

SHOW CAUSE APPLICATION - UNSATISFACTORY ACADEMIC PROGRESS

Read the procedures overleaf before attaching this form to your letter.



THE UNIVERSITY OF QUEENSLAND AUSTRALIA

RETURN THIS APPLICATION TO A STUDENT CENTRE OR POST TO Academic Progress, The University of Queensland, Brisbane Qld 4072

OFFICE USE ONLY
Received at UQ- Date Stamp

DUE DATE: 20 WORKING DAYS FROM DATE OF NOTICE

| | | | | | | | | |
|------------------|-----------|--|--------------|--|--|--|--|--|
| Student Number | | | | | | | | |
| Telephone Number | Area Code | | Local Number | | | | | |

Family Name: _____ First Name: _____ Title: _____

Postal Address: _____ Post Code: _____

Program in which you seek continued enrolment (e.g. BE, BSc/BA)? _____

What semester and year do you want to return to study? _____

Basis of Application

- Attach a detailed letter explaining the grounds on which you believe you should be permitted to re-enrol.
 - describe the factors which led to your refusal of enrolment;
 - explain the steps you have taken to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules; and
 - if you have previously had conditions set by the associate dean under the provisions of these rules, explain how you have satisfied these conditions.
- Sign and date your attached letter of submission.
- Attach all available documentary evidence (e.g. medical certificate, letter from counsellor, notice from employer) to support any claims you make.

UNIVERSITY USE ONLY (Faculty to tick decision box)

1. DECISION OF ASSOCIATE DEAN OF FACULTY (OR DELEGATE) WHO ADMINISTERS THE PROGRAM

| | | | |
|-----------|------|--|-------------------------------------|
| | | Program | |
| Signature | Date | <input type="radio"/> PERMITTED WITH CONDITIONS | <input type="radio"/> NOT PERMITTED |
| | | <input type="radio"/> PERMITTED WITHOUT CONDITIONS | |

Faculty to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

2. FOR DUAL DEGREES ONLY

DECISION OF EXECUTIVE DEAN (OR DELEGATE) OF SECOND FACULTY

| | | | |
|-----------|------|--|-------------------------------------|
| | | Program | |
| Signature | Date | <input type="radio"/> PERMITTED WITH CONDITIONS | <input type="radio"/> NOT PERMITTED |
| | | <input type="radio"/> PERMITTED WITHOUT CONDITIONS | |

Faculty to list below (or attach separately) conditions and timeframes (if any) imposed AND/OR reasons for refusal:

SHOW CAUSE APPLICATION – UNSATISFACTORY ACADEMIC PROGRESS

This form is to be used by students who are currently refused enrolment by The University of Queensland under the Enrolment and Academic Progression Rules (available at www.uq.edu.au/myadvisor/rules).

A. SHOW CAUSE PROCESS

Step 1 Complete the *Show Cause Application*.

Please note:

- In your Show Cause Application, you should:
 - describe the factors which led to your poor academic progress;
 - explain the steps you have taken¹ to remove impediments to your academic performance since you were warned or last refused enrolment under the provisions of these rules;
 - if you have previously had conditions set by the executive dean under the provisions of these rules, explain how you have satisfied these conditions; and
 - provide any relevant supporting documents.
- Assistance in completing your *Application* is available from –
 - the Education and Student Advocate at the UQ Union (jasonc@uq.edu.au); and
 - the Student Centre on your campus.
- Please note that Student Services (Ph: 33651704) is able to assist you to address issues that may have impacted on your academic performance and to develop strategies intended to improve your learning outcomes.

Step 2 Submit application.

- If you were required to Show Cause why your enrolment should not be cancelled in the most recent semester, you must submit your application by the due date indicated in your Show Cause Notice.
- If you were asked to Show Cause to re-enrol in an earlier semester and have interrupted your studies, submit your application for re-enrolment by 5 January (for first semester) or 30 June (for second semester). NOTE: Any applications received after the closing date for enrolment will be processed for enrolment in the subsequent semester.
- As part of considering your application, your faculty may require you to attend an interview.
- You may enrol and continue your studies while your show cause application is being considered.

Step 3 If the executive dean approves your application you will be notified of the outcome. Your access to enrol on mySI-net will be reactivated if necessary (my.uq.edu.au). If you require assistance with your username and/or password, telephone Information Technology Services on (07) 3365 6000.

If the executive dean does not approve your application:

- You will be ineligible to seek re-enrolment until the same semester of the following year unless overturned on appeal.²
- You will be advised in writing of the outcome.
- You will have the opportunity to appeal the decision in accordance with the University's grievance resolution process (www.uq.edu.au/myadvisor/grievance-resolution).

B. FIRST YEAR UNDERGRADUATE STUDENTS OR UNDERGRADUATE STUDENTS CHANGING PROGRAM

- If you have not retained your place in your program, in addition to submitting a Show Cause letter, you need to apply for a place in the program through the Queensland Tertiary Admissions Centre (QTAC).
- To determine whether you have retained your place check the Admission Rules (available at www.uq.edu.au/myadvisor/rules), or contact Admissions Section or your Faculty Office.

C. INTERNATIONAL STUDENTS

If you are an international student, you are reminded that satisfactory progress is a condition of your student visa.



Linda Bird, Academic Registrar

FOR FURTHER INFORMATION CONTACT:

Academic Progression Officer
Telephone: (07) 3365 2600
International: +61 7 3365 2600
Facsimile: (07) 3365 6152
Email: academicprogression@uq.edu.au

¹ For example, you may have reduced your hours of part time employment, developed a study plan in conjunction with a learning advisor to address time management problems, received treatment for a medical condition that had impacted upon your studies, undertaken studies at another institution to improve your knowledge in a particular area of weakness, etc.

² For example, if you were refused re-enrolment for Semester 2 in one year, the earliest you will be able to seek re-enrolment is in Semester 2 of the following year.