

# Appeal Form

Appeals submitted to the University Appeals Committee are **only** eligible for consideration if they meet the grounds of New Evidence and /or Irregularity of Procedure (please see further information below). Accordingly, applications solely based on not being satisfied with the outcome from the previous stage are not eligible.

## PERSONAL DETAILS

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Student ID Number	Date of birth (dd/mm/yyyy)	Title (Mr., Ms., Miss, Mrs.)
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First Name	Last Name
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Student's Contact No	School
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Program Name	Program Code
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Are you currently enrolled as an <b>onshore</b> international student?	Yes	No
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Are you currently enrolled at a Partner Provider?	Yes	No
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If yes, which Partner Provider location e.g. MIT Melbourne, IIBIT Sydney.

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Are you currently enrolled as an <b>offshore</b> international student?	Yes	No
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If yes, in which country are you currently undertaking study?

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## IMPORTANT INFORMATION

- The address supplied on this form (refer Section A) will be used for all correspondence related to your appeal. This address may be different from the mail or home address recorded by the University.  
If you want to change any of your addresses currently used by the University for all other mail, you can do so through '[my Student Centre](#)'.
- When appealing, this form must be completed and submitted within 10 working days following the receipt of your letter from the Dean of your School or Executive Director, Federation TAFE that an adverse decision has been made against you.
- Read the University 'Regulation 2.2 – Appeals' governing appeals, available at [http://federation.edu.au/\\_data/assets/pdf\\_file/0004/44941/Reg22.pdf](http://federation.edu.au/_data/assets/pdf_file/0004/44941/Reg22.pdf)
- Appeals will only be heard when the Chair of the University Appeals Committee is satisfied that your application meets one of the grounds for appeal (refer Section 3. (1) (a) and (b) of Regulation 2.2 – Appeals).
- Advice regarding the appeals process may be sought from:  
Executive Officer of University Appeals Committee  
Telephone: +61 3 5327 6139  
Email: [university.appeals@federation.edu.au](mailto:university.appeals@federation.edu.au)

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**SECTION A – CONTACT INFORMATION** - please tick **ONE** of the following boxes where you can be contacted for the duration of the appeal process. Your Federation University student email account may also be used to contact you.

Email:

OR

Postal address:

Number Street

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Suburb State Country Postcode

# Appeal Form

## SECTION B – APPEAL INFORMATION

Appeal against exclusion

Appeal against final grade

**Before selecting this type of appeal, check the following:**

- *Please note you may not be eligible for consideration if you did not meet the requirements under*
  - *Regulation 5.3 - Assessment at the school level appeal.*
- *Please also note that final grade appeals are not to be substituted for an appeal that should sit under special consideration*
  - *Higher Education Special Consideration - General Application.*

Appeal against any other adverse decision by the Dean of School (please provide details of appeal below)

You must:

1. Indicate the ground/s of your appeal by ticking the appropriate box below
2. Provide a detailed account in support of your appeal, referring to the ground/s of appeal you have selected below
3. Attach copies of any supporting documentation that you wish to be considered
4. Include a list of all documents attached.

**You can only appeal if your application meets one of the following grounds** (please tick appropriate box):

New evidence, not known to you and/or the decision maker at the date of the adverse decision made against you, which becomes apparent since the date of that decision;

or

Irregularity of procedure in the recommending and/or the making of the adverse decision made against you.

Each appeal application is assessed on its individual merits.

### New Evidence

If you can show there is new, relevant evidence that was not available at the time the decision was made against you, you may have a ground for appeal.

New evidence may include compassionate and compelling circumstances which were not made known to the decision maker who made the adverse decision against you. Compassionate or compelling circumstances are generally those beyond the control of the student and they have an impact on the student's capacity and/or ability to progress through a program. The following are some examples of what may be considered compassionate or compelling circumstances:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement due to loss of a close family member such as a parent or grandparent (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on studies
- a traumatic experience which could include but is not limited to:
  - involvement in or witnessing of a serious accident
  - a serious crime committed against the student
  - witnessing and/or experiencing family violence [ with evidence including but not limited to, WRISC, CASA (Centre Against Sexual Assault), Berry Street, and CAFS (Child and Family Services)].
  - the student has been a witness to a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist's reports).

### Irregularity of Procedure

Examples of irregularity of procedure in the recommending and/or making of the decision made against you, may include:

- There is evidence that the decision was made on the basis of personal bias or ill will There is evidence of a breach of a relevant University legislation (a statute or a regulation) in the handling of the decision making (this includes evidence of a procedural error in the handling of an appeal against assessment or evidence that Federation University Australia failed to implement the academic progress intervention strategy described in the Monitoring
- Course Progression Procedure at: [http://policy.federation.edu.au/esos/standard\\_10/ch02.php](http://policy.federation.edu.au/esos/standard_10/ch02.php)
- There is evidence that the assessment by the decision maker who made the adverse decision against you did not comply with the criteria in the Course Description (Higher Education) or Unit Outline (VET).

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- There is evidence the assessment by the decision maker who made the adverse decision against you did not comply with the University Policy and Procedures on Assessment
- The student believes the decision does not comply with University Policies and Procedures
- There is evidence that where a penalty of exclusion has been applied, that the penalty is unreasonable, excessive or inappropriate (this may include evidence of compassionate or compelling circumstances – see above under 'New Evidence').

## SECTION C – STATEMENT

Please provide the details of the decision made against you, including an explanation of the grounds for your appeal. If space is insufficient, please attach additional page/s and write 'see attached' in this section.

**(Don't forget to indicate your grounds for appeal on page 2 of this form.)**

The information you provide here will be used by the Chair of the University Appeals Committee to assist and determine whether you will be granted a hearing of the University Appeals Committee to consider your appeal.

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## SECTION D – SUBMISSION CHECKLIST

I am currently enrolled or I have been granted an approved leave of absence

I have received notification from the Dean of your School or Executive Director, Federation TAFE of an adverse decision made against me by my School which has resulted in (tick appropriate box):

- Exclusion from my program (copy of letter attached)
- An adverse final grade (copy of letter attached)
- A charge of plagiarism (copy of letter attached)
- Other (copy of letter attached)

I have selected the grounds for my appeal (refer Section B) and addressed these in my written submission

I have attached copies and a list of all my supporting documentation, unless otherwise stated.

I have kept a copy of all forms and documentation I have submitted.

Complete Sections A to E and submit form, together with any supporting documentation, to ensure delivery within 10 working days of notification from the Dean of your School or Executive Director, Federation TAFE of the adverse decision.

Appeals may be lodged, addressed to:

**Executive Officer, University Appeals Committee  
Federation University Australia**

- Email: [university.appeals@federation.edu.au](mailto:university.appeals@federation.edu.au)
- Mail: PO Box 663, Ballarat, Vic, 3353

## SECTION E – STUDENT DECLARATION

In making this submission, I declare the information provided in this application is accurate and that I have read and understood the information relating to the appeals process provide on the Information sheet on page 4 of this form. The application is considered by me to be complete (unless I have indicated above that there is further information to follow).

Student signature

Date (dd/mm/yyyy)

Office use only – date received

# Appeal Form

## This form is to be completed by

Any student of the University who wishes to appeal an adverse decision of the University made against the student which affects his/her academic record or enrolment status.

## Eligibility and Timelines

1. **You must** have received notification from your Dean of your School or Executive Director, Federation TAFE that your appeal to them has been dismissed before lodging an appeal to the University Appeals Committee.
2. A right of appeal to the University Appeals Committee against the adverse decision must exist in University Legislation.
3. You must be currently enrolled or have been granted an approved leave of absence to be eligible to lodge an appeal.
4. Your appeal submission cannot be accepted without a completed Appeal to the University Appeals Committee form (this form) with the relevant ground/s of appeal selected.
5. The completed form (with supporting documentation) must be submitted to ensure delivery within 10 working days following notification of the dismissal of your appeal from your Dean of your School or Executive Director, Federation TAFE.
6. Late appeal submissions cannot be accepted.

## What will happen next? Will I be granted a hearing of the University Appeals Committee?

In lodging an appeal you are requesting a hearing of the University Appeals Committee to consider your appeal against the decision of the School. (For example, a decision to exclude you from your program or a decision about your final grade/result in a course).

Following receipt of a complete Appeal to the University Appeals Committee Form, the Chair of the University Appeals Committee will decide whether your application satisfies the ground/s of the appeal you have selected on page 2 of the Form.

Where the eligibility criteria has been deemed:

- (a) To have been met, a hearing of the University Appeals Committee will be arranged and you will be notified of the date and time accordingly
- (b) Not to have been met, your request for a hearing will be denied and we will advise you accordingly.

This communication will explain the reasons for the determination and also advise you of your right to seek a review of the decision by the Victorian Ombudsman.

## Communication

Your student email account and the address supplied on the form will be used for correspondence related to your appeal.

## Further Assistance

For advice on the appeals process or how to complete the form contact:

Executive Officer, University Appeals Committee

Email: [university.appeals@federation.edu.au](mailto:university.appeals@federation.edu.au)

Telephone: +61 3 5327 6139

We strongly recommend that you read the University regulations, policy and procedures governing academic progress, assessment and student appeals. Refer to [http://federation.edu.au/staff/governance/legal/feduni-legislation/feduni-statutes-and-regulations#internal\\_bodies](http://federation.edu.au/staff/governance/legal/feduni-legislation/feduni-statutes-and-regulations#internal_bodies)

Information supplied as part of your appeal submission will be treated in a confidential manner in accordance with the Federation University Australia Information Privacy. Refer to:

[http://policy.federation.edu.au/university/general/information\\_privacy/ch01.php](http://policy.federation.edu.au/university/general/information_privacy/ch01.php)