

Advocacy & Welfare

Exclusion for unsatisfactory course progression

Receiving notification that you have been excluded for unsatisfactory course progression can be stressful and daunting, but we in Advocacy are here to help and happy to assist you appeal. Once you draft your appeal one of our Advocates will be happy to provide feedback on it, we can work on it together until it is ready to submit.

IMPORTANT BEFORE YOU START

- Ensure you check the deadline for your appeal
- Read the email carefully, if there is anything you do not understand, Advocacy can explain this to you
- Start by addressing your response to the Head of School • Explain the purpose of the letter (e.g. I am writing to appeal the exclusion that I received on [insert date])
- Once you have completed your draft appeal, send it to advocacy on advocacy@une.edu.au and we will be happy to provide feedback

Contact us:

Send us an email:
advocacy@une.edu.au

Reach us by phone:
6773 3116



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In your written submission you should explain the circumstances that lead to your current academic results and (most importantly) **focus on what has or will change to improve your performance in future if your exclusion is lifted**. It is a formal letter to the Head of School and should cover three main areas:

1. What you would like the Head of School to allow you to do. For example, continue in your course, reduce your subject load to part-time, or take a leave of absence.
2. Outline the reasons why you have not been successful in your past units. Explain clearly and in detail the circumstances that have affected your studies. If you have supporting documentation or evidence it will be helpful to attach that if you feel comfortable.
3. Explain how you are addressing the circumstances that affected your performance. What steps are you taking to ensure you improve? These need to be achievable and realistic. Be specific.

This might include:

- Working with the Course Advising Team to ensure you have an achievable Course Completion Strategy in place.
- Reducing your study load. UNE expects you to be able to devote 12-15 hours of study toward each unit that you undertake. This means that if you take 4 units you will be studying 48 hours per week.
- Contacting the Academic Skills Office to help with study skills
- Seeking counselling from UNE's CAPS, or the support of UNE's Wellness Centre for help with your study skills if relevant
- Completing a weekly study plan to ensure your success (attach it to your letter)

This gives the university an idea of how much time you are dedicating to study. There are some great planners here

<https://www.une.edu.au/library/students/study-skills/time-management>

