

Appeal against decision under the Student Conduct and Discipline Policy

This form should be completed when a student wishes to appeal a decision and/or penalty which has been imposed as a consequence of a breach of the *Student Conduct and Discipline Policy*. Appeals can only be made on the grounds listed in the *Procedures Dealing with Alleged Breaches of Student Conduct* and students must follow the appeal process as outlined in those Procedures, including compliance with the specified timelines for lodging an appeal.

This form should be lodged within 20 working days of having being notified of the decision on which this appeal is based. The form should be lodged with the Deputy Vice-Chancellor, (Students, Learning and Teaching) http://www.acu.edu.au/about_acu/our_university/contact for contact/address details.

Received	Office use only
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Section A Personal Details

Student ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family Name	<input type="text"/>							
Given Name(s)	<input type="text"/>							
Course	<input type="text"/>	Campus	<input type="text"/>					
Address	<input type="text"/>							
Telephone: Daytime	<input type="text"/>	Mobile	<input type="text"/>					
Student email address	<input type="text"/>							

Section B Grounds of Appeal

The application for appeal must be based on one of the following criteria (*refer section 4.1 of the Procedures Dealing with Alleged Breaches of Student Conduct*):

- a) there was failure to comply with procedural fairness by reason of which the student has not received a fair hearing;
- b) there is evidence relating to mitigating circumstances affecting the student's misconduct;
- c) there was a clear error in the decision making process; or
- d) the penalty imposed was excessive or inappropriate.

Grounds for appeal (a, b, c or d above)

Section C Subject Matter of Application

For all requests for appeal:

The subject matter of the appeal relates to the following: (*refer section 4.1.3 (b) of the Procedures Dealing with Alleged Breaches of Student Conduct*):

- a) the finding of misconduct
- b) the penalty imposed
- c) The finding of misconduct and the penalty imposed

Subject matter of appeal

(a, b or c above)

Name of Decision Maker

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Date of decision

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Set out the basis of the appeal; documenting the case fully and attaching an additional sheet if necessary. All supporting documentary evidence must also be attached.

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Section D Student Declaration

I have read and understood the requirements of the *Student Conduct and Discipline Policy and Procedures for Dealing with Alleged Breaches of Student Conduct*.

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.

Signature

Date

Decision on the Appeal application

Uphold

Decline

Refer to Discipline Appeals Committee

Reasons for the decision

Notification of outcome

Date of written notification of outcome to student

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

- Associate Vice-Chancellor or Campus Dean
- Executive Dean of relevant Faculty
- Academic Registrar

Responsible Officer

Name

Position

Signature

Date