

I'M TERMINATED

WHAT DOES THAT MEAN?



STUDENT ASSIST
CURTIN STUDENT GUILD

I'M TERMINATED

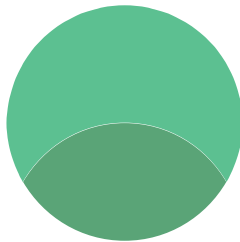
WHAT DOES THAT MEAN?

THIS BOOKLET SETS OUT TO EXPLAIN WHAT IT MEANS TO BE TERMINATED FROM YOUR COURSE, AND WHAT YOU CAN DO ABOUT IT...

WHAT IS ACADEMIC STATUS?

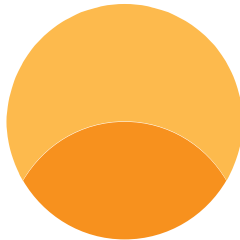
THE BOARD OF EXAMINERS WILL DETERMINE A STUDENT'S ACADEMIC STATUS AT THE END OF EACH STUDY PERIOD.

YOUR ACADEMIC STATUS WILL BE ONE OF THE FOLLOWING:



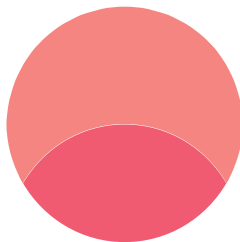
GOOD STANDING

The student is achieving satisfactory course progress and can continue in the course. This status does not necessarily mean that you have passed all of your units.



CONDITIONAL STATUS

The student is at risk of not achieving satisfactory course progress but is permitted to continue in the course. There may be conditions set by the Head of School.



TERMINATED

The student has not achieved satisfactory course progress and is terminated from the course. The student is not permitted to continue in the course without approval from the Academic Registrar.

TERMINATION AFTER ONE STUDY PERIOD

Normally this does not occur. If this applies to you, come and see us to discuss further.

TERMINATION AFTER TWO OR MORE STUDY PERIODS

Student is on Conditional Status in the last semester AND has failed 50% or more of enrolled units or SWA of less than 50, or Failed any unit a second time.

FOR FURTHER DETAILS about how your academic status is determined, please see the "Assessment and Student Progression Manual" at www.policies.curtin.edu.au/findapolicy.

WHAT CAN I DO?

YOUR OPTIONS

AT THIS POINT ALL TERMINATED STUDENTS ARE CONSIDERED **TERMINATED PENDING APPEAL**. ANY STUDENT TERMINATED FROM A COURSE DUE TO FAILURE TO ACHIEVE SATISFACTORY COURSE PROGRESS HAS A RIGHT TO APPEAL THAT DECISION.

DOMESTIC STUDENTS

As a domestic student you have three options:

1. Accept the termination decision and cease studying at Curtin University
2. Accept the termination decision and apply to switch courses
3. Appeal against the termination decision and make no attempt to switch courses

1. ACCEPT TERMINATION AND CEASE STUDYING

If you decide to accept the termination you may decide to:

- Change Universities,
- Pursue alternative educational path,
- Pursue an alternative career, or
- Travel

OR

You may apply for re-admission to the course at Curtin. You will need to demonstrate that your personal circumstances have changed significantly and, if possible, include evidence of relevant work experience or other studies you may have successfully completed since ceasing study in your original course.

2. ACCEPT TERMINATION AND SWITCH COURSE

Termination means you may not continue in your particular course; it does not mean you have been terminated from the University. You may apply to another course within the university. Head down to the Student Services office of your school of interest and enquire about enrolling there.

NOTE:

BE AWARE THAT NOT ALL CURTIN COURSES TAKE NEW ENROLMENTS MID-YEAR

If you have previously switched courses following a termination, certain conditions may apply (please refer to the Assessment and Student Progression Manual).

3. APPEAL TERMINATION. SEE PAGE 5.

ALWAYS CHECK WITH YOUR FACULTY WHICH COURSES ARE AVAILABLE FOR MID-YEAR ENROLMENTS BEFORE CHOOSING TO SWITCH COURSES.

WHAT CAN I DO?



INTERNATIONAL STUDENTS

INTERNATIONAL ONSHORE STUDENTS

As an international student you have three options:

1. Accept the termination decision and cease studying at Curtin, or
2. Appeal against the termination decision and switch courses **WITH RISKS**, or
3. Appeal against the termination decision.

If you are an international onshore student studying within Australia on a student visa and have been terminated from your current course, please be aware that as a consequence of this you are potentially in breach of Student Visa Condition 8202 "Achieving Satisfactory Course Progress".

1. ACCEPT TERMINATION AND CEASE STUDYING

If you accept the termination and do not appeal the decision this will put you in breach of your student visa and Curtin is obligated to inform the Department of Immigration and Border Protection (DIBP). Your student visa will be cancelled and a 3-year exclusion on further visa applications to Australia. You will have to leave the country.

2. APPEAL AGAINST TERMINATION AND SWITCH COURSE **WITH RISKS**

It is your right to apply for admission to a second course at Curtin if you are terminated from a first course.

- If your appeal from the first course is unsuccessful, Curtin is obligated to report to DIBP that you are in breach of your student visa.
- If your appeal from the first course is successful, Curtin is obligated to report to DIBP your change in course. The decision whether or not to cancel your visa is a decision made by DIBP, Curtin has no influence on whatever decision DIBP may make.

THE RISKS OF DOING SO ARE AS FOLLOWS:

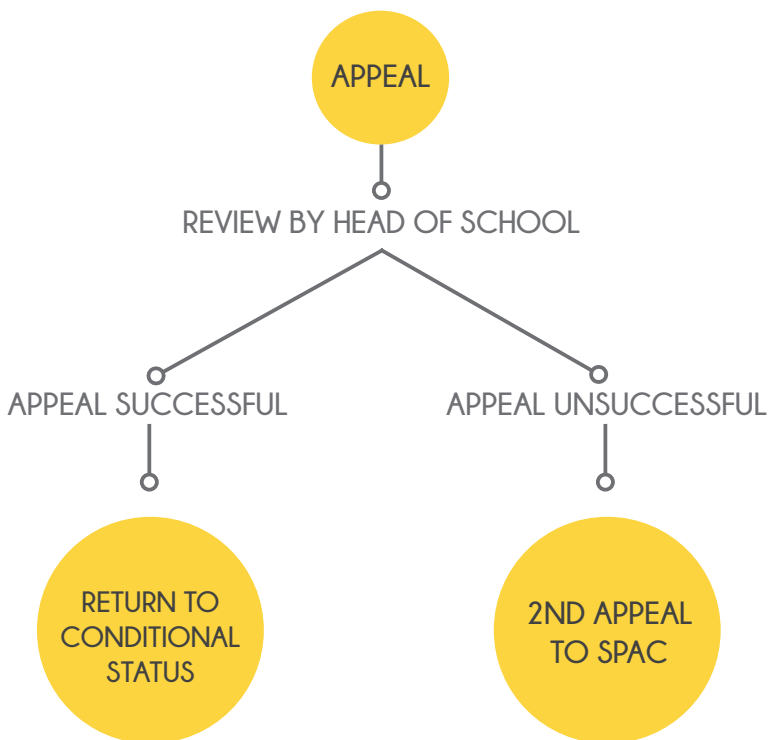
- You risk cancellation of your visa and a three year exclusion being applied by DIBP, irrespective of your admission to a second course.
- If this occurs, you will not be permitted to continue studying at Curtin and risk losing all fees paid for units you were enrolled in in the second course, and
- You will also receive no credit for any uncompleted units at the time your visa is cancelled.

3. APPEAL AGAINST TERMINATION. SEE PAGE 5.

**CURTIN
UNIVERSITY HAS
NO INFLUENCE ON
THE ACTION TAKEN
BY THE DIBP**

HOW DO I APPEAL?

THE APPEALS PROCESS



HOW TO APPEAL BY REQUEST FOR REVIEW

1. Print and complete 'Request for Review of Decision' form:

<http://students.curtin.edu.au/administration/documents/RequestForReviewDecision.pdf>

2. Attach your appeal letter. A sample letter can be found on the last page of this booklet.
3. Attach any supporting documents

4. Submit these documents within 20 working days (i.e. 28 calendar days) from the date of the Official Communication. You can send your appeal via the following methods:

EMAIL: examinations@curtin.edu.au

IN PERSON:

Examinations Office,
Student Central, Building 101
Bentley Campus

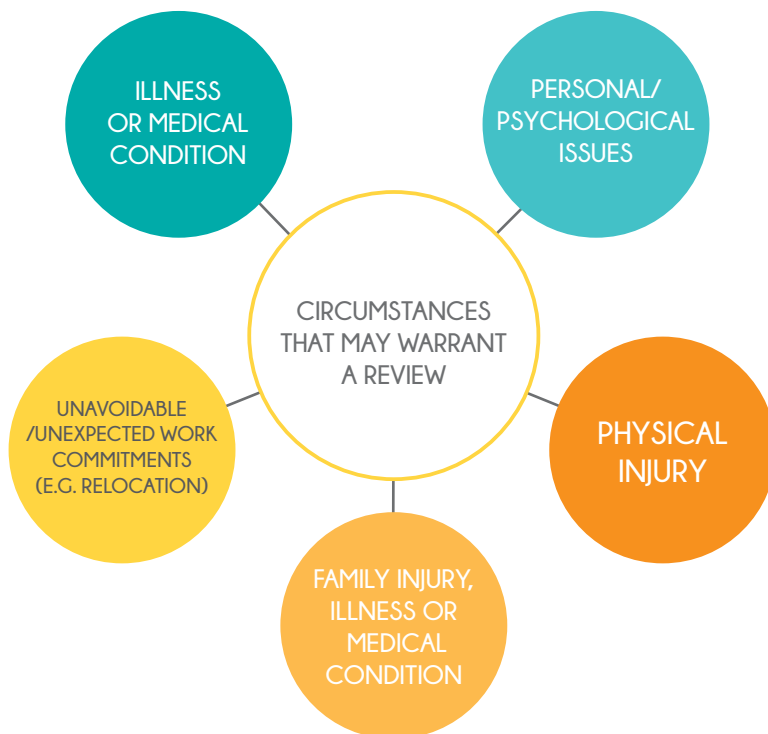
MAIL: Examinations Office,
GPO Box U1987
Perth WA 6845

**CONTINUE TO ENROL IN UNITS AND ATTEND CLASSES
UNTIL FINAL DECISION IS MADE.**

HOW DO I APPEAL?

WRITING AN APPEAL LETTER

STUDENTS APPEALING AGAINST THEIR TERMINATION WILL NORMALLY BE REQUIRED TO DEMONSTRATE THAT THEIR RESULTS HAVE BEEN AFFECTED BY CIRCUMSTANCES OUTSIDE THEIR CONTROL. REMEMBER THAT RELEVANT SUPPORTING DOCUMENTATION MUST BE ATTACHED.



YOU ARE ADVISED TO:

- Show what plans you have/will make to improve your studies,
- Show your commitment to the course, and
- Include your Student ID and course you are appealing for.

Do not include any information that is not relevant to the study period in which you were terminated from your course, for example, any information older than 1 year.

If in doubt on how to construct your appeal letter please refer to *Sample Letter of Appeal*

or alternatively have it reviewed by Student Assist at the Guild.

Once submitted, your appeal will be forwarded to the Head of School who will assess and determine the outcome. You will be notified of the outcome via OCC.

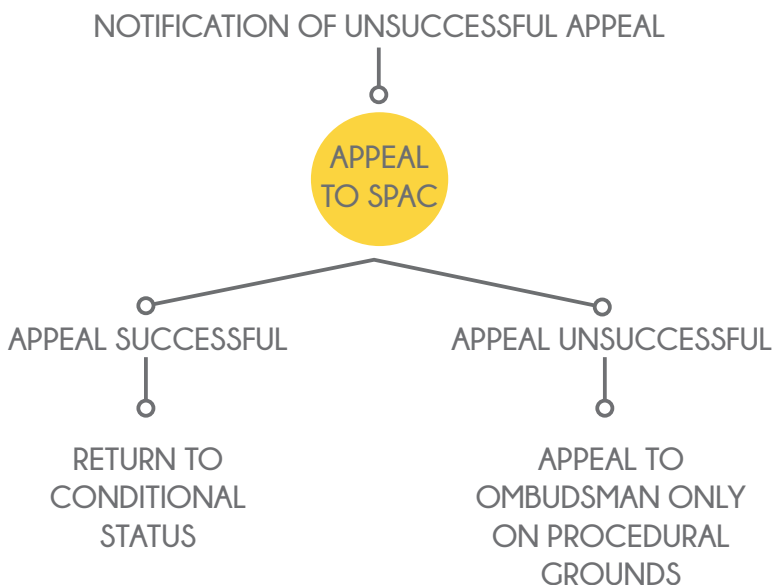
POSSIBLE OUTCOMES

- Termination remains
- Academic status reverts back to conditional (there may be conditions set) and student is able to carry on with course.

WHAT CAN I DO?

MY REQUEST FOR REVIEW WAS UNSUCCESSFUL

IF YOU ARE NOT SATISFIED WITH THE OUTCOME OF THE REQUEST FOR REVIEW, YOU CAN LODGE A FURTHER APPEAL TO STUDENT PROGRESS APPEALS COMMITTEE (SPAC).



SUBMISSION TO SPAC

1. Print and complete 'Appeal to Student Progress Appeals Committee':

<http://students.curtin.edu.au/local/docs/AppealtoSPAC.pdf>

- Documentation submitted with the original Request for Review will be used by the SPAC to assess the appeal.
- Students are only allowed to elaborate on circumstances they have indicated in their original Request for Review. You cannot introduce new issues.
- Have your appeal letter reviewed by Student Assist at the Guild before submission.

- MUST be lodged no later than 10 working days from the date of the Official Communication advising you of the outcome of your request for review by Head of School to:

EMAIL: examinations@curtin.edu.au

IN PERSON:

Examinations Office,
Student Central, Building 101
Bentley Campus

MAIL: Examinations Office,
GPO Box U1987
Perth WA 6845

WHAT CAN I DO?

MY SPAC APPEAL WAS UNSUCCESSFUL

If you are not satisfied with the outcome of the Committee's decision, you can make a complaint to the Western Australia Ombudsman. The Ombudsman is independent and external to the University and does not charge any fees for their services.

Please note that the Ombudsman will normally only consider whether the University has followed its own policies and procedures and whether the handling of your case has been fair and reasonable. The Ombudsman does not make a new decision; however, as a result of an investigation, the Ombudsman may recommend that the University reconsider your case.

You will need to make a complaint in writing if you would like the Ombudsman to examine your case.

CONTACT DETAILS FOR THE OMBUDSMAN ARE:

Phone: 9220 7555 or

1800 117 000 toll free

Email: mail@ombudsman.wa.gov.au

Web: www.ombudsman.wa.gov.au

WHAT TO DO IF YOU HAVE NOT RECEIVED THE OUTCOME OF YOUR APPEAL BY THE START OF THE NEXT SEMESTER

In some cases there may be a delay in processing appeals. If you have not had a response before the commencement of the following semester, you will need to contact the Examinations Office to check on the progress of your appeal. You should also continue to enroll in units and attend classes on a daily basis, pending appeal outcome, so you don't miss out on valuable learning once the course has started.

WHERE YOU CAN GET HELP

STUDENT ASSIST OFFICERS

Provide all students with guidance and feedback when writing your formal letter of appeal and offer any other support as needed.

Bldg 106F

9266 2900 or

1800 063 865 toll free.

reception@guild.curtin.edu.au

STUDENT WELLBEING ADVISERS

Provide all students with guidance and feedback when writing your formal letter of appeal and offer any other support as needed.

Bldg 103,

1800 244 043

studentwellbeing@curtin.edu.au

STUDENT SERVICES OFFICE

For all things administrative, assistance with deadlines, changes of enrolment and study plan issues.

COUNSELLING SERVICES

Can assist you with the personal issues and circumstances that have been impacting on your study.

Bldg 109, Level 2,

9266 7850

Please access the correct forms by following the internet links provided in this booklet, or by visiting your Student Services Office.

SAMPLE LETTER OF APPEAL

LETTER OF APPEAL

Example Only – Do Not Copy

(Take great care in the preparation of your letter – it is important!)

Your Name
Address
Contact Phone Number

Date

Attention: Examinations Office Director, Student Services Curtin University
Kent Street
Bentley WA 6102

Dear Sir / Madam

RE: APPEAL AGAINST TERMINATED STATUS – SCHOOL OF MECHANICAL ENGINEERING

I wish to formally appeal against my present terminated status. In semester one this year I enrolled: (put in specific details about units passed and failed)
i.e. Engineering 101 42% f

During the course of this semester I experienced difficulty. The reasons for my poor performance were: **(explain your past situation briefly and accurately. Order your explanation either chronologically or in order of difficulty).**

I enclose [*name of documentation*] to substantiate my case. **(Attach a copy of a medical certificate, letter from a counsellor/employer etc.)**

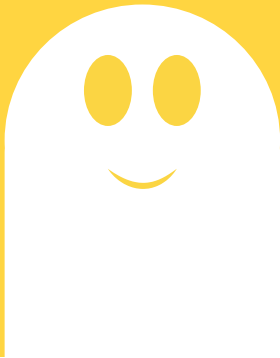
The events that led to my poor past performance will not be repeated **(list the reasons why the events that contributed to your poor performance will not be repeated. In other words, what will be different/better in the future – this part is important so don't skim it).**

I would very much like to be readmitted to my chosen course of study. **(Here explain why you specifically want to pursue your chosen course of study at Curtin).**

I am available for consultation, at any time, on the above phone number.

Yours sincerely,

Your Name
Your Student Number



THIS PUBLICATION IS PROUDLY
BROUGHT TO YOU BY STUDENT ASSIST
AT CURTIN STUDENT GUILD

WWW.GUILD.CURTIN.EDU.AU