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University

# APPLICATION TO APPEAL AGAINST TERMINATION OF PROGRAM – MAXIMUM REPEAT FAILS

**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.progression@unsw.edu.au](mailto:academic.progression@unsw.edu.au)

**Deadline:** No later than the deadline advised in the Notification of Termination emailed to you, otherwise there is no guarantee that your appeal will be considered.

## WHEN TO USE THIS FORM

If you have been Terminated from your studies as a result of failing a course or course rule for the fourth time and wish to appeal, then you should use this form. Information regarding Academic Progression and the appeal process is described at the following website:

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

### **Instructions:**

- Complete all required details below and overleaf
- Attach typed statement for Section 2
- Read and sign the Declaration overleaf
- All documentation that you lodge must be either original or certified documentation and must be in English
- **You must lodge your appeal no later than the deadline advised in your Notification of Termination.**

### **Information you should know:**

You will be notified of the outcome of your appeal two weeks after the appeal submission deadline stated in your Notification of Termination.

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. For domestic students, Educational Support Advisors can be contacted at [advisors@unsw.edu.au](mailto:advisors@unsw.edu.au). If you are an International Student Visa Holder, you may contact an International Student Advisor through Student Development International at [international.student@unsw.edu.au](mailto:international.student@unsw.edu.au).

If you require further information, please email [academic.progression@unsw.edu.au](mailto:academic.progression@unsw.edu.au)

### **ATTENTION STUDENT VISA HOLDERS:**

Under Commonwealth legislation, the University is obliged to report student visa holders who have been Terminated 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"?

Fee Remission:  Yes  No If yes, please list course/s:

I am also appealing my Academic Standing level of Suspension or Exclusion?

Academic Standing:  Yes  No

If yes, please tick relevant Academic Standing level:  Suspension  Exclusion

**OFFICE USE ONLY**

_____ <b>Title</b> <b>Given Name/s</b>		<b>FAMILY NAME</b>	
_____ <b>Program Code</b>		_____ <b>Student ID</b>	
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 performance and how you have rectified, 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 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) was beyond your control;
- how your circumstance(s) affected your ability to study;
- what action(s) you have taken to overcome the circumstance(s).

If you sought advice from your Course Authority and/or Program Authority, your statement should also include the following (with supporting documentation):

1. Confirmation you met with your Course Authority after failing the course or course rule twice to seek academic advice prior to enrolling in the next semester
2. Confirmation you met with your Program Authority after failing the course three times to discuss your suitability to the program prior to enrolling in the next semester
3. Details of the advice given by your Course Authority and Program Authority
4. What action you took to follow the advice given by your Course Authority and Program Authority
5. If you were unable to follow the advice given by your Course Authority and Program Authority, provide the reasons for this
6. If you were given a further opportunity to complete the course or course rule, what have you already done/would you do differently to ensure successful completion of the course or course rule?

**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.

**DECLARATION**

I have read and understood the guidelines on this application form. I certify that all information, including supporting documentation is 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 these 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.**