



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.

Personal details

Student ID Number		Date of Birth (day/month/year)				
First Name/s		Surname				
Address		Phone Number				
		Are you an international learner	☐	Yes	☐	No
		Email address				
Programme Name						

Do you have a support person/s and/or advocate assisting you in making this appeal? (If yes, please provide their details)			☐	Yes	☐	No
Details of the person assisting with this appeal application.						
Full Name		Phone number				
Relationship to the learner		Email address				
Details of any other person assisting with this appeal application.						
Full Name		Phone number				
Relationship to the learner		Email address				

1. Describe details of your Appeal (you may attach a letter covering questions 1 to 3)
2. Please describe how you have already tried to resolve this appeal
3. Please describe how you think your appeal can be resolved



Notice of Appeal Form

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.

Student Signature		Date	
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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.	a. That the procedure used for the investigation, or the resolution was unfair or biased, OR b. That the decision of the investigator could not reasonably be sustained on the evidence, OR 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 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.

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