



# SHOW CAUSE ONLINE SUBMISSION TEMPLATE

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Below is a 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 Advocate before you submit this document. You can do this by making an appointment with an Advocate by calling 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 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 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:

General academic difficulties → Contact a Student Coach

- Provide details of strategies for success that you discussed



Time management problems → Contact a Student Coach

- Draw up a timetable to show effort in planning for next semester. <https://www.swinburneonline.edu.au/student-success-show-cause>

Emotional/Psychological difficulties → Counselling/therapy

- Attach appointment card as evidence

### **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 teaching periods to save money/ resolve personal issues

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?

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

### **5. Supporting Documentation.**

- List the 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, 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.**

