

## TIP SHEET FOR WRITING A SHOW CAUSE/ PROGRESS REVIEW SUBMISSION

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**This document is to assist you with your Show Cause Submission Template.**

### 1. DESCRIBE THE CIRCUMSTANCES THAT HAVE AFFECTED YOUR STUDIES

*Provide Reasons for Your Unsatisfactory Academic Performance*

Identify what issues you have experienced and how those issues have affected your ability to academically perform at your best. Note that evidence to back up your circumstances is required where possible (refer to section 5. "Supporting Documents (Evidence)"). Some examples of issues you could discuss are below (Note – these may or may not be applicable to your own situation):

#### **Personal issues**

1. Health (including mental health)
2. Financial
3. Family issues, relationship issues e.g. caring for an ill family member, relationship breakdown
4. Death in family/close friend
5. Victim of crime
6. Transition problems e.g. trouble adjusting from high school or PAVE to Higher Education, issues adjusting to life in Melbourne.
7. Language difficulties
8. Work e.g. Do you work as well as study? How many hours? What hours (i.e. – night shifts?).
9. Living situation e.g. live too far away, living situation not conducive to study, issues finding accommodation
10. Uni-life balance e.g. spending too much time participating in other commitments

#### **Academic**

1. Not in the right course
2. Time management issues
3. Taking too many units



## 2. DESCRIBE ANYTHING YOU HAVE DONE TO OVERCOME THESE CIRCUMSTANCES

### *List Strategies to Overcome Your Circumstances*

Address the points identified in section one and explain what you will/have put in place to rectify or manage these issues.

Investigate Swinburne services available to students and find out how these can assist you:

- Wellbeing is Swinburne's on campus medical center. Services available include general practitioner, mental health professionals, pathology and physiotherapists. <https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/>
- Academic Development Advisors (HE) and Student Success Coaches (PAVE) are very knowledgeable and can assist you with time management, study skills and preparing for study programs: <https://www.swinburne.edu.au/current-students/study-support/back-on-track/academic-adviser/>; <https://www.swinburne.edu.au/current-students/student-services-support/student-success-coach/>
- Contact a Learning and Academic Skills (LAS) Advisor to discuss and improve your learning strategies. <https://www.swinburne.edu.au/current-students/study-support/improve-skills/book-appointment/>
- A full list of Swinburne services available to assist students can be located at: <https://www.swinburne.edu.au/current-students/student-services-support/>

Your Advocacy Officer can assist to identify which services would be relevant to you.

Some examples of strategies are listed below for your reference. Please remember to back up your claims with evidence.

### **Personal issues**

1. Health (including mental health)- link in with health services. If the issues are ongoing, is registration with the AccessAbility service is suitable for you <https://www.swinburne.edu.au/life-at-swinburne/student-support-services/accessibility-services/>
2. Financial- acquire financial advice from a Student Equity Adviser  
Visit their website at: <https://www.swinburne.edu.au/life-at-swinburne/student-support-services/financial-support-advice/> or email [equity@swinburne.edu.au](mailto:equity@swinburne.edu.au)
3. Family issues, relationship issues e.g. worried about an ill family member, relationship breakdown- link in with counselling at Wellbeing: <https://www.swinburne.edu.au/current-students/student-services-support/health/counselling/>



4. Death of family member/close friend –link in with counselling or take a Leave Of Absence to allow time to grieve (link provided above)
5. Victim of crime- link in with ‘victims of crime’, counselling, Student Life free legal service legal service: <https://www.swinburne.edu.au/life-at-swinburne/student-support-services/legal-advice-for-students/>
6. Transition problems –link in with the Student Success Coaches or Academic Development Advisors (links provided above). Join a club or sport to find your bearings in Melbourne and meet new friends: <https://www.swinburne.edu.au/life-at-swinburne/clubs-societies-student-organisations/>
7. Language difficulties- Contact a Learning and Academic Skills (LAS) Advisor to discuss and improve your learning strategies. <https://www.swinburne.edu.au/current-students/study-support/improve-skills/book-appointment/>
8. Work –cut down your hours or resign to focus on study
9. Living situation – relocate closer to University, move to a more studios environment, allocate a study location or station?
10. Uni-life balance – make a study schedule and planner

### **Academic**

1. Not in the right course- Speak to a career consultant to discuss future goals and if changing course is suitable: <https://www.swinburne.edu.au/life-at-swinburne/careers-employment/career-services/>
2. Time management issues – Academic Development Advisors (HE) and Student Success Coaches (PAVE) to discuss strategies (link provided above)
3. Taking too many units –consider reducing your study load (if eligible)

## 3. PRIOR PROGRESS REVIEW INTERVIEW OR PROBATION STATUS

1. If you have had a previous show cause notification and are currently on conditions, did you meet the conditions? If not, you need to explain why.
2. If you have not had to show cause before simply write “I have not had to show cause previously”.

## 4. ADDITIONAL INFORMATION THAT MAY ASSIST THE PANEL

- Discuss your ideal outcome or what you wish to do  
For example:
  - Take a Leave of Absence for XX teaching periods to save money/ resolve personal issues
  - Enrol part-time to manage study load better
  - Continue studying full time with ongoing counselling and student coach management.
- Discuss your goals and inspirations



- Why are you taking this course? What are your career goals? If you have completed many units successfully, it can be worthwhile mentioning this, to demonstrate that you are capable of being a successful student? Essentially, demonstrate your passion for the course and Swinburne.

## 5. SUPPORTING DOCUMENTS (EVIDENCE)

Your application is strongest when supported by evidence. Try and get evidence to support the claims that you have made in your application. Attempt to cover all points raised, where possible.

Types of evidence you can utilise:

- Appointment confirmations
- Administration forms e.g. change of course or dropping of a unit
- Copy of house lease
- Letter from medical professional e.g. GP, counsellor.
- Death certificate
- Statutory declaration (these are written statements that are legally binding. This is useful for when you do not have any other evidence)
- Work documents e.g. contracts, letters from employer, timesheets
- Police reports

What if I can't get the supporting document before my submission is due?

As a general rule it is best to obtain evidence by the due date. In exceptional circumstances, you may not be able to do this. In these rare cases, try and organise it ASAP and advise when it will be available in your application.

**Don't forget to get one of our Advocates to check your submission before you lodge it. Send your draft to [advocacy@swin.edu.au](mailto:advocacy@swin.edu.au)**

**This is a free, confidential and independent service supplied by Swinburne Student Life.**

**Book an appointment via [swi.nu/advocacy-app](https://swi.nu/advocacy-app) or by calling 03 9214 5445. Appointments are conducted on campus, on the phone, or on Skype or Zoom.**

