

# HOW TO APPEAL AN EXCLUSION

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The Students' Association has experienced Student Advocates who can assist in preparing your exclusion appeal letter. This information sheet is intended as a guide only, as your appeal letter will be unique to your personal circumstances.

There are three things you will need to address with your appeal letter: the reason(s) you are appealing your exclusion, the changes to your circumstances for the next academic year, and your supporting documentation.

## What are the grounds for my appeal?

According to UTS Rule 10.8.2, there are three grounds on which you can appeal an exclusion:

### 1. Procedural Irregularities

*Procedural irregularities in the decision-making process of a type and to an extent that are likely to have significant negative impact on the decision.*

If you are aware of any procedural irregularities or unfairness in your situation, you will need to explain this in your letter. For example, if a special consideration application was lodged on time but not taken into consideration.

### 2. Mitigating Circumstances

*Mitigating circumstances, supported by documentary evidence, which directly and significantly affected the student's performance.*

Are your poor academic results due to personal circumstances rather than your academic ability? If so, you will need to outline these circumstances and describe the effects they had on your academic performance. You may feel hesitant about mentioning personal details, but if you don't, the faculty will not know why you were unable to engage with your studies and pass your subjects.

### 3. Factual Errors

*The decision was based on factual errors of such magnitude as to invalidate the decision.*

If there were any factual errors that led to you being excluded or failing a subject, you will need to describe these in your letter.

**It is possible that only one of these grounds applies to your situation, or that multiple grounds apply. You should only state the grounds that are relevant to your situation.**

See UTS Rule 10.8.2: <http://www.gsu.uts.edu.au/rules/10-8.html>

## How will things be different next year?

It is important to outline how your circumstances will be different for the next academic year. Set out clearly how the problems that interfered with your study have been resolved or how you intend to resolve them, so that you can focus on your future studies. You may take on Peer Tutoring, attend UTS HELPS support workshops, or decide to enrol in fewer subjects to reduce your academic workload.

## What evidence do I have to support my appeal?

You will need to attach any documents that can support your letter. This could be a statement or report from someone who knows your situation – for example, a counsellor, doctor, lecturer, tutor, Centrelink, the Police, or Minister of Religion.

**MAKE SURE YOU KEEP A COMPLETE COPY OF YOUR APPEAL!**

For further free and confidential advice contact the Students' Association on 9514 1155 or at [students.association@uts.edu.au](mailto:students.association@uts.edu.au)

## Sample Letter

Date

Name

Postal Address

Student ID

Director Student Administration Unit  
(PRC Exclusion Appeal)  
University of Technology, Sydney (UTS)  
PO Box 123  
BROADWAY NSW 2007

Dear Director,

I wish to appeal against my exclusion on the following grounds:

**Procedural irregularities**

*If applicable, explain the procedural irregularities in your situation.*

**Mitigating circumstances**

*If applicable, explain the mitigating circumstances in your situation.*

**Factual errors**

*If applicable, explain the factual errors in your situation.*

**My change in circumstances for the next academic year**

*Explain how you intend to resolve the issues above so that your future studies will be successful.*

Yours Sincerely,  
Student Signature