



## Appeal to the Division Appeals Committee against Preclusion

This form is to be lodged where you do not agree with the School Committee's decision to discontinue your enrolment in a program (i.e.: to preclude you) due to unsatisfactory progress, and you wish to request that the Division review this decision.

You must lodge this form with the Campus Central Team Leader, as specified in the Notification of Preclusion letter) for consideration by the division appeals committee within TWENTY working days of being notified of the School Committee's decision.

Please turn over for lodgement details and for the relevant policy and procedure on lodging an appeal against preclusion to the Division Appeals Committee.

### Personal Details:

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:			First name(s):						
Family name:									
Date of birth:				Contact No:					

### Program details from which precluded:

Program code:	Program title:
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### Grounds for review: *(Your appeal must be supported by relevant evidence including any action taken by you in response to previous academic counselling.)*

In support of your appeal, please attach the following to this application (and tick to indicate you have done so):

- A letter setting out why you do not agree with the decision to preclude you from your studies.
- A medical certificate.
- A copy of a Record of Interview-Academic Counselling form or any other record following any earlier academic counseling with a Program Director or any other academic staff member, or Learning Connection.
- Other. Please specify: .....
- .....
- .....
- .....

### Student declaration:

I wish to make an appeal against the School Committee's decision to preclude me from my studies on the grounds set out in this form and in the attached documentation.

Student's signature:	Date:
Student's name (print):	



- c. application for re-admission to a program at the same level in the same discipline will not normally be reconsidered for two years
- d. application for re-admission will follow normal procedures and is not guaranteed, and
- e. students who gain re-admission will be classified as new students for the purposes of assessing fees and eligibility for Commonwealth support or assistance

10.4.6 The decision to preclude will be subject to the student's right of appeal (see clause 10.5). If a student does not appeal or an appeal is not upheld, the preclusion will be recorded against the student's program, and will appear on their academic transcript.

10.4.7 A student cannot submit an appeal directly to the Student Appeals Committee under Section 11 of this Manual without the case first being heard by the relevant division appeals committee (see clause 10.5).

## **10.5 Appealing against preclusion**

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- 10.5.1 Division boards will establish a division appeals committee to consider appeals against preclusion from a program. The division appeals committee will be chaired by the Pro Vice Chancellor /Director: Regional Engagement or nominee, and will include:
- a. at least four academic staff representatives from a cross-section of schools in the division, or in the case of the Centre for Regional Engagement, appropriate discipline representation
  - b. the relevant Division Manager or nominee
  - c. a representative from UniLife, or in the case of transnational students a representative of the UniSA partner institution.
- 10.5.2 Students wishing to appeal against preclusion must lodge an appeal in writing on the standard form to Campus Central, within 20 working days from the date specified in the letter notifying the student of the school committee's decision to preclude them. Such appeals must be supported by relevant evidence including any action taken by the student in response to previous intervention strategies.
- 10.5.3 The chair of the school committee constituted under clause 10.4 and/or the relevant Program Director will be invited to attend or make a submission to the division appeals committee regarding the decision to preclude the student.
- 10.5.4 Students will be invited to attend the meeting of the division appeals committee to present their case. The student may be assisted or represented at the meeting by:
- a. a representative of UniLife, or in the case of transnational students, a representative of the UniSA partner institution
  - b. any staff member or student of the University
- Where a student is unable to attend the hearing, but wishes to participate, they may do so through teleconferencing.
- 10.5.5 No party will be permitted to have legal representation at an appeals hearing.
- 10.5.6 If the student raises new or additional factors in support of their appeal, the division appeals committee may require the student to provide supporting evidence to the committee within a specified time frame. If the student fails to provide the supporting evidence within the specified time frame, the committee will make a determination on the basis of the original appeal.
- 10.5.7 If the division appeals committee reaffirms the school committee's decision to preclude, the student will be notified of this by registered mail, together with the circumstances under which a further appeal against the decision may be lodged under Section 11 of this Manual.
- 10.5.8 Students may continue their program of study pending the outcome of an appeal, unless the University considers that to do so places the student at risk. In these cases, appropriate documentary evidence must be maintained on the student's file in Campus Central.
- 10.5.9 Should the student's appeal be denied, their current enrolment will be amended accordingly.
- 10.5.10 A copy of all correspondence, and any other relevant documentation pertaining to a student's appeal process, must be retained on the student's file in Campus Central.

*An appeal to the Student Appeals Committee is to be lodged by completing the Appeal to Student Appeals Committee against Preclusion form, located at <http://www.unisa.edu.au/student/forms/default.asp>.*