

# NOTICE OF APPEAL FORM

**Important Note: Failure to complete all sections of this form or to omit important information may invalidate your appeal.**

[Student Advocates](#) can assist students or eligible persons with the appeal process, including completing the Notice of Appeal form. To speak to a staff member regarding student advocates: phone +61 3 9919 5400 or email [advocacy@vu.edu.au](mailto:advocacy@vu.edu.au) .

It is also recommended that students refer to the [Help Guide for Appealing a University Decision](#) prior to filling in this form.

## SECTION 1 – PERSONAL INFORMATION

Family Name/Surname:

Given First Name:

Student ID:

Male:

Female:

Non Binary:

Self Describe:

Street Number & Name:

Suburb:

[Email Address:](#)

Mobile Phone:

Other Phone:

Course Name:

Course Code:

Campus/es:

Are you an [international](#) student?

Yes

No

## SECTION 2 – TYPE OF APPEAL

1. I am appealing a University decision made on Day  
Month Year

In order for your appeal to be progressed, you **MUST** attach a [copy of the University Decision](#) that you are appealing by the deadline date indicated on this document [*refer section 4*].

2. I am appealing a decision based on (*please tick only those that apply*):

a [misconduct decision](#) made under the [Student Misconduct Regulations 2019](#) and associated [procedure](#).

a complaint decision made under the [Student Complaints Policy](#) and [procedure](#);

a decision made under the relevant [Exclusion for Safety Reasons Regulation 2019](#) and [procedure](#);

an [academic progress decision](#) made under the relevant [Academic Progress Regulation 2016](#) [refer section 4(1) below]; or

a [statutory decision](#) – any decision that Commonwealth or State laws require the University to provide a right of appeal, which is not covered by another review or appeal process.

## SECTION 3 – GROUNDS FOR APPEAL

**Important Note: To ensure you are appealing on the correct grounds and that you provide appropriate evidence, you should read the section “Eligible Grounds for Appeals” on the [Student Appeals website](#) or seek support from a Student Advocate before completing Section 3 of this form.**

3. I am appealing this decision based on the following grounds (*please tick all that apply*):

the existence of **new relevant material of a significant nature**, being relevant material that was not reasonably available to the student or eligible person prior to the original decision being made and which is inherently different from material that was available;

there was a **misapplication of procedure resulting in some real disadvantage** to the student or eligible person that was the subject of the decision;

the decision was **manifestly wrong** or the sanction was **manifestly excessive**; or

there was a **bias or a conflict of interest** on the part of the original decision maker/s.

4. Summarise the substance/basis of the appeal i.e. the background to the appeal and why you believe the grounds for appeal are met (*please attach additional sheets if necessary*).

## SECTION 4 – EVIDENCE OR DOCUMENTATION

5. List all evidence attached to this Notification of Appeal: **If this appeal is about an academic progress decision, you must attach a statement of results for all the units in your current course.**

Type	Attached		Number of Pages
	Yes	No	
<b>University Decision</b> <i>This should be in the form of an official email or written memo.</i>			
<b>Statement of Results</b> <i>This is required for academic progress matters.</i>			
<b>Medical Reports<sup>1</sup></b>			
<b>Correspondence with University</b>			
<b>External Correspondence</b> <i>Refers to materials in support of your case that originates from external bodies.</i>			
<b>Relevant Regulation and/or Policy</b> <i>Attach section of Regulation and/or Policy relevant to your grounds of appeal.</i>			
<b>Other</b>			

## SECTION 5 – SIGNATURE

Signature of Person Appealing Decision:

Please Print Name:

Date:

The process will commence within five (5) University working days of formal lodgement of this appeal. The Appeal Committee will advise you if they wish to meet with you in person. You will be notified of the outcome in writing.

The Notice of Appeal **MUST** be lodged within **20 University Business Days** of the Notice of Decision. To be lodged with the Manager, Operations and Governance and Secretariat via email [gov.sec@vu.edu.au](mailto:gov.sec@vu.edu.au) .

<sup>1</sup> Only medical reports pertaining to the applicant will be accepted. If the health of a family member has impacted the student then a statutory declaration to this effect should be provided. Refer: <https://www.justice.vic.gov.au/justice-system/legal-assistance/statutory-declarations> .

## CHECKLIST

Tick all sections following completion.

### Section 2

Check

Have you attached the University decision?  
*[Refer section 2(1)]*

Is your appeal being lodged within 20 business days of the University decision?

Have you identified the decision being appealed?  
*[Refer section 2(2)]*

Have you read the University's Regulations and Policies before completing this section?  
*[Refer to links in section 2(2)]*

### Section 3

Have you provided information about the grounds for your appeal?  
*[Refer section 3(2)]*

### Section 4

Have you attached the statement of results for your current course and all relevant attachments listed in *section 4*?

### Appeal Submission

Have you consulted with Student Advocacy prior to submitting this Notification of Appeal?