

## 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 [www.acu.edu.au/policy/755811](http://www.acu.edu.au/policy/755811)

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

Student email address .....

### Section B Grounds for Appeal

For all requests for appeal:

An application for procedural appeal can only be made where published policy and/or procedures have not been followed.

Name of the University regulation or policy which has not been followed: .....

An appeal against the award of a mark, grade or result can *only* be considered where one of the following grounds apply:

- 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 complete this section fully may result in rejection of your application*

## 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.

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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.

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**Note: Ensure a copy of any previous RX 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 formal review of a decision.

I declare that the matter for which I am seeking an appeal is not currently being, or has in the past been investigated and concluded as a separate review or appeal 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 Date of written notification of outcome to student .....  
 Manager, Enrolments and Scholarships

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.....