



# Appeal to Student Appeals Committee against Preclusion

This form is a request to the Student Appeals Committee to review the decision of the Division Appeals Committee to preclude you from your studies, following Academic Review, on the grounds that:

- a) evidence is now available that supports your previous claims made in defence of your case. The evidence must be from the time period up to the date the case was heard by the Division Appeals Committee, and must not have been available at the time the decision was made; or
- b) the policy and/or procedures for academic review (Section 10) were not correctly observed.

This form can only be lodged where you have already lodged an appeal with the Division Appeals Committee and you are dissatisfied with the decision.

You must lodge this form (with supporting documentation attached) with the Director: Student and Academic Services Unit within TWENTY working days of the notification of the decision of the Division Appeals Committee to preclude you.

Please turn over for lodgement details and for the relevant policy and procedure on appealing against preclusion.

### 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:  |  |  |  | Family name:  |  |                |  |  |
| First name(s):   |  |  |  |               |  | Date of birth: |  |  |
| Contact No:  |  |  |  | UniSA e-mail: |  |                |  |  |

### Program and course details:

|               |                |
|---------------|----------------|
| Program code: | Program title: |
| Course code:  | Course title:  |

### Grounds for review:

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

- A letter setting out the grounds for review. The grounds for review must include the basis upon which the process for Academic Review was not followed, as per point (a) above, **or** any new evidence which was not available at the time the Division Appeals Committee considered the matter, as per point (b) above.
- A copy of your earlier Appeal to the Division Appeals Committee against preclusion submitted to the Division Manager (via Campus Central).
- A medical certificate.
- A copy of a Record of Interview-Academic Counselling form following any earlier academic counseling with a Program Director or any other academic staff member.
- Other. Please specify: .....  
.....  
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### Student declaration:

I wish to make an appeal on the grounds set out in this form against the Division Appeals Committee's decision to reaffirm the decision of the school committee to preclude me from my studies.

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

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## LODGING YOUR APPLICATION

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| <b>With the Director: Student and Academic Services:</b>   |   |
| <b><u>In person</u></b><br>Director: Student and Academic Services<br>Reception<br>Level 1, 101 Currie St<br>Adelaide 5000 | <b><u>By post</u></b><br>Director: Student and Academic Services<br>University of South Australia<br>GPO Box 2471<br>Adelaide SA 5000<br><br><b><u>By fax</u></b><br>(08) 8302 2195 |

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## OFFICE USE ONLY

|                                    |                               |              |
|------------------------------------|-------------------------------|--------------|
| Student and Academic Services Unit | <i>Received by (initial):</i> | <i>Date:</i> |
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## Academic Review and appealing against preclusion

Extract from 2009 Assessment Policies and Procedures Manual (section 10: Academic Review), available at <http://www.unisa.edu.au/policies/manual/default.asp>

- 10.1.3 The University identifies unsatisfactory progress as:
- a. failing a course for the second time, or
  - b. failing courses in an academic review period, resulting in a grade point average for that period of less than 2.80, or
  - c. failing a practicum, field or clinical placement, where that failure constitutes failure in the course (see clause 4.5)
- 10.4.5 Where the school committee decides that a student should be precluded, the student will be notified by registered mail that:
- a. they have the right to appeal the decision of the school committee (see clause 10.5)
  - b. their enrolment in the program will be discontinued if the student does not appeal, or their appeal is rejected by the division and the University
  - 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
- A copy of this correspondence must be sent to Campus Central to be retained on the student's file.
- 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.

*A formal appeal to the Student Appeals Committee can only be lodged after an appeal to the division appeals committee has not been successful.*

## **11.1 Grounds for appeal**

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Under clause 11.1.1(c) of the Manual, a student can appeal a:

decision of a division appeals committee to preclude a student following [academic review](#), providing the appeal is based on the grounds that either:

- (i) the policy and/or procedures for academic review were not correctly observed (see Section 10 of this Manual), or
- (ii) evidence is now available that supports previous claims made by the student to support their appeal. The evidence must be from the time period leading up to the date on which the appeal was heard, and must not have been available at the time the decision was made.

## **11.2 Lodging an appeal**

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- 11.2.1 The student must lodge an appeal in writing on the standard form, with supporting documentation, to the Director: Student and Academic Services, within 20 working days from the date specified in the letter notifying the student of the decision against which the student is appealing. Lodgement of all appeals will be acknowledged in writing within two working days.
- 11.2.2 The Director: Student and Academic Services or nominee, will decide whether or not the appeal meets the relevant criteria and will notify the student in writing within five working days of the lodgement of the appeal that:
- a. the appeal has been denied, including the grounds for denial, or
  - b. the appeal has been forwarded to the Student Appeals Committee for consideration.
- 11.2.3 In considering the grounds for appeal, the Director: Student and Academic Services or nominee may refer the case back to the relevant staff member or committee, in order to negotiate a satisfactory outcome for the student. This will not be used to deny a student access to the Student Appeals Committee where they meet the criteria for an appeal, but rather as an effective way to resolve issues locally, before proceeding to appeal.
- 11.2.4 The Director: Student and Academic Services or nominee will report the outcome of their decision to the relevant division and the Student Appeals Committee.
- 11.2.5 The decision of the Director: Student and Academic Services or nominee regarding eligibility for appeal to the Student Appeals Committee will be final. No further avenues of appeal exist within the University.
- 11.2.6 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 retained on the student's file in Campus Central.
- 11.2.7 Should the student's appeal be denied, their current enrolment will be amended accordingly.