

Appeal Form

Appeals submitted to the Student Appeals Committee are **only** eligible for consideration if they meet the grounds outlined in Federation University Australia (Students) Regulations 2022. Accordingly, applications solely based on not being satisfied with the outcome from the previous stage are not eligible. * PLEASE RESPOND TO ALL QUESTIONS

PERSONAL DETAILS

Student ID Number	Date of birth (dd/mm/yyyy)	Title (Mr., Ms., Miss, Mrs.)
First Name	Last Name	
School/Institute		
Program Name	Program Code	

Are you currently an onshore student (Yes/No)? _____

Are you currently enrolled as an offshore international student (Yes/No)? _____

If yes, in what country are you currently undertaking study? _____

Are you currently enrolled at a Partner Provider, if yes which provider e.g., MIT Melbourne, IIBIT Sydney? _____

IMPORTANT INFORMATION

1. 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 email 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**'.
2. When appealing, this form must be completed and submitted within 30 calendar days following the receipt of your letter from the Executive Dean of your School/Institute or Executive Director, Federation TAFE that an adverse decision has been made against you.
3. Read the Federation University Student Regulations, governing appeals, available at <https://federation.edu.au/staff/governance/legal/feduni-legislation/feduni-statutes-and-regulations>
4. Appeals will only be heard when the Chair of the Student Appeals Committee is satisfied that your application meets one of the are provided in s59 (2) (a) (b) (c) (d) and (e), Federation University Australia (Students) Regulations 2022 Advice regarding the appeals process may be sought from: Executive Officer of the Student Appeals Committee
Telephone: +61 3 5327 6139
Email: student.appeals@federation.edu.au

SECTION A – CONTACT INFORMATION - Your Federation University student email account may also be used to contact you.

Email: _____

Student's Contact Phone No: _____

SECTION B – APPEAL INFORMATION - Please attach Institute/School outcome letter☐ Appeal against exclusion☐ Against final grade

Before selecting this type of appeal, check the following:

- *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 Executive Dean of Institute / School (please provide details of appeal below or attach) – i.e., special consideration, leave from studies, academic misconduct etc.**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.

An application must be on one or more of the following grounds— (please tick appropriate box):

- ☐ (a) that there was relevant evidence which— was available to the decision-maker at the time the decision was made but
- I. was not taken into account by the decision-maker
- OR
- II. was not known by the applicant before the decision was made and could not reasonably have been known by the applicant before the decision was made;
- ☐ (b) that the decision was manifestly wrong;
- ☐ (c) that a procedural irregularity occurred which may have affected the decision;
- ☐ (d) that the penalty imposed was manifestly excessive;
- ☐ (e) that there was a deemed refusal.

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:

- o serious illness or injury, where a medical certificate states that the student was unable to attend classes
- o bereavement due to loss of a close family member such as a parent or grandparent (where possible a death certificate should be provided)
- o major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on studies
- o a traumatic experience which could include but is not limited to: involvement in or witnessing of a serious accident
- o 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)].
- o 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 report).

Irregularity of Procedure

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

- o There is evidence that the decision was made on the basis of personal bias or ill will
- o 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
- 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).
- 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 attach a statement that details the decision made against you, and a detailed explanation of the grounds for your appeal. If you are able to provide supporting documentation e.g., medical certificates, letters of support etc please also attach.

The information you provide here will be used by the Chair of the Student Appeals Committee to assist with determining the outcome of your appeal.

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

SECTION D – SUBMISSION CHECKLIST

- ☐ I am currently enrolled, or I have been granted an approved leave of absence
I have received notification from the Executive Dean of your Institute / School or Executive Director, Federation TAFE of an adverse decision made against me by my Institute/School which has resulted in (tick appropriate box):
- ☐ Exclusion from my program (copy of outcome letter attached)
- ☐ An adverse final grade (copy of outcome letter attached)
- ☐ A charge of academic misconduct (copy of outcome letter attached)
- ☐ Other (copy of statement 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 30 calendar days of notification from the Executive Dean of your Institute/School or Executive Director, Federation TAFE of the adverse decision.

Appeals may be lodged, addressed to:

Executive Officer, Student Appeals Committee Federation University Australia

Email: student.appeals@federation.com.au

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 in the Federation University Australia (Student) Regulations. The application is considered by me to be complete.

Student signature

Date (dd/mm/yyyy)

Office use only – date received