

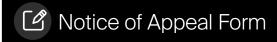


## Instructions

- 1. Please read the **Appeal Policy** before completing this form.
- 2. Once this form is completed, please email the form to the relevant staff member (Lecturer/Head of Department (HoD)/ Programme Head/Leader, Student Success) or directly to the delegated authority as per the policy.

Pe	rsor	nal c	letai	ls

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Student ID Number				Date of B	rth (day/month/year)			
First Name/s			Surname					
Address				Phone Nu	mber			
				Are you a	n international learner	Yes	No	
				Email add	lress			
Programme Name								
Do you have a support (If yes, please provide			advocate ass	sisting you i	n making this appeal?	Yes	No	
Details of the person a	assistir	ng with this a	appeal applic	cation.				
Full Name					Phone number			
Relationship to the lear	ner				Email address			
Details of any other pe	erson a	ssisting wit	h this appeal	l application	) <b>.</b>			
Full Name					Phone number			
Relationship to the lear	ner				Email address			
Describe details of	f your A	Appeal (you	may attach a	letter cove	ring questions 1 to 3)			
			-					
2. Please describe ho	ow you	have alread	dy tried to res	solve this ap	peal			
3. Please describe ho	ow you	think your a	appeal can be	e resolved				



Please provide a list of documents attached to this form		

## Learner declaration

By signing this form, I confirm:

- 1. I have read the Appeal Policy and understand my rights and responsibilities.
- 2. The information provided on this form is true and correct, and I have not withheld any information that could have a material bearing on my appeal application.

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## Important information

Subject Matter	Grounds for Appeal
Appeal against an outcome of an academic process, academic result, academic progression, aegrotat, or academic integrity matter.	Establish one of the following grounds for appeal:  a. There is new information which has a bearing on the matter, and which was previously unavailable (and could not reasonably have been made available at the time the disputed decision was made), OR  b. There was a flaw in the process relating to the decision the learner seeks to appeal.
Appeal against a learner breach of discipline decision or a non-academic complaint.	<ul> <li>a. That the procedure used for the investigation, or the resolution was unfair or biased, OR</li> <li>b. That the decision of the investigator could not reasonably be sustained on the evidence, OR</li> <li>c. That significant new evidence which was not previously available has become available since the investigation, which could have a material effect on the decision made or the penalty imposed, OR</li> <li>d. That any disciplinary action/s taken are out of proportion to the nature of the breach of discipline and the full circumstances of the case.</li> </ul>

Roles	Responsibilities
Appellant	Complete the Notice of Appeal Form
	Attend the hearing (if required)
	Participate in good faith
	Provide any further information required by the delegated authority
Advocate	Work with the appellant to ensure a culturally appropriate format for the hearing
	Read all documentation prior to the hearing
	Offer guidance to the appellant throughout all stages of the appeal

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