



# UNILINK AND FOUNDATIONS SHOW CAUSE SUBMISSION TEMPLATE

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**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 [fp-progressions@swin.edu.au](mailto:fp-progressions@swin.edu.au) (Do not use the online Show Cause Submission Form).**

**We recommend that you discuss your submission with an independent Advocate before you submit. You can do this by making a phone appointment 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 for Writing a Show Cause Submission"*.**

## WRITTEN SUBMISSION TEMPLATE

### **Question 1: Describe the circumstances that have affected your studies**

- 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: Describe anything you have done to overcome these circumstances**

- Reading the "Tip Sheet for 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: Prior Progress Review or Conditions

- If you received an At Risk or Show Cause notice in the past teaching period/s outline the steps you took to address this
- Did you engage with an [Academic Development Advisor](https://www.swinburne.edu.au/current-students/study-support/back-on-track/)?  
<https://www.swinburne.edu.au/current-students/study-support/back-on-track/>
- Did you checkout the [study and assessment advice website](https://www.swinburne.edu.au/current-students/manage-course/exams-results-assessment/study-assessment-advice/)?  
<https://www.swinburne.edu.au/current-students/manage-course/exams-results-assessment/study-assessment-advice/>
- Have you been to see the [Swinburne Counselling service](https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/)?  
<https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/>

If you have been to see one of the services listed above, include a copy of the emails or appointment bookings to prove this to the University.

### Question 4: Additional information that may assist the Progress Review Panel

- 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.

#### A few final tips:

- List documents in chronological order
- Include as many pieces of 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 email has been sent to verify you have met the submission deadline.**

