# SUPRA template 3 Student Appeals Body (SAB) appeal

## Use this template to start writing your letter to the SAB to appeal against exclusion

Your Name  
SID  
Degree  
Faculty/school

Date

Academic appeal against exclusion – Student Appeals Body

To the Student Appeals Body,

**Step 1:** **Introduction.** State that you are appealing against a faculty decision to exclude you.

**e.g.** ‘I write to appeal against the decision of the [name of faculty] to reject my application for review against exclusion from the [name of your course].’

**Step 2:** **State your understanding of why the faculty excluded you** and rejected your application for review.

**e.g.** ‘I understand the faculty excluded me and rejected my application for review because …’.

**Step 3:** **Explain why you think the faculty has made the wrong decision.**

You must establish one of these following points for your appeal is to be considered by the SAB. You need to demonstrate a faculty decision was:

* not based on merit
* not procedurally fair and reasonable, taking into consideration all relevant circumstances, and/or
* not made in accordance with relevant [University rules, policies, procedures, local provisions and resolutions.](https://www.sydney.edu.au/policies/)

Breaches can include matters pertaining to special consideration (i.e. illness and misadventure).

**e.g.** ‘I believe the faculty has breached due academic process in considering my case because …’; or, ‘In considering the exceptional circumstances that were affecting me I believe the faculty did not properly consider my situation for the following reasons …’.

**Step 5:** **Conclusion.** Summarise your argument and state your commitment to your degree.

**e.g.** ‘I believe I have taken the steps necessary to overcome the problems I have experienced previously, and I believe if due academic process had been followed I should have been allowed to re-enrol by my faculty. I am confident if I am permitted to re-enrol I will demonstrate I am a capable student. I therefore request the Student Appeals Body hear my appeal.’

Yours sincerely,

[Your Name]

## Include your attachments

List supporting evidence in the order it is referred to in your letter. You can include additional supporting documentation to what was presented in your application to the faculty for review. To make sure it gets considered, explain why it was not presented previously and how it helps to demonstrate that the initial faculty decision was wrong. For example:

* original faculty letter asking you to Show Good Cause
* your response to the faculty
* the faculty letter excluding you from candidature
* your letter of appeal to the faculty and their response
* letter of support
* medical certificate
* Statutory Declaration.

## Remember

* Keep a copy of your letter and supporting evidence.
* Appeals to the SAB are due within **15 working days** of the faculty decision to uphold your exclusion.

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 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 appeal letter
* any supporting documents
* any relevant correspondence with your faculty.

Written by SUPRA Postgraduate Advocacy Service June 2023.