

## Show Cause Submission Template

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### Important information to note

This template is designed to help you develop your Show Cause submission.

You should also read 'How to Write your Show Cause Submissions' and watch the video on our Show Cause page.

You must submit your Show Cause submissions within 5 working days of receiving your Show Cause notification or you will be automatically excluded from your course.

Before submitting your application, please send it along with any supporting evidence to SSA Advocacy for a personalised review. Click [here](#) to register and upload your draft as a Word document.

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### [TEMPLATE]

#### 1. Circumstances that have affected my studies

Outline the issues you have experienced and how they have affected your ability to academically perform at your best. You should:

- Not simply list the problems but explain them
- Describe how the circumstances affected your study including performance, attendance, mental health and focus
- Explain what you found challenging about a particular subject
- Set out strategies and resources you've used in the past to try and improve your academic performance
- Start a new paragraph for each challenge raised to make it easier to read

#### 2. Actions taken to overcome these circumstances

Provide details on what you are planning to implement or have implemented to overcome circumstances outlined in point 1. You should provide evidence of strategies, for example:

##### General academic difficulties:

- Contact Student Success Advisors (HE) or Student Success Coach (PAVE) to discuss ideas and strategies to become a better student
- Contact a Learning and Academic Skills (LAS) Advisor to discuss and improve your academic and/or language skills

##### Time management issues:

- Contact a Student Success Adviser (HE) or Student Success Coach (PAVE) to discuss

ideas and strategies to help with time management and returning to studies

- Draw up your own personal study plan to show your dedication and planning for next semester

Physical and Psychological difficulties:

- Confirm you are seeking support from Wellbeing at Swinburne or an independent health/wellbeing provider and give evidence of your appointment
- Request a letter from your health practitioner
- Confirm engagement with AccessAbility services where concerns are long term

### 3. Previous Academic Progress Reviews

Explain if you have previously been At Risk or asked to Show Cause and whether you met the imposed conditions.

OR

Write, "I have not been asked to Show Cause previously."

### 4. Additional relevant information

Discuss your ideal outcome and any goals or aspirations.

Potential outcomes include:

- Taking a Leave of Absence for upcoming teaching periods to resolve issues
- Enrol part-time to manage study load\*
- Continue studying full-time whilst receiving additional support

*\*Where applicable, you must discuss this with the Scholarships Team first as reducing your study load may affect your scholarship status and you must obtain prior approval.*

Potential goals and aspirations to outline:

- Reasons for taking your course
- What you enjoy about your course
- Any progress you have already made on your course
- Your career goals
- Why you are passionate about studying at Swinburne

### 5. Supporting Documents

Having evidence to support your application is key. You should:

- Include as much evidence as possible
- Include your Academic Progress Plan if you have one
- Consider submitting a Statutory Declaration where you are lacking evidence but understand the legal implications of providing a false document (information on the AG website).
- Refer to our 'How to Write your Show Cause Submissions' document for examples of evidence types

Insert Student Name

Insert Student ID

**[END OF TEMPLATE]**

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### **Submitting your Show Cause**

Once your draft has been approved by an Advocacy Officer, submit your Show Cause response by following the instructions in your Show Cause notification letter.

Important note: this form will only accept attachments in a pdf, jpeg, gif, doc or docx format.

Tips for successfully submitting your submission if you run into difficulties:

1. Ensure you complete all required fields on the submission form;
2. Use a Google Chrome browser; and
3. Clear the 'cache' on your internet browser.

Keep a copy of the confirmation email for your records as proof that you met the submission deadline. Please check your junk or spam folder as the email may be filtered there. If you do not receive a confirmation, your application may not have been successfully submitted.

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**Register [here](#) to receive support from the Advocacy Team.**

***Swinburne Student Association***