

# MACQUARIE UNIVERSITY

## SHOW CAUSE SUBMISSION - CANDIDATES EXCLUDED

As indicated on your notification of unit results, you are required to show cause why you should be permitted to continue your program of study at Macquarie University.

The Academic Appeals Committee will only approve your re-admission if you demonstrate adequate reason in terms of the Unavoidable Disruption Guidelines for your failure in 2008 (and, if relevant, in previous years) and that you have reasonable prospects of success in your future studies.

If you wish to show cause you should:

- i) complete the attached form and provide answers to questions 1-4 overleaf;
- ii) attach all supporting documents e.g. medical and other certificates;
- iii) make sure that all your material reaches the Academic Program Section by 28 July 2008.  
**Late appeals will only be considered if you can explain to the Committee's satisfaction why you were unable to lodge your appeal by 28 July. It is in your interest to present your appeal early.**

You will improve your submission if you:

- a) include all relevant facts but **keep your submission concise**;
- b) ensure your documents are capable of producing readable photocopies;
- c) write on one side of the paper (**A4 size ONLY**). This sheet is A4;

**DO NOT SUBMIT YOUR SUBMISSION BY FAX UNLESS TIME IS SHORT**

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### GUIDELINES FOR ESTABLISHING UNAVOIDABLE DISRUPTION OF STUDIES

**Unavoidable disruption** of studies is defined as resulting from an event or set of circumstances which:

- could not have reasonably been anticipated, avoided or guarded against by the student AND
- was beyond the student's control AND
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work AND
- interfered with the otherwise satisfactory fulfilment of unit or program requirements.

Circumstances routinely encountered by students would **NOT NORMALLY** be acceptable grounds for claiming unavoidable disruption. Such matters include:

- Routine demands of employment.
- Routine family problems such as domestic tension with or between parents, spouses, and other people closely involved with the student.
- Difficulties adjusting to University life, to the self-discipline needed to study effectively, and the demands of academic work.
- Stress or anxiety associated with examinations, required assignments or any aspect of academic work.
- Routine need for financial support.
- Demands of sport, clubs and social or extra-curricular activities.

Any claim based on these categories would need to show clearly, with appropriate independent documentation, that the student's particular circumstances were so extreme, individually or in combination, as to warrant consideration.

**REMEMBER, THE CLOSING DATE FOR SHOW CAUSE SUBMISSIONS IS 28 JULY 2008.**

**ANSWER THE FOLLOWING QUESTIONS, AND ATTACH ALL SUPPORTING DOCUMENTS (e.g. doctors' certificates, statement from counsellor and any other relevant independent supporting evidence.)**

1. What were the reasons that prevented you from successfully completing your program of studies?  
**NOTE:** If failures in previous years have contributed significantly to your being unable to complete your program, you should explain those failures also.
2. In what ways do you expect your circumstances will have changed or improved in the coming academic year **OR** if they have not changed, how do you intend to deal with your problems so that you can study successfully in the coming year?
3. Do you feel you were under any particular disadvantage when you were admitted to this University? (e.g. any disability, educational disadvantage, long-term illness, etc.) **PLEASE GIVE DETAILS** and state if you were admitted under any education access scheme, e.g. the Lighthouse Scheme.
4. Which of the following people have you consulted about your problems during the year: Academic staff, Dean of Students, University Counsellors, staff of the Student Enquiry Service or of the Centre for Open Education (C.O.E), or any other person? **PLEASE GIVE DETAILS.**

**PLEASE ADD ANY OTHER INFORMATION** that you feel would help the Committee in considering your appeal, and **REMEMBER TO ATTACH ALL RELEVANT DOCUMENTS.** It is **YOUR RESPONSIBILITY** to provide supporting documents: **THE COMMITTEE WILL NOT CONTACT ANYONE ON YOUR BEHALF.**

**Your show cause submission MUST be submitted by 28 JULY 2008.** If supporting documents are not yet available by that date, put in your submission and provide supporting evidence as soon as possible thereafter. **LACK OF DOCUMENTATION WILL CONSIDERABLY WEAKEN YOUR CASE.**

Deliver your submission to the Student Enquiry Service on level 1 of the Lincoln Student Services Building. If you post your submission, address it to:

The Academic Program Section  
MACQUARIE UNIVERSITY 2109

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