

SHOW CAUSE PROCEDURE

Policy Hierarchy Link	Coursework Progress Policy			
Responsible Officer	Academic Dean			
Superseded Documents	None			
Associated Documents	Academic Appeals Policy Academic Appeals Procedure Admissions Policy Coursework Progress Policy Deferral, Suspension and Cancellation of Study Procedures (International Students) Non-academic Appeals Policy Non-academic Appeals Procedure Privacy Policy Student Academic Misconduct Policy Student Code of Conduct Student Handbook			
Review Date	December 2027			
Version	Endorsed By	Approved By	Approval Date	Effective Date
1.1	The Academic Board	Academic Dean	8 December 2023	8 December 2023

1. PURPOSE AND SCOPE

This procedure applies to all undergraduate and postgraduate coursework students at Moore College. It applies to both domestic and international students. The policy does not apply to research higher degree students (RHD). The academic progress of RHD students is monitored under the Research Higher Degree Progress Procedure.

This procedure outlines the steps to be taken under the Coursework Progress Policy in the event that a student is required to show cause.

2. DEFINITIONS

Term	Definition
Academic progress	Academic progress is the process by which students are able to advance in their course, having fulfilled academic and other requirements.

Course	A program of learning comprising one or more units of study, or structured workplace learning that leads to the award of a qualification.
Final grade	The letter grade that is given to indicate the level of academic performance in a unit
Final mark	The aggregate of marks for all assessment items that contribute to the final result of a unit
Grade	The letter grade that is given to indicate the level of academic performance in an assessment item
International student	A student who is not a domestic student, including those on a student visa. An international student is also known as an overseas student.
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)
Student	Student includes all students studying at Moore College.
Unit	A self-contained part of a course normally identified by a unique code. A unit may also be called a subject.

3. PROCEDURE

3.1 Advising the student that they are required to show cause

- (i) Before the next Census Date, if the student is required to show cause, any of the following may be asked to advise the student.
 - Registrar’s Department
 - The Academic Dean
 - The Dean of Students
- (ii) 3.1.2 The advice will include:
 - that they are required to show cause;
 - a copy of the Coursework Progress Policy and the Show Cause Procedure;
 - the Show Cause Submission Form in which the Academic Dean (for academic matters) or Dean of Students (for non-academic matters) will specify the factors leading to the request for the student to show cause;
 - that they may contact the Dean of Students or Dean of Women or their Chaplain for assistance in understanding and completing the Show Cause Submission Form;
 - that they have 20 working days from the time of advice to submit the Show Cause Submission Form and any accompanying documents;
 - that the Show Cause Submission Form and any accompanying documents should be submitted to the Registrar’s Department (for academic matters) or the Dean of Students (for non-academic matters); and
 - that following receipt of all documentation and within three weeks, a meeting of the show cause review panel will be held to review the documentation.

3.2 Following receipt of documentation

- (i) The Registrar's Department or Dean of Students will acknowledge receipt to the student when all documentation has been received.
- (ii) The Academic Dean or Dean of Students will notify the Academic Board.

3.3 The show cause review panel – academic matters

- (i) On advice from the Academic Dean and within 3 weeks of receiving the documentation, the Academic Board will convene a *show cause review panel* consisting of the (Vice) Principal, a relevant head of department, the Dean of Students (Women), and the undergraduate Academic Board student representative.
- (ii) The student showing cause will be allowed to bring a support person who is not a solicitor or a barrister.
- (iii) The Academic Dean will advise the student of the outcome in writing within five working days.

3.4 The show cause review panel – non-academic matters

- (i) On advice from the Dean of Students and within 3 weeks of receiving the documentation, the Academic Board will convene a *show cause review panel* consisting of three from the (Vice) Principal, the Academic Dean, the Dean of Students, the Dean of Women, a Chaplain, or another person appointed by the Principal.
- (ii) The student showing cause will be allowed to bring a support person who is not a solicitor or a barrister.
- (iii) The Dean of Students will advise the student of the outcome in writing within five working days.

3.5 Appeals

- (i) The student may appeal any decision of the Academic Board or with respect to the Coursework Progress Policy and the Show Cause Procedure. Any such appeals should be made in terms of the Academic Appeals Policy or Non-academic Appeals Policy.

4. ACKNOWLEDGEMENTS

The following documents are acknowledged in the review of this policy.

University of Southern Queensland. *Academic Intervention Strategy*. 18/01/2016.

University of Southern Queensland. *Show Cause Submission*. 17/09/2015.

5. LEGAL AND POLICY FRAMEWORK

Education Services for Overseas Students Act 2000 (ESOS)

Higher Education Standards Framework (Threshold Standards) 2021.

National Code of Practice for Registration Authorities and Providers of Education and Training to International Students (the National Code 2018). Standard 10.

Privacy Act 1988 (Cth)

6. IMPLEMENTATION

Responsibility for implementation lies with the Academic Dean, the Dean of Students, and the Registrar.

7. DOCUMENT HISTORY

This section provides a brief description of the planned review timeframe for the Procedure. In general, procedures should be reviewed more frequently than policies. The history of modifications to the Procedure must be detailed in the table below.

Version	Approved by	Approval Date	Effective Date	Sections modified
1.0	Principal	06/09/2019	06/09/2019	New procedure
1.1	Academic Dean	8/12/2023	8/12/2023	Adjusted to address non-academic appeals