# SUPRA template 2Application for review against exclusion

## Use this template to start writing your application to your faculty to review a decision to exclude you from your degree

Your Name
SID
Degree
Your faculty

Date

Application for Review – write the name of your faculty e.g. Faculty of Arts and Social Sciences

To whom it may concern,

**Step 1:** **Introduction.** State you are submitting a review against the decision to reject your show cause application.

**e.g.** ‘I am a student in the [name of course] and am writing to review the decision of the faculty to exclude me from my course …’.

**Step 2:** **State your understanding of why the faculty excluded you** (It should be summarised in the letter notifying you of the exclusion.)

**e.g.** ‘I understand the faculty excluded me because …’.

**Step 3:** **Outline why you disagree with the faculty decision** or explain in greater detail the points you made in your show cause response, if you feel the faculty didn’t understand. If there are points in the exclusion letter from the faculty you must address these.

**e.g.** ‘I ask the faculty to consider further information about the circumstances affecting my studies … I do not believe the faculty considered all the factors affecting my academic performance before I was excluded, because …’.

**If you were excluded because you did not submit a show cause response by the deadline**, you must explain why you did not meet the deadline and then outline all your reasons to show good cause. Refer to our [Show Good Cause letter template](https://supra.net.au/wp-content/uploads/Template-show-cause-letter.docx) [update link]. The faculty will consider your grounds for not submitting by the deadline and your grounds for show cause as your appeal.

**Step 4:** **Conclusion.** Write a paragraph that ties all of your arguments together. State your commitment to the course, why you wish to continue.

**e.g.** ‘I believe I have demonstrated above that my academic performance has been affected by exceptional circumstances, and I am capable of better academic performance in different circumstances. I am confident if I am permitted to re-enrol, I will demonstrate I am a capable student. I look forward to your response.’

Yours sincerely,

[Your Name]

## Include your attachments

List supporting evidence in the order it is referred to in your letter. Even if you have attempted to show cause before, you can attach additional supporting documents, e.g.:

* faculty letter asking you to Show Good Cause
* your response to the faculty
* faculty letter excluding you from candidature
* letter of support
* medical certificate/s
* Statutory Declaration.

## Remember

* Keep a copy of your letter and supporting evidence.
* Make sure you lodge your appeal to your faculty office within **20 working days** of the decision to exclude you.
* If you miss the deadline or otherwise need an extension [contact us](https://supra.net.au/contact/) for advice immediately.
* If the faculty rejects your review, you have the option of appealing to the University’s Student Appeals Body (SAB). Remember that until you receive a final decision you remain an enrolled student.

Read our articles [Show Good Cause for coursework students](https://protect-au.mimecast.com/s/84ZVCNLJyQUKYA8RCDv843?domain=supra.us2.list-manage.com) and [frequently asked questions](https://protect-au.mimecast.com/s/dlb1COMKzVTVDJjGIOlGwV?domain=supra.us2.list-manage.com) for more information on the Show Good Cause process.

If you would like feedback on your draft letter, our caseworkers will be happy to assist. Please [contact us](https://supra.net.au/contact) as soon as possible, and attach the following:

* your Show Good Cause notifications
* your draft application for review
* any supporting documents
* any relevant correspondence with your faculty.

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