

SHOW CAUSE/ PROGRESS REVIEW ONLINE 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

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. Describe anything you have done to overcome these circumstances:

- 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 a Student Coach or the Student Advisors and discuss ideas and strategies to improve your studies.
 - Time management problems

Contact a Student Coach



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/>
Attach appointment confirmation as evidence or letter from your mental health professional
- Placement irregularities
Contact eLA at first sign of trouble to discuss what to do in future
Maintain regular updates with eLA

3. Prior Progress Review Status:

- 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:

- 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 inspirations
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://webforms.swinburneonline.edu.au/app_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.

