

# I've been terminated.

## What now?

CURTIN STUDENT  
**GUILD**



**STUDENT  
ASSIST**

BUILDING 106F  
CURTIN UNIVERSITY  
(08) 9266 2900  
[reception@guild.curtin.edu.au](mailto:reception@guild.curtin.edu.au)  
[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)

# What it means to be terminated.

## YOUR 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 it further.

#### *Termination after two study periods*

The 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.

# Your options:

# domestic students.

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. BOTH DOMESTIC AND INTERNATIONAL STUDENTS HAVE OPTIONS GOING FORWARD.

## OPTION 1

### ACCEPT TERMINATION AND CEASE STUDYING

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

- Change universities,
- Pursue an 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.

## OPTION 2

### SWITCH COURSE

Termination means you may not continue in your particular course; it does not mean that 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: 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).

## OPTION 3

### APPEAL TERMINATION

See page 5.

# International students.

INTERNATIONAL ONSHORE STUDENTS STUDYING WITHIN AUSTRALIA ON A STUDENT VISA, WHO HAVE BEEN TERMINATED FROM THEIR CURRENT COURSE, COULD POTENTIALLY BE IN BREACH OF STUDENT VISA CONDITION 8202 "ACHIEVING SATISFACTORY COURSE PROGRESS". YOU HAVE A RIGHT TO APPEAL YOUR TERMINATION.

## OPTION 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 canceled and a 3-year exclusion period placed on further visa applications to Australia. This means that you will have to leave the country.

## OPTION 3

### APPEAL TERMINATION

See page 5.

## OPTION 2

### APPEAL 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 you to DIBP that you are in breach of your student visa, and
- If your appeal from the first course is successful, Curtin is obligated to report your change of course to DIBP. The decision whether or not to cancel your visa is made by DIBP, Curtin has no influence on this process.

*The risks of doing so are as follows:*

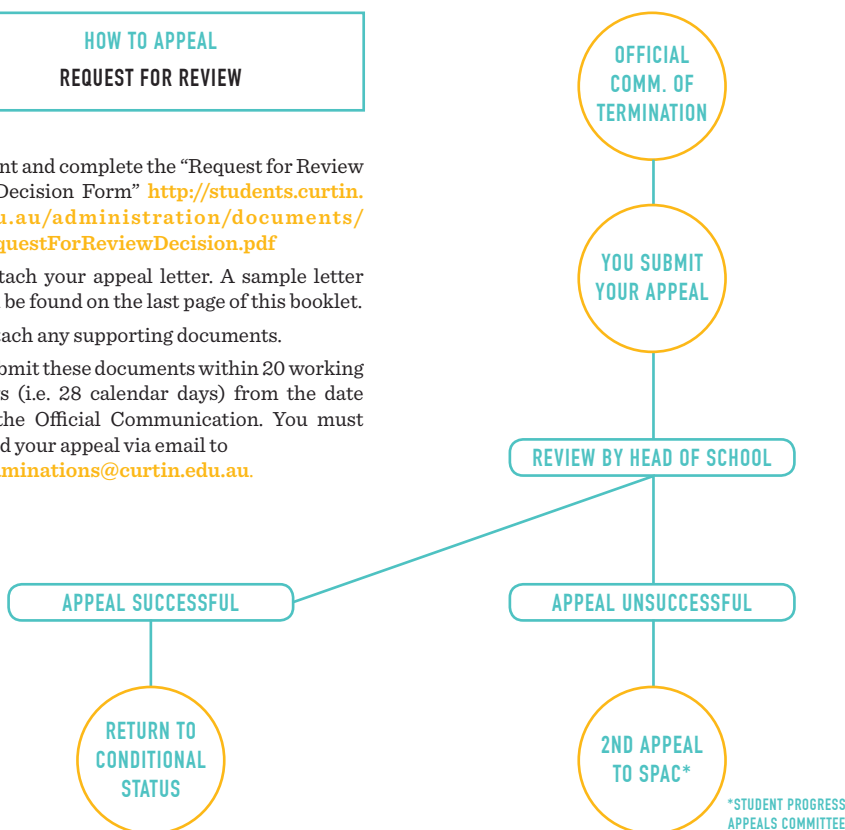
- You risk cancellation of your visa and a three year exclusion being applied by DIBP, irrespective of your admission to a second course.
- If this occurs, you will not be permitted to continue studying at Curtin and risk losing all fees paid for units you enrolled in for the second course, and
- You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

# How do I appeal: the process.

IT IS IMPORTANT THAT YOU CONTINUE TO ENROL IN UNITS AND ATTEND CLASSES AS USUAL UNTIL A FINAL DECISION HAS BEEN MADE. BELOW ARE THE STEP-BY-STEP INSTRUCTIONS TO APPEAL BY REQUEST FOR REVIEW, FOLLOWED BY A DIAGRAM OF THE APPEALS PROCESS.

## HOW TO APPEAL REQUEST FOR REVIEW

1. Print and complete the “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 must send your appeal via email to [examinations@curtin.edu.au](mailto:examinations@curtin.edu.au).



\*STUDENT PROGRESS  
APPEALS COMMITTEE

# How do I appeal: writing the letter.

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

## WRITING AN APPEAL LETTER

### WHAT YOU SHOULD INCLUDE

You should include these points in your appeal letter:

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

Do not include any information that is not relevant to the study period in which you were terminated from your course. This could mean information that is older than one year.

If you are unsure how to construct an appeal letter, refer to the sample letter on page 9, or make an appointment with a Student Assist officer at Curtin Student Guild.

Once submitted, your appeal will be forwarded on to the Head of School who will assess your appeal and determine the outcome. You will be notified of the outcome via the Official Communication Channel (OCC).

#### *Possible outcomes:*

- Termination remains, or
- Academic status reverts back to conditional (with possible conditions) and student is permitted to carry on with course.

## WRITING AN APPEAL LETTER

### CIRCUMSTANCES THAT MAY WARRANT A REVIEW

Here are some examples of circumstances that may have affected your ability to make satisfactory progress in your course.

- Illness or medical condition,
- Personal or psychological issues,
- Physical injury,
- Family injury, illness or medical condition,
- Unavoidable or unexpected work commitments e.g. relocation.

Remember that the circumstances you offer needs to be substantiated with supporting documentation.

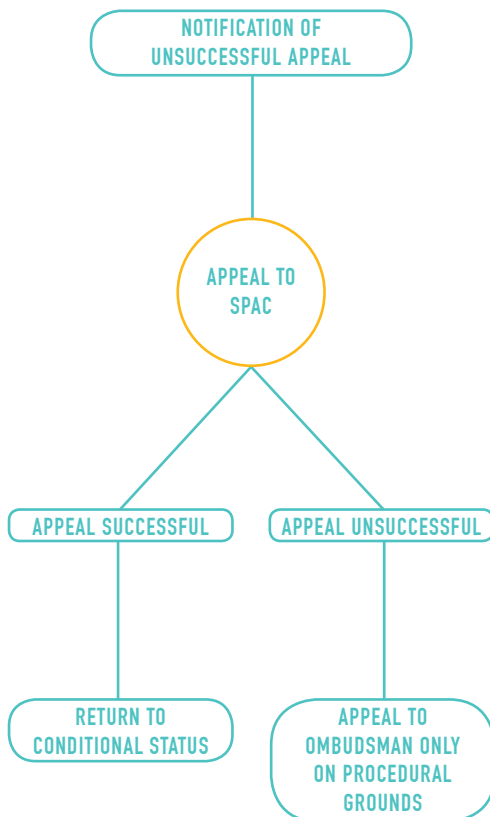
# What can I do: my review was denied.

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

## HOW TO APPEAL SUBMISSION TO SPAC

Print and complete the “Appeal to Student Progress Committee” form <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 on their original Request for Review. You cannot introduce new issues.
- Have your appeal letter reviewed by a Student Assist Officer at the Guild before submission.
- Submit these documents no later than 10 working days from the date of the Official Communication advising you of the outcome of your Request for Review by your Head of School. You must send your submission to SPAC via email to [examinations@curtin.edu.au](mailto:examinations@curtin.edu.au).



# What can I do: SPAC appeal denied.

IF YOU ARE NOT SATISFIED WITH THE OUTCOME OF THE COMMITTEE'S DECISION, YOU CAN MAKE A COMPLAINT TO THE WESTERN AUSTRALIAN 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.

## WESTERN AUSTRALIAN OMBUDSMAN

PHONE: (08) 9220 7555 / 1800 117 000 toll free  
EMAIL: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)  
WEB: [www.ombudsman.wa.gov.au](http://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 enrol in units and attend classes on a daily basis, pending appeal outcome, so that you don't miss out on valuable learning once the course has started.

## EXAMINATIONS OFFICE

PHONE: (08) 9266 4108  
EMAIL: [examinations@curtin.edu.au](mailto:examinations@curtin.edu.au)  
WEB: [www.examinations.curtin.edu.au](http://www.examinations.curtin.edu.au)

## WHERE YOU CAN GET HELP: STUDENT ASSIST OFFICERS

Student Assist Officers provide all students with guidance and feedback when writing your formal letter of appeal, and also offer any other support that is needed.

## STUDENT ASSIST

PHONE: (08) 9266 2900  
1800 063 865 (toll free)  
EMAIL: [reception@guild.curtin.edu.au](mailto:reception@guild.curtin.edu.au)  
WEB: [www.guild.curtin.edu.au](http://www.guild.curtin.edu.au)



# 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 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

CURTIN STUDENT  
**GUILD**



**STUDENT  
ASSIST**

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CURTIN UNIVERSITY  
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[GUILD.CURTIN.EDU.AU](http://GUILD.CURTIN.EDU.AU)