

## Show Cause Appeal Against Exclusion Checklist

### What should I provide?

#### 1. Personal statement

Your appeal must consist of a personal statement outlining the reasons for your poor performance. It should address **all periods** of poor performance, not only the most recent teaching period and should cover the following aspects:

- Causes of unsatisfactory academic performance, e.g. medical issues, personal circumstances, work circumstances, academic reasons, etc.
- Details the impact of the extenuating circumstances on performance. E.g. Affect on attendance, workload, understanding content.
- A concrete and realistic plan to improve performance through either resolution/management of personal/medical/work situations or strategies to improve academic performance. This can include evidence of good academic performance in absence of the extenuating circumstances, showing capacity for improved performance.

#### 2. Supporting documentation

You must substantiate your appeal with relevant and authentic documentation to support your personal statement.

- Provide evidence of the extenuating circumstances that hampered your performance.
- Provide evidence that you have taken action to address the circumstances or that they've improved. *E.g. If you were working too much and will reduce working hours to dedicate more time to study, provide a letter from your employer that supports this.*
- Medical or other health professionals, employers, colleagues, family or friends may be able to provide documentary evidence to support your case.
- Appeals submitted without supporting documentation are unlikely to be successful.
- Documentation in languages other than English must have an official English translation.
- The Special Circumstances page on HiQ website can provide information about types of relevant documentation.

#### 3. Lodging your application:

- Your personal statement and supporting documentation must be attached as a PDF. Do not write the statement in the "Add Notes" field on the application form.
- Statement and documents must be submitted by the due date. You will not be asked to provide further information or documentation. The Committee will only consider what you submit.
- Late applications will typically not be accepted. If you are unable to provide documents by the due date contact [uap@qut.edu.au](mailto:uap@qut.edu.au) before the deadline.

*If you require support, please reach out to the Guild Advocacy Team – [advocacy@qutguild.com](mailto:advocacy@qutguild.com)*