MACQUARIE UNIVERSITY ACADEMIC APPEALS AGAINST EXCLUSION
GENERAL COURSEWORK RULES INFORMATION SHEET

Have you received correspondence from the University stating you have been excluded under the General Coursework Rules?

The University’s General Coursework Rules 9(7) and 9(8) outline the requirements for those students enrolled in a practical, clinical or professional program or unit of study. The General Coursework Rule 10(7) provides that a student who fails to meet these requirements may be excluded from further enrolment in that program of study.

As a result of your academic performance, you have been excluded.

Academic Appeals
The University provides you with 20 working days to lodge an appeal against your suspension or exclusion. Under the Academic Appeals Policy and Procedure, you may only appeal if there has been a procedural error in the handling of your suspension or appeal. Therefore, it is important that you read the Academic Appeals Policy and Procedure carefully before submitting an appeal. Appeals must be submitted on an Academic Appeals Application form at ask.mq.edu.au. The deadline for appeal applications is 5:00 pm Friday 9 August 2019.

Academic Appeals will only be considered where the student appealing the decision can demonstrate that the University failed to follow its own processes in making the decision to exclude the student.

Admission in Session 2 2019 and Last Day to Enrol in Units
Should you wish to appeal against your exclusion and be eligible to enrol in Session 2, 2019, noting that Session 2 commences on Monday, 29 July 2019, you should lodge your appeal as soon as possible. The last date to enrol in Session 2 internal and external units is 11 August 2019. Late enrolments will only be considered in exceptional circumstances. Further information on late enrolment is available at: https://students.mq.edu.au/admin/re-enrol/late-enrolment.

Support Services
You are encouraged to seek advice from Student Advocacy and Support before submitting an appeal. The Student Advocacy and Support Unit have Advocacy Officers that are available to assist you prepare an appeal and can be contacted by email advocacy@mq.edu.au or telephone: +61 2 9850 6410. If you are finding it difficult to cope during this period, you can also access support 24 hours a day, 7 days a week, by phoning 1800 MQ CARÉ (1800 227 367).

Supporting Documentation
You must attach any relevant supporting documentation to your appeal application. It is your responsibility to provide supporting documents at the time of your application - the Academic Appeals Panel will not contact a third party on your behalf.

For Students Enrolled in a Double Degree Who Have Been Excluded
Students who are excluded from further enrolment in a combined or double degree clinical, practical or professional program, (e.g. BA, LLB or BA, BEd) are permitted to continue in the program of study that is not affected the exclusion, or may transfer to any other program for which they are eligible to be considered for admission while under exclusion.

Course Transfers for Students Who Have Been Excluded From A Program Of Study
Students who are excluded from further enrolment in a degree program and whose appeal for permission to re-enrol in their program of study is not successful, are permitted to transfer to any other program for which they are eligible. Any student wishing to transfer to another program must meet the requirements as specified in the Course Transfer section on the University website located at: https://students.mq.edu.au/study/my-study-programmaking-changes/course-transfer