supporting documents.

UniSC also have a special team – the [Student Success team](#), dedicated to helping you develop an Academic Improvement Plan for your individual circumstances.

Student Guild Services

Advocacy Service

 07 5456 3742

 AdvocacyStudentGuild@usc.edu.au

- Academic misconduct
- General misconduct
- Placement issues
- Appeals and review applications
- Show cause applications
- Final grade reviews
- Course progression issues

Welfare Service

 WelfareStudentGuild@usc.edu.au

- Budgeting workshops
- Emergency Food Bank.
- Referrals to student clubs and societies
- Tenancy advice
- Referrals to free Legal advice