

SHOW CAUSE/ PROGRESS REVIEW SUBMISSION TEMPLATE - PLACEMENT

Below is a template to help you to develop your show cause/ progress review submission. Please ensure you submit your application by the due date or you may be automatically excluded.

We recommend that you discuss your submission with a Swinburne Student Life Advocacy Officer before you make your show cause submission. Contact us for a personal review of your draft before submission, if required. Normally Education students will be requested to show cause if they fail their placement unit. This template has been designed for these students.

WRITTEN SUBMISSION TEMPLATE

1. Describe the circumstances that have affected your studies:

Describe the circumstances that contributed to your placement being discontinued or failed

Identify what issues you have experienced and how those issues have affected your ability to complete your placement.

- Don't just list the problems. Explain how the circumstances affected your study including performance/attendance/mental health/focus.
- Start a new paragraph for each point to make it easier to read.
- *For example:*
 - *other commitments*
 - *placement irregularities*
 - *situations out of your control.*

2. What measures did you put in place in an attempt to resolve the situation?

- Provide details on what you are planning to implement or have implemented to overcome the barriers/circumstances listed in point 1.
- If possible, provide evidence of strategies, for example:
 - General academic difficulties

Contact an Academic Development Adviser (HE) or Student Success Coach (PAVE) and discuss ideas and strategies to improve your studies.

<https://www.swinburne.edu.au/current-students/study-support/back-on-track/academic-adviser/>; <https://www.swinburne.edu.au/current-students/student-services-support/student-success-coach/>



Contact a Learning and Academic Skills (LAS) Advisor to discuss and improve your learning strategies. <https://www.swinburne.edu.au/current-students/study-support/improve-skills/book-appointment/>

- Time management problems

Contact an Academic Development Adviser (HE) or Student Success Coach (PAVE) to discuss ideas and strategies to improve your studies.

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Draw up a study plan to show your dedication and planning for next semester.

- Emotional/Psychological difficulties

Are you undertaking or should speak to someone for support. Wellbeing service at Swinburne is a great place to start

<https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/>

Request a letter from your mental health professional or evidence of upcoming appointment to support your application.

- Placement irregularities

Contact tutor/teacher at first sign of trouble to discuss what to do in future
Maintain regular updates with tutor/teacher

3. Prior Progress Reviews or show cause:

- If you have had a previous show cause notification and are currently on conditions, did you meet the conditions? If not, you need to explain why.
- If you have not had to show cause before simply write "I have not had to show cause previously".

4. Additional information that may assist the progress review committee:

- Discuss your ideal outcome or what you wish to do
 - Take a Leave of Absence for XX teaching periods to save money/ resolve personal issues
 - Go part-time to manage study load better
 - Continue studying full time with ongoing counselling and student coach management.
- Discuss your goals and aspirations
 - Why are you taking this course? What are your career goals? Essentially, demonstrate your passion for the course and Swinburne.

5. Supporting Documentation



Ensure that you support your application with evidence.

- Include as many pieces of evidence as possible to back up your statements
- If you have one, make sure you include your Academic Progress Plan
- You can submit a Statutory Declaration as evidence, details are here:
<https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>
- Types of evidence to consider depending on your circumstances: Medical certificates, appointment confirmations, letters of support, bank statements, payslips, study plans, email communications etc

An Advocacy Officer will be able to assist you to identify evidence if you need help.

Once ready, your application should be submitted via the link:

<https://www.swinburne.edu.au/student-administration/forms/forms/show-cause.php>

Important note: this form will only accept attachments in a pdf, jpeg, gif, doc or docx format. You may need to alter your files to fit these requirements.

Make sure that you keep a copy of the confirmation that your submission has been received to verify you have met the submission deadline.

