Application for FORMAL REVIEW under Student Appeals Policy

This form should be completed when a student wishes to apply for a formal review of a decision under the Policy on Student Appeals. Students should read the Summary Advice on Student Appeals—Students (Section F of this form) as well as the Policy on Student Appeals and Procedures for Student Appeals before lodging this application. See http://www.acu.edu.au/policy/755811

The completed RV form should be lodged with the School office (or equivalent) within 20 working days of notification of the decision on which this application for review is lodged.

Section A  Personal Details

Student ID

Family Name ..............................................................................................................................................................................................................

Given Name(s) ...........................................................................................................................................................................................................

Course .....................................................................................................................................................................................................................

Campus ...............................................................................................................................................................................................................

Address ..................................................................................................................................................................................................................

Telephone: Daytime ....................................................................................................................................................................................................

Mobile ..................................................................................................................................................................................................................

Student email address .....................................................................................................................................................................................

Section B  Grounds for Review

The application for review must be based on one of the following criteria (refer section 3.1 of the Procedures for Student Appeals):

a) alleged failure by staff member or any other person to execute responsibilities under the relevant published University regulation, rule or policy;

b) other failure to adhere to the relevant published University regulation, rule or policy

c) any penalty imposed which is inconsistent with the penalties available under the relevant University regulation, rule or policy.

Grounds for Review: (a, b or c above)

Relevant University regulation, rule or policy: ..........................................................................................................................................

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I declare that the information provided by me on this form is true and correct. I also agree to the release of personal information request for formal review of a decision.

I have read and understood the requirements of the Policy on Student Appeals and of any regulation, rule or policy relevant to this request for formal review of a decision.

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 E  Decision – OFFICE USE ONLY

Reviewing Officer Report (attach additional sheet if required)

Process undertaken to consider the application for review

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Recommended decision on the application for review  ☐ Uphold  ☐ Reject

Reasons for the recommended decision

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Recommended penalty imposed and/or any conditions thereon

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Reviewing Officer

Name .................................................................................................................. Position ..............................................................................................................

Signature ............................................................................................................ Date ..............................................................................................................

Senior Officer Determination (attach additional sheet if required)

Decision on the application for review  ☐ Upheld  ☐ Rejected

Reasons for the decision

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Penalty imposed and/or any conditions thereon

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Notification of outcome

☐ Student  Date of written notification of outcome to student .............................................

☐ Manager, Enrolments, Fees and Scholarships

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

☐ Executive Dean or Director  ☐ Lecturer in Charge

☐ Head of School or Manager of Administrative Unit  ☐ ACU International (in case of International students

☐ Course Coordinator  ☐ Other (please specify)......................................................

Senior Officer

Name .................................................................................................................. Position ..............................................................................................................

Signature ............................................................................................................ Date ..............................................................................................................
Before lodging an application for review or appeal you should make sure that you have read the Policy on Student Appeals together with the Procedures on Student Appeals. (See www.acu.edu.au/policy/755811). The following advice is designed to assist you with the review and appeals process and is in addition to the policy and procedures documents.

1. Consider the issue calmly, and carefully consider your rights and obligations, and those of officers of the University, under the relevant policies and procedures.

2. Approach the relevant staff member(s) with courtesy and focus on options to resolve your issue.

3. Endeavour to resolve the issue at the level at which it arose, and only proceed to the next level if those endeavours have been unsuccessful and you have a case which falls within the grounds for review or appeal under the Policy on Student Appeals.

4. You should first consult informally with the officer who made the relevant decision before making a formal application for review, to be provided with any further information and/or to gain an understanding of the basis for the decision.

5. Before making an application for formal review, or appeal, you are strongly encouraged to seek advice as to the appropriate course of action and/or seek support to better understand the policy and procedures and/or to gain assistance at any stage of the process. Advice and support is available from the Student Advocacy Service, the local Student Association and/or a Student Counsellor. Student Centre staff can also provide clarification regarding the relevant processes to follow.

6. When you complete the form to request a review or to lodge an appeal it is important that you state the grounds for the review or appeal and document your case fully. Applications that do not meet the grounds for review, or appeal, under the policy are likely to be dismissed.

7. You must provide copies of all relevant evidence, for example the unit outline and/or relevant correspondence. You can only add additional information or evidence at a later date in very limited and/or exceptional circumstances and the matter will then normally be referred back to the first level of review for further consideration.

8. Take note of the time limits within which you must act under the policy, usually within 20 working days of the relevant decision.

9. Keep clear, written records, including dates, of all relevant actions, including consultation with staff. Keep a copy of all written correspondence.

10. Respect the confidentiality of all parties involved in the appeals process.

11. Respond promptly to all requests for further information.

12. The person considering your request for review or appeal may invite you to attend for interview. You are also entitled to seek an interview after you lodge your form. Take the opportunity to meet with relevant people – accompanied if you wish by a support person as provided for in the policy. It is usual practice to advise the person arranging the meeting of the name of your support person, in writing, at least 3 days in advance of any meeting.

13. You will be advised in writing of the outcome of any review or appeal usually within 20 working days. A copy of the letter will be placed on your student file and will be provided to any other relevant officer who may need to take action as a result of the decision.

14. In the case of an international student, the University will notify the Department of Immigration and Border Protection (DIBP) of any notifiable change in enrolment. It is the student's responsibility to comply with all visa conditions and to notify DIBP of any change of enrolment status and to confirm the impact of any such changes that may affect a student visa.