



# SHOW CAUSE ONLINE SUBMISSION TEMPLATE

---

**Below is a template to help you with your submission. Please ensure you get your submission in by the due date or you may be automatically excluded.**

**You make your submission to Swinburne Online (SOL) by following the links on your email notification.**

**We recommend that you discuss your submission with an independent Advocate before you submit. You can do this by making a phone appointment with by calling (03) 9214 5445 or preferably by emailing a draft to [advocacy@swin.edu.au](mailto:advocacy@swin.edu.au)**

**This document should be read in conjunction with the Swinburne Student Life document *"Tip Sheet When Writing a Show Cause Submission"*.**

## WRITTEN SUBMISSION TEMPLATE

**Question 1: What were the circumstances that prevented you from making satisfactory progress in your course?**

- Have you met your At Risk conditions? If not, explain why.
- Don't just list the problems. Explain how the circumstances affected your performance/attendance/mental health/focus/etc.
- Start a new paragraph for each point to make it easier to read.

**Question 2: How do you expect that your circumstances and approach to your studies will change if you are allowed to continue in your course?**

- Reading the "Tip Sheet When Writing a Show Cause Submission" document will help you with this section.
- Describe any solutions or protective measures you have in place, or about to put in place, that will help you manage your studies.
- If possible, provide evidence of strategies.
- If the circumstances that affected your studies are no longer an issue, please include details in your submission.



**Question 3: Have you spoken with any individuals or groups, or sought support, for your studies and your progress?**

For example, did you contact:

- Swinburne Online Support (Student Advisors):  
<https://www.swinburneonline.edu.au/current-students/help>
- If you experienced emotional difficulties and had Counselling or therapy (*Attach appointment card as evidence*)

**Question 4: Is there any additional information that may assist your submission?**

- In this section you can also propose your ideal outcome  
For example:  
Take a Leave of Absence for X teaching periods to improve English/save money  
Go part-time to manage study load better
- You could also include in this section details about your goals and aspirations.  
Why are you taking this course? What are your career goals?  
Do you enjoy it? Why? Why do you want to study at Swinburne?
- If you have recently submitted assessments, mention this.
- Include how many hours a week you allocated to your studies.

**If you have not already completed a Learning Success Plan, you should do so here:**

<https://www.swinburneonline.edu.au/node/2099>

**A few final tips:**

- List documents in chronological order
- Include as many evidence as possible to back up your statements.
- Documents need to be original or certified copies.
- You can submit a Statutory Declaration as evidence, more information can be found here: <https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>

**Make sure that you keep a record that your submission has been sent to verify you have met the submission deadline.**

