Case File Checklist

Date: ___________________

Student Name: ________________  Student Number: ________________  Degree & Subject: __________

Advocacy Officer: ______________  Case Type: ________________  Semester: ________________

We require the following documents to proceed with the case assessment*:

**Advocacy Documents:**
- [ ] Student information form & signed privacy agreement
- [ ] Incident timeline sheet
- [ ] Advocacy recommendations/comments sheet

**Student Application & Identification Documents:**
- [ ] Student’s application form for the program
- [ ] Student’s letter of offer for the program
- [ ] Student’s acceptance of offer for the program
- [ ] Confirmation of Enrolment letter (CoE – only applicable for international on-campus students and USQ-SEC students)
- [ ] Passport and Visa (only applicable for international on-campus students and USQ-SEC students)
- [ ] Student ID card

**Case Related Documents:**
- [ ] Initial allegation letter
- [ ] Latest transcript (unofficial)
- [ ] Student response to the initial letter
- [ ] Any communication regarding the case with the faculty members or SRO’s
- [ ] Student assignment and marking criteria
- [ ] Markers Feedback on the assignment

**Other Supporting Documents:**
- [ ] Medical certificates
- [ ] Any other certificate/letter related to the case (work, school etc)
- [ ] Evidence that the student will no longer be affected by same issues
- [ ] Final response from USQ

*Please provide us with the documents which are relevant to your case

Student Signature         Advocacy Officer Signature
_________________________________________  ________________________
Student Information Form

Advocacy Officer: _________________  Date:__________________________

Student Details
First Name: _________________ Last Name: __________________________ Date of Birth: _____________
Address: ___________________________________________________________________________________
Student Number: _______________  Phone: __________________________
Student Email: __________________________  Alternate Email: __________________________

Method of Initial Communication:
☐ Phone  ☐ E-Mail  ☐ Drop-In  ☐ Facebook  ☐ Skype
☐ Recommendation by Faculty/USQ staff  ☐ Recommendation by Student/Friend

Campus:
☐ Toowoomba  ☐ Yes
☐ Fraser Coast  ☐ No
☐ Springfield
☐ Distance Education

International Student:
☐ Yes
Sponsored Student:
☐ Yes - Sponsor Details: ______________
☐ No

Program Details:
☐ Postgraduate  ☐ Undergraduate  ☐ Research  ☐ Non Award
Faculty/School of study: ____________________  Program: __________________________
Courses Involved: _________________________  Semester: __________________________
Lecturers/USQ Staff Members Involved:__________________________________________________

Assistance Regarding:
☐ Appeals (Final Grades / Exclusion / Academic Misconduct/ Other)
☐ Enrolment / Assessment / Conceded Pass / University Regulation
☐ WWP / Special Consideration or Similar
☐ Grievance with University / Faculty / Department / Staff Member
☐ Other (Please Specify) __________________________

Representation Required:  ☐ Yes  ☐ No

Privacy Permission:
I, ______________________, hereby give permission to the USQ Student Guild Advocacy office to act as my representative in relation to all matters relating to my student affairs and records under the above listed Student ID.

The USQ Student Guild is hereby authorised to receive, access, share (with relevant involved parties) and hold my personal and private information as a student of the University of Southern Queensland in relation to these matters.

Any and all acts carried out by the USQ Student Guild Advocacy Office on my behalf shall have the same effect as acts of my own. This authorization is valid until further notice.

I acknowledge that the student guild advocacy service cannot guarantee a favourable outcome.
I also certify that the information I have provided is true and correct to the best of my knowledge and belief.

Signed: ___________________________  Date: ______________
Identification Record: __________________________ (Copy Attached)
Incident Timeline Sheet

**Student Name:** ___________________________  **Student Number:** ___________________________

**Degree and Subject:** ___________________________  **Semester:** ___________________________

**Advocacy Officer:** ___________________________  **Case Type:** ___________________________

<table>
<thead>
<tr>
<th>Incident Dates:</th>
<th>Event:</th>
<th><strong>Description:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: ___________________________
Recommendation Sheet

Student Name: ______________________  Student Number: ________________
Degree and Subject: __________________  Semester: ____________________
Advocacy Officer: ____________________  Case Type: ____________________

Dates/Stages:  Advocacy officer’s Recommendations/Comments:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

V.1.1-11/01/2014