This document is a guideline for MUIC students who wish to appeal the Notice of Intent to Report due to not meeting the Minimum Rate of Progress.

**STEP ONE: WHY HAVE I BEEN ASKED TO APPEAL?**

To prepare an appeal the first thing you need to do is understand why you have been asked to appeal.

The university wants students to succeed. However, if you are not passing your subjects, the University should not take any more of your time, effort and money. You may not be in the right frame of mind to study at the moment or perhaps you are more suited to another area of study at another school? There are many other reasons why you may not be passing your subjects and this document asks you to stop and think about these reasons and also to explore your options.

**Difficulties with your studies**

Think about the subjects you studied recently as well as in the past. Have you had difficulties with any particular units? Why is that? It’s a good idea to read through the feedback which you received on your assessment tasks or exams. You may find that you have difficulties in a specific subject or difficulties which are common across all your subjects.

Consider your performance in:

- Structuring Essays
- English
- Final examinations
- Listening Tasks
- Writing Tasks
- Group Work
- Unit Specific Content

Tip: If you are not sure about where you are struggling academically, or need some help, book some time to meet with a learning adviser ([https://students.mq.edu.au/support/study/skills-development](https://students.mq.edu.au/support/study/skills-development)) and take your feedback.

**Difficulties outside of your studies**

Also consider whether there are any other factors outside of your studies which have impacted upon your ability to pass subjects. For example, you may have met with a health professional such as a Doctor (a GP) or a Counsellor or Psychologist etc.

Other reasons that have impacted your study:

- Adapting to new environment
- Stress
- Difficulty understanding learning style
- Pressure from parents
- Disruptive Learning Environment

Give evidence of your difficulties (academic difficulties and/or external difficulties here).
STEP TWO: HOW CAN I IMPROVE MY SITUATION?

The second step is the most important. Now that you know why you aren’t passing your subjects, think about what you can do to improve your studies. You will need to give specific examples of things that you intend to do if the university allows you to continue your studies that you believe will help you with the issues identified above.

Consider the following examples:

- Contact your General Practitioner for Support with health-related issues
- Contact a Psychologist (including Student Wellbeing Counselling) for support with mental health and overall wellbeing
- Contact an Academic Advisor for help with study plan
- Contact Teaching Staff to help understand the unit content better
- Contact Learning Skills for a one-on-one consultation to better understand how to structure an assignment
- Attend a Learning Skills Workshop
- Use strategies for improving your English:
  - Attend an English course
  - Speak only English to friends
  - Watch English television programs
  - Read at least 1 English article every day
  - Join an English conversation group on campus

You will need to give the university examples that relate to your difficulties. Remember to be as specific as possible. For example, stating you will ‘work harder’ does not give enough information about how you will work harder or what you intend to do to overcome the difficulties you have experienced.

To assist you with this process, you may like to view the Support Webpage [https://students.mq.edu.au/support](https://students.mq.edu.au/support) and familiarise yourself with the different ways you can get help on campus.

STEP THREE: WRITING YOUR LETTER

- Focus on each of these areas in your letter:
  1. Why you are in this position
  2. How you will improve your situation
  3. Show evidence where possible.
- Make sure that any other important points are covered.
- Address your letter to the Program Manager, Macquarie University International College.
- Include your student ID and name in the top right-hand corner of the appeal letter.
- If you would like feedback on your appeal, complete the Student CARE MQ Referral form select “Advocacy support” as the reason for referral.
- When your appeal is ready, email your appeal to muic.governance@mq.edu.au.

REVIEW OF DECISION

If your appeal is not successful, you can ask for the College Director to further review your case. You have 5 working days from when you receive the initial decision to request further review.

Information provided is correct as of October 2020