

Application for PROCEDURAL APPEAL under the Student Appeals Policy

This form should be completed when a student wishes to lodge a procedural appeal against a decision under the *Student Appeals Policy*. Students should read the Summary Advice on Student Appeals – Students as well as the *Student Appeals Policy* and *Student Appeals Procedures for* before lodging this application. See https://policies.acu.edu.au/student_policies/student_appeals_policy

The completed RX form should be lodged with the relevant Executive Dean or Director’s office within 20 working days of notification of the decision on which this application for appeal is lodged.

Received/...../.....
Office use only

Section A Personal Details

Student ID

Family Name

Given Name(s)

Course Campus

Address

Telephone: Daytime..... Mobile

Student email address

Section B Grounds for Appeal

A decision can only be appealed on the following grounds. Please select *at least one* of the criteria below:

- There has been a failure to adhere to the following University regulation, rule or policy
name of regulation, rule or policy
- A penalty has been imposed which is inconsistent with the penalties available under the relevant University regulation, rule or policy
- I am seeking a review of a mark, grade or result on the following grounds:
 - There is a calculation error in my mark/grade/final result
 - The Unit Outline was not prepared in accordance with the Assessment Policy
 - My application for extension, deferred exam or special consideration was not given appropriate consideration
 - I have been disadvantaged by the way an assessment task has been conducted
 - The assessment and/or feedback provisions of the Unit Outline have not been followed

Failure to identify the grounds for appeal may mean that your application is unlikely to be successful

Section C Type of Appeal

There are different avenues of appeal according to the matter being appealed (refer to section 4.2 of the *Student Appeals Procedures*):

- a) An appeal to the relevant Executive Dean against the decision of a senior officer regarding an academic matter.
- b) An appeal to the relevant Director against the decision of the senior officer responsible for an administrative organisational unit
- c) An appeal to the University Appeals Committee on the following matters:
 - a decision of an Executive Dean, or the Provost under the Academic Integrity and Misconduct Policy; or
 - a decision by an Associate Vice-Chancellor or Discipline Committee under the Student Conduct and Discipline Policy

Type of Appeal: (a, b or c above)

Section D Subject Matter of Appeal

(This will normally be the same as the original application for review)

Where the subject matter of an appeal relates to a unit, please indicate:

Unit Code.....Unit Title

Name of Lecturer-in-Charge

REVIEW/APPEAL HISTORY:

Outcome of the formal application for review – RV stage

Name of Senior Officer who made the decision:

Review decision as set out in the notification:

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Date of that decision:

(Only complete this section if appealing to the University Appeals Committee)

Outcome of any formal application for appeal – RX stage

Name of Executive Dean who made the decision:

Appeal decision as set out in the notification:

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Date of that decision:

For an appeal to an Executive Dean/ Director against the decision of a senior officer under the *Student Appeals Policy*

Explain how you believe the review (RV stage) failed to comply with the procedures for conducting a formal review and/or consider the case and the evidence presented. Resubmission of the original case for review will not normally be accepted. If the application is being lodged after 20 working days of the notification of the RV decision, evidence of any compassionate or compelling circumstances that led to the delay is also required.

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Note: Ensure a copy of the previous RV form is attached, along with correspondence relating to this appeal.

For an appeal to the Executive Dean or University Appeals Committee against a decision under the *Academic Integrity and Misconduct Policy* or the *Student Conduct and Discipline Policy*

Provide an explanation of the matter for appeal, documenting the case fully and attaching an additional sheet if necessary. All supporting documentary evidence must also be attached, and no new documentary evidence should be included. If the application is being lodged after 20 working days of the notification of a decision, evidence of any compassionate or compelling circumstances that led to the delay is also required.

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Note: Ensure a copy of any previous RV form is attached, along with correspondence relating to this appeal.

Section E Student Declaration

- I have read and understood the requirements of the *Student Appeals Policy* and of any regulation or policy relevant to this request for a procedural appeal against a decision.
- I declare that the matter for which I am seeking a procedural appeal is not currently being or has in the past been investigated and concluded under the *Student Appeals Policy* or the *Student Complaints Policy*.
- I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information about me for the purpose of processing this application.

Student signature Date

Section F Decision – OFFICE USE ONLY

Application: Upheld Rejected

Process undertaken to consider the appeal

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Decision on the application for appeal

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Reasons for the decision

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Any penalty imposed and/or any conditions thereon

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Notification of outcome

- Student
- Manager, Enrolments and Scholarships

Date of written notification of outcome to student

Other officers to whom a copy of the notification of outcome was provided:

- Executive Dean or Director
- Head of School or Manager of Administrative Unit
- Course Coordinator
- Lecturer in Charge
- Academic Registrar
- ACU International (in case of International students)
- Other (please specify)

Decision-maker

Name Position

Signature Date