If your appeal will not be resolved before the next teaching session starts (where the delay is not your fault) you will be issued a letter of authorisation from the Academic Registrar to audit units, pending the outcome of the appeal.

If the matter is not resolved by the census date, the Academic Registrar will determine the enrolment status on a case-by-case basis.

What are the possible outcomes of my appeal?
The Appeals Committee will reach a determination at the conclusion of the hearing. You will be advised of the outcome of your appeal in writing no later than five working days before the beginning of session.

The determination of the Appeals Committee may be:
- Uphold the appeal and remove the period of exclusion
- Uphold the appeal and reduce the period of exclusion
- Uphold the appeal and replace the period of exclusion with a period of conditional enrolment or suspension
- Uphold the appeal and lift the conditional enrolment conditions, or
- Dismiss the appeal

The decision by the Appeals Committee will be final.

What happens if my appeal is upheld?
If the appeal is upheld, you will be permitted to enrol in the recommended course of study. No late enrolment penalties will apply provided you enrol seven days after receiving the advice from the University.

Need more information?

Please note: It is your responsibility to be aware of any Policy or Procedure documentation that may impact on your studies.

International Students should contact one of the campus based International Student Advisors.
A list of the Advisors is available at www.uws.edu.au/internationaladvisors
What is ‘progression’?

Once you enrol in a course of study, you must meet minimum success rates to progress through to graduation. ‘Progression’ is designed to identify poorly performing students and help them address their poor performance, and allow them to seek advice and counselling on their options.

What is a ‘progression check’?

‘Progression checks’ are carried out at the end of Autumn and Spring session to check students against ‘Progression Rules’. These rules identify students that have performed poorly in the previous six or 12 month period, which may result in some students being considered ‘at risk’, placed on ‘conditional enrolment’ or ‘excluded’ from study at UWS.

What are the ‘progression rules’ I will be checked against?

All students are checked against the following progression rules when progression checks are run.

- **Rule 1** - Passing less than 50% of the credit points attempted in the last 12 months
  - *Penalty* - You will be placed on conditional enrolment for the following 12 months and must enrol in a reduced academic load during that time

- **Rule 2** - Passing less than 50% of the credit points attempted in the last 12 months of enrolment while or after having been on 12 months conditional enrolment
  - *Penalty* - You will be excluded from study at UWS for a period of 12 months

- **Rule 3** - Failure of the same unit, or equivalent unit on three occasions
  - *Penalty* - You will be excluded from study at UWS for a period of 12 months

- **Rule 4** - Failure to complete the course in the prescribed maximum time
  - *Penalty* - You will be excluded from study at UWS for a period of two years

What does ‘at risk’ mean?

You are considered ‘at risk’ if you have:

- Failed 50% or more of the credit points you were enrolled in during the last six months
- Failed the same or equivalent unit twice, or
- Have previously been placed on 12 month conditional enrolment and passed less than 50% of the credit points attempted in any subsequent six month period of enrolment.

What does ‘conditional enrolment’ mean?

If you are placed on conditional enrolment, you must enrol in a reduced study load for the next 12 months.

If you are enrolled as a full time student, your enrolment must not exceed 30 credit points in each of the Autumn and Spring sessions. If you are enrolled as a part time student, you must not exceed 10 credit points in either session.

If you study any units in a teaching session other than Autumn or Spring, you must consult your Course Advisor or Head of Program to determine the reduced study load to be carried during the year of conditional enrolment and for additional assistance with your study planning.

*Please note*: No enrolment is permitted in other sessions during the 12 month period for either full time or part time students.

What does ‘excluded’ mean?

If you are excluded, your enrolment at UWS will be cancelled and you will not be able to study at UWS for a period of 12 months.

While you are excluded, you will not be entitled to have access to University premises or facilities, except with the written permission of the Vice-Chancellor. You will also not be granted advanced standing for units completed at another university or UWS during the period of exclusion.

When the period of exclusion ends, you will not have the automatic right of re-admission to your course or to UWS and must apply for re-admission via the Universities Admission Centre (UAC). More information about enrolment after suspension or exclusion is available in the Enrolments Policy at www.uws.edu.au/policies.

Need help?

If you think you may be ‘at risk’, seek immediate assistance from your Head of Program. UWS also offers counselling and learning support through Student Support Services. More information is available at www.uws.edu.au/sss

Can I appeal my conditional enrolment or exclusion?

Yes, if you fail a progression rule you have the right to appeal against your exclusion or conditional enrolment.

Information about how to appeal will be included in your progression email which will be sent to your UWS student email account. Please note: Appeals must be lodged by the closing date.

Your appeal must consist of a personal statement outlining the extenuating circumstances that surrounded your performance and should address all periods of poor performance, not only the most recent teaching period.

You must also include relevant supporting documentation, such as certificates from medical or other health professionals, and/or supporting testimony or documentary evidence from employers, colleagues, family or friends.

Appeals submitted without supporting documentation stand less chance of being successful.

*Please note*: Appeals may not be resolved before the beginning of the next teaching session.

What happens if I don’t appeal my exclusion?

If you do not appeal against your exclusion, your enrolment at UWS will be cancelled and you will need to re-apply through UAC to be re-admitted to the University.

If you are an International Student, UWS will be required to report the cancellation of your enrolment to the Department of Immigration and Citizenship, who may cancel your student visa.

Who makes a decision about appeals?

Appeals against conditional enrolment are decided by the relevant College. Appeals against exclusion are heard by the Academic Senate’s Academic Standards and Integrity Committee.

What do I do while I’m waiting for my appeal to be heard?

If you are waiting to hear about your appeal, you should continue with your enrolment up to the census date of the next teaching session.

The Appeals Committee will make decisions on appeals as soon as practicable, but will not necessarily resolve any particular case before the close of enrolments for the next session.