**RX**

**Application for PROCEDURAL APPEAL under the Student Appeals Policy**

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| **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** [**student appeals resources**](https://www.studentportal.acu.edu.au/about-acu/acf/review-and-appeals) **on the Student Portal as well as the *Student Appeals* *Policy* and *Procedures for* before lodging this application. See** <https://policies.acu.edu.au/student_policies/student_appeals_policy>  **The completed RX form should be lodged with the relevant Executive Dean or Director’s office, or with the Academic Integrity Team where appropriate within 20 working days of notification of the decision on which this application for appeal is lodged. Lodgement email addresses are available from** <https://policies.acu.edu.au/student_policies/student_appeals_policy> |

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| **Received**  **/** **/**  *Office use only* |

**Section A Personal details**

|  |  |
| --- | --- |
| Student ID |  |

|  |  |
| --- | --- |
| Family Name |  |

|  |  |
| --- | --- |
| Given Name(s) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Course |  | Campus |  |

|  |  |
| --- | --- |
| Contact phone |  |

|  |  |
| --- | --- |
| Your ACU email |  |

**Section B Grounds for review**

**A decision can only be reviewed on the following grounds. Please select *at least one* of the criteria below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | There has been a failure to adhere to the following University regulation or policy | | | | |
|  | *name of regulation or policy* | | |  | | |
|  | A penalty has been imposed which is inconsistent with the relevant University regulation or policy | | | | |
|  | New information is available that was not available to the student or decision maker at the time of the decision | | | | |
|  | I am seeking a review of a mark, grade or result on the following grounds: | | | | |
|  | An administration error has occurred in the determination or calculation of my mark/grade/final result | |
|  | The Unit Outline was not prepared and/or made available in accordance with the Assessment Policy | |
|  | My application for extension, deferred exam or special consideration was not given appropriate consideration | |
|  | I experienced technical barriers that were outside of my control | |
|  | I have been disadvantaged by the variation of an assessment task or the assessment criteria | |
|  | My performance was affected by the absence of, or inadequate relevant feedback on a prior assessment | |

***Failure to identify the grounds for review may mean that your application is unlikely to be successful***

**Section C Type of Appeal**

There are different avenues of appeal according to the matter being appealed (refer to section 7.2 of the *Student Appeals Policy*):

1. An appeal to the relevant Executive Dean against the decision of a senior officer regarding an academic matter.
2. An appeal to the relevant Director against the decision of the senior officer responsible for an administrative organisational unit
3. An appeal to the University Appeals Committee on the following matters:

- a decision of a Faculty Academic Misconduct Committee under the *Student Academic Integrity and Misconduct Policy*; or

- a decision by a Campus Dean or Discipline Committee under the *Student Conduct 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 the 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 |  |

|  |  |
| --- | --- |
| Date of that decision |  |

|  |  |
| --- | --- |
| Review decision as set out in the notification |  |

*(Only complete this section if appealing to the University Appeals Committee )*

**Outcome of any formal application for appeal – RX stage**

|  |  |
| --- | --- |
| Name of Exec Dean, Director or Committee who made the decision |  |

|  |  |
| --- | --- |
| Date of that decision |  |

|  |  |
| --- | --- |
| Appeal decision as set out in the notification |  |

**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. If the application is being lodged after 20 working days of the notification of the RV decision, evidence of any compassionate or compelling circumstances that led to the delay is also required.

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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 University Appeals Committee against a decision under the *Student* *Academic Integrity and Misconduct Policy* or the *Student Conduct 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. If the application is being lodged after 20 working days of the notification of a decision, evidence of any compassionate or compelling circumstances that led to the delay is also required.

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**Note: Ensure a copy of any previous RV 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 a review is not currently being, or has in the past been investigated and concluded under the Student Appeals Policy, Student Complaints Policy or the Student Conduct 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 | *Not required if form is submitted from an ACU student email address* | Date |  |

**Section F Decision – OFFICE USE ONLY**

**Process undertaken to consider the appeal**

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|  |

Application:  Uphold  Reject

**Reasons for the decision**

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|  |

**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 Student Records |  | |

Other officers to whom a copy of the notification of outcome was provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Executive Dean or Director | Lecturer in Charge | | |
| Head of School or Manager of Administrative Unit | Global Engagement (in case of International students) | | |
| Course Coordinator | Other (please specify) |  |
| Lecturer in Charge |  |  |

**Decision-maker**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |