

### **(Stage 3 Academic Progression)**

**(第三阶段学业进度警告)**

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***IMPORTANT: Deadlines for Show Good Cause and Exclusion are not negotiable. Please do not ignore them, as this will most likely lead to automatic exclusion. Talk to SRC caseworkers if you'd like help with your letter or if you have missed a deadline.***

***重要信息：提供充分正当理由（Show Good Cause）和开除的截止日期非常重要，不可更改，请务必予以重视。忽略这些日期很有可能导致自动开除。如果你在撰写理由说明信时遇到困难或错过了某一截止日期，请咨询 SRC 工作人员。***

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If you have been asked to Show Good Cause it is because the University is concerned you may not be able to complete your degree and would like you to explain to them how you are going to pass all of your subjects in the future. If you do not make significant changes to how you approach your studies, the University will reasonably assume that you will most likely continue to fail subjects.

如果你收到了提供充分正当理由的通知，这意味着学校担心你无法顺利完成学业并希望你能就如何通过所有科目作出说明。如果你不对自己的学习方法做出重大调整，那么学校有理由认为你将继续挂科。

#### **Before starting your letter**

**撰写理由说明信之前**

Reflect on what changes you need make to pass all of your subjects and complete your degree. If you are in the wrong course, consider other study options (other courses at this University, courses at other Universities, TAFEs, or colleges); work opportunities; or other activities. You can ask permission to discontinue the degree and not be excluded, as an exclusion will make it more difficult to get into some courses. Note that discontinuing your degree is a permanent thing where you will not be able to return to that degree.

思考自己将对学习方法做出何种调整以顺利通过所有科目并获得学位。如果选错了专业，你可以考虑其他的学习选项（例如校内转换专业、转学、就读 TAFE 或学院）、就业或从事其他活动。你可以申请在不被开除的情况下终止某一学位项目的学习，因为遭到开除的学生较难入读某些其他专业。请注意，学位项目的学习一旦终止将无法再次重启。

If you need time off, consider suspending your studies or reducing your study load for a semester or two. Explain how this will improve your ability to pass. It is better to enrol in 3 Units and pass them all than enrol in 4 and fail 2. If you are on a Centrelink payment or a study visa, talk to an SRC Caseworker before reducing your study load.

如果你希望有更多的休息时间，可以考虑停学或减少某一学期或两个学期的学习科目数量并说明这样的安排如何能够提高你的通过率。注册 3 门课程并且全数通过要好过注册 4 门课程只通过 2 门。如果你是 Centerlink 的补助对象或是学生签证持有者，请在减少学习科目数量前咨询 SRC 工作人员。

If you need help with writing assignments, contact the University's Learning Hub  
如遇作业方面的困难，请联系悉尼大学学习指导中心  
(<https://www.sydney.edu.au/students/learning-hub-academic-language.html>)

If you need psychological support or help with time management, contact the University's Counselling and Support Service (CAPS) (<https://www.sydney.edu.au/students/counselling-and-mental-health-support.html>) or a doctor for a referral to the Mental Health Plan.  
如需心理支持或时间管理方面的帮助，请联系悉尼大学心理咨询及支持服务组织 (CAPS) (<https://www.sydney.edu.au/students/counselling-and-mental-health-support.html>) 或通过医生转介加入心理健康关爱计划 (Mental Health Plan)。

## Your letter

### 理由说明信内容

Your Show Good Cause letter is composed of two main sections – problems and solutions. Write about the entire time you have been studying, not just last semester. If you have been asked to Show Good Cause before, you should talk about the problems you faced then, the solutions you proposed then, and why they did not work. If there were semesters when you passed all of your subjects, briefly outline what was different. The Faculty wants to know about your study rather than your life events; so keep making links back to your study.

理由说明信主要包括两部分，即问题和解决方案。说明信涵盖的时间范围应为整个学习阶段，而非最近一个学期。如果你此前还收到过其他提供充分正当理由的通知，说明信应交代当时的情况和你曾提出的解决方案，并解释为何这些解决方案未能奏效。如果你在某些学期中通过了所有科目，请在信中简要分析原因。学院希望了解你的学习情况而不是生活中发生的事件，所以说明信的内容应围绕学习展开。

## Problems

### 问题

Briefly outline the things that caused you to fail. Explain how they affected your ability to study at different times and in different subjects. For example, being unable to attend classes, not being able to concentrate in class, being very tired, missing deadlines, etc.

简要列举挂科原因，解释这些因素如何在不同时期影响了你各科的成绩。例如，因为某些原因你无法到校上课、课上无法集中注意力、感到疲惫不堪、未能在截止日期前完成作业，等等。

## Solutions

### 解决方案

This is by far the most important part of your letter. If you do not have plausible solutions, it is likely that you will continue failing. Clearly link your solutions to the problems you have faced in the past or may face in the future. Saying that a problem is resolved is not enough. Explain what action you are taking to get relevant help and how it will not cause you to fail again. In addition, explain what other solutions are going to help you achieve the best marks possible. This includes better time management (<https://bit.ly/3frfh1h>), study skills (<https://bit.ly/3wCzvEs>), a degree plan (<https://bit.ly/3fRWwwz>), and an understanding of the University's processes, including Special Consideration, Discontinue Not Fail, and a reduced study load. Avoid general statements like, "I will try harder", or "I will use the Learning Hub to improve my studies". Be specific, e.g., "I am enrolled in the Note Taking workshop on 1<sup>st</sup> March"; or I have completed the Learning Hub's time management module. Explain why this is helpful, e.g., "this will help me to complete essays before the due date and gain better assessment marks".

这是理由说明信中最重要的一部分。如果未能提出可行的解决方案，你很可能还会继续挂科。请明确解释为何你提出的方案有助于解决你遇到过的问题或日后可能遇到的问题。仅仅表明某一问题得到了解决是不够的，你还应解释自己采取了何种行动获得相关帮助以及这如何确保自己不会再度挂科。此外，你还应说明其他解决方案将如何最大限度地帮助你取得好成绩。这些方案包括改善时间管理(<https://bit.ly/3frfh1h>)、提升学习技巧(<https://bit.ly/3wCzvEs>)、制定学习计划(<https://bit.ly/3fRWwwz>)以及更好地理解学校提供的各类问题处理方案，包括特殊考虑（Special Consideration）、学习中断，无不及格（Discontinue Not Fail）以及减少学习科目。避免使用诸如“我会更加努力”或“我会利用学习指导中心的帮助提高成绩”一类的笼统表达。表述应做到具体

明确，例如“我已经报名参加了3月1日关于如何记笔记的讲座”，或者“这可以帮助我在截止日期前完成论文并获得更高的分数”。

## Proof

### 证据

If possible, attach evidence or proof of your problems and solutions. Remember that it is your point of view that is important. For example, if you missed classes because your mother was sick, you might need a doctor's certificate to show not only that your mother was sick, but that also you were her primary carer or documentation explaining the impact of your mother's sickness on your health and capacity to study. Proof might include documents such as doctor's certificates, psychologist letters, police reports, or a study timetable. If you have no other proof you might want to include a Statutory Declaration (<https://bit.ly/3frfxHf>) that affirms that what you have said is true. If possible, also get one from someone who knows about your situation, (e.g., parent, grandparent, or friend's parent). Remember they can only talk about what they have observed or heard you say. They cannot talk about what you were feeling because this is not something they experienced.

如有可能，随信附上与问题和解决方案相关的证据。请记住，提供证据应以你本人的视角为出发点，这是非常重要的。比如，如果你因为母亲生病而不能到校上课，你可以提供医生证明，但证明上除了注明你母亲的病情外，还应说明你是她的主要照料者。或者你也可以提供文件证明母亲的病情影响到了你的健康和学习能力。此类文件可能包括医生证明、心理医生的说明信、警方报告或学习时间表。如无法提供证据，你可以随信附上一份法定声明（<https://bit.ly/3frfxHf>），说明自己的陈述属实。如有可能，请求一名了解你情况的人士（如父母、祖父母或朋友的父母）也提供一份法定声明。请注意，他们在声明中只能说明自己所观察到的情况或听你叙述的情况而不能谈论你的感受，因为他们并不是亲历者。

## Your draft letter

### 草稿

If you would like an SRC Caseworker to suggest changes to your letter, send a Word document (not PDF or body of an email) to [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au). It would also be helpful if you also send a screenshot of your academic transcript (entire degree not just this semester) and any supporting documentation. As this is a very busy period, it may take up to three working days to get a response, so please send your draft well before the deadline.

如果你希望 SRC 的工作人员为你的理由说明信提出修改建议，请将 word 格式的草稿（请不要使用 pdf 格式的文档或在邮件正文中直接黏贴说明信内容）以邮件形式发送至 [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au)。除此之外，最好附上自己整个学习阶段的成绩单截图。由于目前求助量巨大，你将在 3 天内收到回复，所以发送草稿时请根据相关截止日期预留充足时间。

## Outcomes

### 结果

If you are successful in your Show Good Cause process you will be permitted to continue studying, sometimes with conditions. This is why it is important that you keep attending class throughout the appeal process. Even if your Show Cause is successful, you will remain on Stage 3 for the next two semesters so think carefully about the units you choose and your study load.

如果你的理由说明信顺利获批，你将可以继续学习，但有时可能需要遵守附加条件。因此，在申诉过程中请务必继续到校上课。即便理由说明信顺利获批，你的第三阶段学业进度警告状态仍将继续保持两个学期。所以请仔细思考如何选课以及选课数量。

If you are not successful in your Show Good Cause appeal the Faculty will exclude you, and you will have the chance to appeal. If you are unsuccessful with that appeal, and you can show that the Faculty has not sufficiently considered your submission, you may have the chance to appeal your Exclusion to the Student Appeals Body (SAB) (<https://bit.ly/3hVGBzP>). 如果你的理由说明信未获批，学院会将你开除，但你可以提出申诉。如果该申诉不成功但你可以证明学院未能充分考虑你提交的材料，那么你可能有机会向学生申诉机构（SAB）提起申诉。

## Deadlines

### 截止时间

If you do not provide a Show Good Cause letter by the deadline the Faculty will exclude you. It is sometimes possible to ask for an extension. Talk to an SRC Caseworker about your options.

如果你在截止时间之前未能提供理由说明信，学院会将你开除。在某些情况下，你可以申请延期。请与 SRC 工作人员讨论以了解详情。

## Length

### 说明信长度

There is no set length for a show cause letter. If your letter is only half a page, it's unlikely you've included enough information to make a strong case to the faculty. The average Show Good Cause letter is around two to three pages.

理由说明信的长度没有具体规定。但如果你的说明信只有半页，则不太可能包含能够说服学院的足够信息。说明信的长度一般以两到三页为宜。

## **Other considerations**

### **其他事项**

#### **Chances of success**

##### **成功几率**

There is no formula or ratio for calculating show cause success rates. Your Faculty is not actively seeking to exclude students. They want a clear argument about why you can pass. They consider every individual case on its merits, which is why your letter is so important.

成功几率没有计算公式或比例。学院一般不会刻意开除学生，而是希望学生能够清晰说明如何通过各科考核。学院会根据个案性质做出考量，因此理由说明信至关重要。

#### **Attending class**

##### **到校上课**

You must continue attending class. If you are successful in your Show Good Cause letter you will continue with the rest of the semester as normal.

请务必继续到校上课。如果你的理由说明信顺利获批，你将正常完成该学期的学习。

#### **International students**

##### **留学生**

If you are an international student and you would like to reduce or suspend your study load you will need permission from your Faculty. Call 9660 5222 to book an appointment with a migration solicitor to check you are meeting visa conditions.

如果你是留学生并且希望减少学习科目或休学，你需要获得学院的批准。请拨打 9660 5222 与移民律师预约面谈，以确保你的做法不会违反签证条件。

#### **Centrelink payment**

##### **Centerlink 福利金**

If you are currently receiving a Centrelink payment, talk to an SRC Caseworker about the possible impact of reducing your study load.

如果你正在接收 Centerlink 福利金，请与 SRC 工作人员沟通，以了解减少学习科目对福利金可能造成的影响。

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## LETTER TEMPLATE

### 说明信模板

<Your Name, SID and Date>

<姓名、学号及日期>

The University of Sydney NSW 2006

Dear Faculty,

尊敬的老师，

您好。

I write to Show Good Cause as to why I should be allowed to continue studying a Bachelor of < ... >. I have outlined below the difficulties I have faced since beginning my university studies, and the solutions I am using to ensure that I will successfully complete my degree.

在这封理由说明信中，我将解释为何我应当获准继续进行<.....专业>的本科学习。我将列举我自大学学习开始以来遇到的困难并提出能够确保我顺利完成学业的困难解决方案。

In this section:

这一部分应包括如下内容：

- Explain the problems you have faced *and* how they affected your ability to study. Do so for each semester (or if relevant, Unit) of study.
- 解释你面临的困难以及它们对你的学习能力造成了何种影响。请分别叙述每一学期（如必要，每门课程）的情况。
- Outline the evidence of these problems and any attempts to made to deal with these problems over time, as attached.
- 列举能够证明问题确实存在并且你一直在努力解决问题的证据。将证据原文作为附件提交。

In this section:

接下来的部分应包括如下内容：

- Explain how your circumstances have changed so that you can now pass your Units.
- 说明为何在现在的情况下，你可以顺利通过各科考评。
- Explain the solutions that you have started using, to ensure that you will successfully complete your degree, including what help you are now getting.
- 解释你为了顺利完成学业而实施的解决方案，包括你目前接受了何种帮助。
- Outline any additional study skills that you will use throughout the rest of your degree.
- 说明你在接下来的学习中将运用哪些新的学习技巧。
- Outline the evidence of these solutions, as attached.
- 列举关于所有解决方案的证据，并将证据原文作为附件提交。
- Explain why you have a commitment to the course, and what you will do with the degree when you are finished.
- 解释你必须完成学业的原因以及取得学位后的打算。

Yours sincerely,

此致，

Your full name

你的全名