

# I'VE BEEN TERMINATED

## What Now?

CURTIN  
STUDENT  
GUILD



# WHAT DOES "TERMINATED STATUS" MEAN?

## YOUR ACADEMIC STATUS

THE BOARD OF EXAMINERS DETERMINES YOUR ACADEMIC STATUS AT THE END OF EACH STUDY PERIOD. YOUR ACADEMIC STATUS WILL BE ONE OF THE FOLLOWING:



### GOOD STANDING

You are 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

You are at risk of not achieving satisfactory course progress but you are permitted to continue in the course. There may be conditions set by the Head of School. Criteria for being placed on Conditional Status include failing more than 50% of your units in the same study period, failing a core unit, or attaining an SWA of less than 50.00.



### TERMINATED

You have not achieved satisfactory course progress and are terminated from your course. You are not permitted to continue in the course for a period of up to 12 months.



#### 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

You were on Conditional status after the last semester AND failed 50% or more of enrolled units, and/or achieved an SWA of less than 50, and/or you failed any unit a second time.

# YOUR OPTIONS: DOMESTIC STUDENTS.

AT THIS POINT, ALL TERMINATED STUDENTS ARE CONSIDERED **TERMINATED PENDING APPEAL**. THIS MEANS YOU HAVE THE RIGHT TO APPEAL THE DECISION TO TERMINATE YOUR ENROLMENT IN YOUR COURSE. 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,
- Take time off or
- Travel

You may apply for re-admission to the same course at Curtin after a period of 12 months. Some courses will accept re-admissions after a period of 6 months. 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. Re-admission is not guaranteed.

## OPTION 2 SWITCH COURSE

Termination means you may not continue in your particular course for 12 months; it does not mean that you have been terminated from the University. You may apply to another course within the University. Head down to Curtin Connect and enquire about enrolling there.

**\*Note: not all Curtin courses take new enrolments mid-year.**

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

Some courses may not allow you to enrol if you are currently on Terminated status from another course. If this is the case, please contact Student Assist.

## OPTION 3 APPEAL TERMINATION

[See page 5](#)

# INTERNATIONAL STUDENTS.

**INTERNATIONAL ONSHORE STUDENTS STUDYING WITHIN AUSTRALIA ON A STUDENT VISA, WHO HAVE UNSUCCESSFULLY APPEALED THEIR TERMINATION FROM THEIR CURRENT COURSE, COULD POTENTIALLY BE IN BREACH OF STUDENT VISA CONDITION 8202 "ACHIEVING SATISFACTORY COURSE PROGRESS".**

**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 Home Affairs (DHA). Your student visa will be cancelled, and a 3-year exclusion period may be placed on further visa applications to Australia. This means that you will have to leave the country. The University updates the DHA daily.

**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 DHA 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 DHA. The decision whether or not to cancel your visa is made by DHA, Curtin has no influence on this process.

*The risks of doing so are as follows:*

- You risk cancellation of your visa and a 3-year exclusion being applied by DHA, even if you are admitted 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.

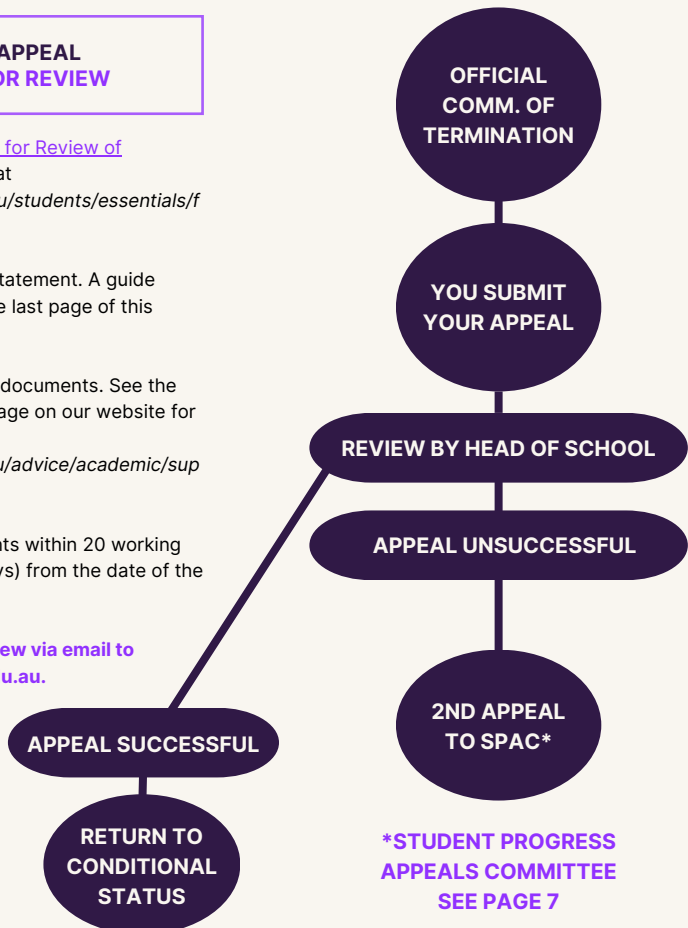
# HOW DO I APPEAL: THE PROCESS.

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. Complete the "[Request for Review of Academic Status](https://www.curtin.edu.au/students/essentials/forms-documents/forms/)" found at <https://www.curtin.edu.au/students/essentials/forms-documents/forms/>
2. Attach your personal statement. A guide letter can be found on the last page of this booklet.
3. Attach any supporting documents. See the Supporting Documents page on our website for more information - <https://guild.curtin.edu.au/advice/academic/supportingdocuments/>
4. Submit these documents within 20 working days (i.e. 28 calendar days) from the date of the Official Communication.

**You must send your review via email to [progressions@curtin.edu.au](mailto:progressions@curtin.edu.au).**



# HOW DO I APPEAL?

## WRITING THE LETTER.

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

### WRITING A PERSONAL STATEMENT WHAT YOU SHOULD INCLUDE

Start with information about what led you to being placed on Conditional status and then explain what led to your termination. Include dates, where possible.

Other points you must include in your personal statement:

- Your student ID and course that you are studying.
- Plans you have/will make to improve your studies,
- Demonstrate your commitment to the course.

If you are unsure how to construct an appeal letter, refer to the guide letter on page 10, or make an appointment with a Student Assist officer at the Curtin Student Guild, or a Student Wellbeing Officer at Curtin Connect.

Once submitted, your appeal will be forwarded 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 and you are permitted to carry on with course with the expectation you meet the conditions imposed.

### **Circumstances that may warrant a review:**

Some examples of circumstances that may have affected your ability to make satisfactory progress in your course include:

- 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 need to be substantiated with supporting documentation.

**This is your opportunity to provide all relevant information and evidence. The Head of School will base their decision on what you have submitted. They will **not** contact you for more information, clarification, or discussion. Ensure that you have provided the school with everything in this submission.**

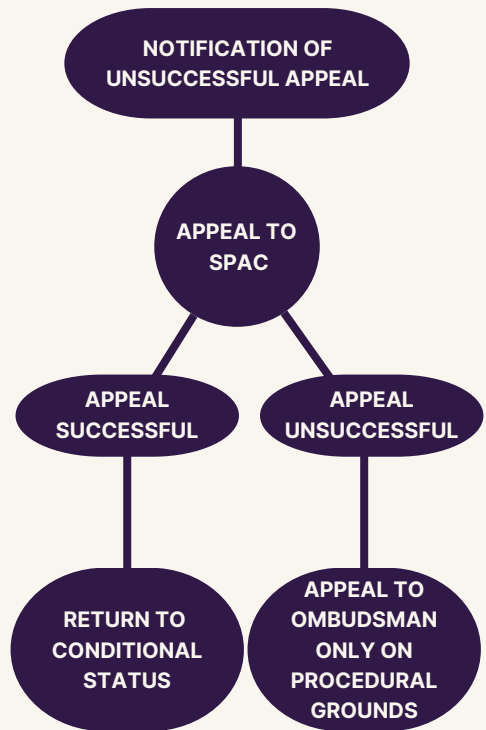
# MY REQUEST FOR REVIEW WAS DENIED. WHAT CAN I DO?

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

- Complete the “Appeal to Student Progress Appeals Committee” form: <https://www.curtin.edu.au/students/essential/forms-documents/forms/>
- Documentation submitted with the original Request for Review will be used by the SPAC to assess the appeal.
- You are only allowed to elaborate on circumstances they have indicated on their original Request for Review. You cannot introduce new issues.
- Address the reasoning provided by the Head of School for their rejection of your Request for Review
- Have your appeal letter reviewed by a Student Assist Officer at the Guild, or Student Wellbeing Officer at Curtin Connect, 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 [progressions@curtin.edu.au](mailto:progressions@curtin.edu.au).





# MY SPAC APPEAL WAS DENIED. WHAT CAN I DO?

**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.

The Ombudsman will consider whether the University has:

- acted contrary to law
- acted unreasonably, unjustly, oppressively or been improperly discriminatory
- made a discretionary decision for an improper purpose
- taken into account irrelevant considerations or failed to consider relevant considerations
- failed to provide reasons for a decision when reasons should have been given
- based a decision wholly or partly on a mistake of law or fact
- acted wrongly

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.

You can find useful information about writing formal complaints on the Guild website:

<https://guild.curtin.edu.au/advice/academic/complaints/>

## **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)

# SEMESTER IS STARTING AND I HAVEN'T RECEIVED AN OUTCOME. WHAT SHOULD I DO?

**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 should continue to enrol in units and attend classes, pending the appeal outcome. Then, if your appeal is successful, you won't have missed out on valuable learning.

If you are seeking an update on the progress of your appeal, you can contact the Examinations office. Remember to include:

- Your name and student ID
- Your course of study
- The date you submitted the appeal

## **EXAMINATIONS OFFICE**

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

## **WHERE YOU CAN GET HELP:**

Guild Student Assist Officers and Curtin Student Wellbeing Advisors can provide all students with guidance and feedback when writing your formal letter of appeal, and can also offer or recommend other support that is needed.

## **STUDENT ASSIST**

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

## **CURTIN UNIVERSITY STUDENT WELLBEING ADVISORY SERVICE**

PHONE: 1800 244 043 (toll free)  
EMAIL: [studentwellbeing@curtin.edu.au](mailto:studentwellbeing@curtin.edu.au)  
WEB: [www.curtin.edu.au/students/personal-support/counselling-wellbeing/wellbeing/](http://www.curtin.edu.au/students/personal-support/counselling-wellbeing/wellbeing/)

# REQUEST FOR REVIEW.

## Example Only - Do Not Copy

Date

RE: REQUEST FOR REVIEW OF TERMINATION DECISION – SCHOOL OF MECHANICAL ENGINEERING

I wish to formally request for a review of my present terminated status.

**During the course of this semester I experienced difficulty. The reasons for my poor performance were:** *Keep in mind that the university will be referring to your academic history when reviewing your appeal.*

*Explain your past situation accurately (state dates if applicable). Explain what happened that led to you being on Conditional status, and from there to termination. This could be personal, medical or financial issues.*

*Order your explanation either chronologically or in order of difficulty. Writing that “I have been through difficulties” is not enough for the assessor to understand your situation. Be specific!*

**I enclose [name of documentation] to substantiate my case.** *If applicable, attach supporting documents such as a medical certificate, letter from a counsellor, email conversations with staff members, etc. Ensure details such as dates and content on supporting documents are visible.*

**The events that led to my poor past performance will not be repeated.** *This part is very important so don't skim it! Writing “This will not happen again” or “I will try harder” and providing a timetable is not enough.*

*List the improvements you have made. What strategies have you put in place to minimise repeat of past issues? If the issue was medical or financial, how has this been resolved? Why are you confident that it will not be an issue again. Be specific!*

*What on and off campus support services can you access? If you can, link the strategies to the above difficulties to show that you are aware of how to deal with the same problems in the future.*

**Thank you for taking the time to read my appeal.**

**This is your opportunity to provide all relevant information and evidence.** *There is no point saying you are willing to provide it upon request. The school will base their decision on what you have submitted. The school will not contact you for more information or clarifications. Ensure that you have provided the school with everything in this submission.*

**Yours sincerely,  
Your Name  
Your Student Number**

**CURTIN  
STUDENT  
GUILD**

**Curtin Student Guild acknowledges the Whadjuk people of the Noongar nation as the Traditional Custodians of this land on which Curtin University stands.**