

# SHOW CAUSE ONLINE SUBMISSION TEMPLATE

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This template to help you with your online submission. Please ensure you get your submission in 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 submit. You can do this by making an appointment with an Advocacy Officer 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 for Writing a Show Cause Submission"***

## WRITTEN SUBMISSION TEMPLATE

### 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.
- If you failed a subject multiple times, explain what you found challenging about that particular subject.
- State strategies/resources you've used in the past to try and improve.
- Start a new paragraph for each point to make it easier to read.

### 2. Describe anything you have done to overcome these circumstances:

- It is important that you read the Swinburne Student Life document ***Tip Sheet for Writing a Show Cause Submission*** to help you with this section.
- Provide thorough documentation for this section.
- List what you are planning to do.
- If possible, provide evidence of strategies.

For example:

Language difficulties → LAS Support (*Register and attach proof of enrolment*) <https://www.swinburne.edu.au/current-students/study-support/improve-skills/book-appointment/>



Time management problems → Draw up a timetable to show effort in planning for next semester. Template here: <http://www.swinburne.edu.au/stuserv/self-help/time.htm>  
Emotional difficulties → Counselling/therapy (*Attach appointment card as evidence*)  
<https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/>

### 3. Prior Progress Review Interviews or Probation Status:

- If you have had a previous show cause notification and are currently on probation, did you meet the conditions of your probation? If not, you need to explain why.

### 4. Additional information that may assist the Panel

- In this section you can also propose your ideal outcome.

For example:

Take a Leave of Absence for XX semesters to improve English/save money/ etc.

Go part-time to manage study load better.

- You could also include in this section details about your goals and aspirations.

For example:

Why are you taking this course? What are your career goals?

Do you enjoy it? Why? Why do you want to study at Swinburne?

It is recommended that you fill in and attach the academic progress plan.

For assistance on strategies to take to improve your performance, please refer to the Swinburne Student Life document ***Tip Sheet for Writing a Show Cause Submission***

### 5. Supporting Documentation

- List the documents in chronological order.
- Include as much evidence as possible to back up your statements.
- Documents need to be original or certified copies.
- You can submit a Statutory Declaration as evidence, details are here:

<https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>

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

