**NOTICE OF APPEAL FORM**

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

Student Advocacy 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](https://www.vu.edu.au/sites/default/files/help-guide-for-appealing-against-a-university-decision.pdf) prior to filling in this form.

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| **SECTION 1 – PERSONAL INFORMATION** |
| |  |  | | --- | --- | | Family Name/Surname: Click or tap here to enter text. | | | Given First Name: Click or tap here to enter text. | | | Student ID:Click or tap here to enter text. | Male:  Female:  Non Binary:  Self Describe: | | Street Number And Name: Click or tap here to enter text. | | | Suburb: Click or tap here to enter text. | | | [Email Address](#EmailAddress" \o "Students must supply student email. You may also supply another address as well.): Click or tap here to enter text. | | | Mobile Phone: Click or tap here to enter text. | Other Phone:Click or tap here to enter text. | | Course Name: Click or tap here to enter text. | | | Course Code: Click or tap here to enter text. | Campus/es: Click or tap here to enter text. | | [**Are you an international student?**](#International)  Yes No | | |
| **SECTION 2 – TYPE OF APPEAL** |

1. I am appealing a University decision made on Day Click or tap here to enter text.

Month Click or tap here to enter text. Year Click or tap here to enter text.

In order for your appeal to be progressed, you **MUST** attach a [copy of the University Decision](#Universitydecision" \o "The University Decision will have been sent to you by a senior officer of the University. It will also provide you with any deadlines for submitting an appeal.) that you are appealing by the deadline date indicated on this document *[refer section 4].*

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

a [misconduct decision](#decision) made under the [Student Misconduct Regulations 2019](https://policy.vu.edu.au/document/view.php?id=206) and associated [procedure](https://policy.vu.edu.au/document/view.php?id=204).

a complaint decision made under the [Student Complaints Policy](https://policy.vu.edu.au/document/view.php?id=174) and [procedure](https://policy.vu.edu.au/document/view.php?id=175);

a decision made under the relevant [Exclusion for Safety Reasons Regulation 2019](https://policy.vu.edu.au/document/view.php?id=151) and [procedure](https://policy.vu.edu.au/document/view.php?id=80&version=1);

an [academic progress decision](#academicdecision" \o "This refers to a decision to exclude from University for lack of progress, not a dispute over a single assessment task.) made under the relevant [Academic Progress Regulation 2016](https://policy.vu.edu.au/document/view.php?id=364) *[refer section 4(1) below];* or

a [statutory decision](#statutory" \o "This will be a decision made by the University to comply with external legislation, such as the ESOS Act.) – 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.

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| **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](https://www.vu.edu.au/current-students/campus-life/advice-support/student-advocacy/student-appeals)

1. 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.

1. 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)*.

Click or tap here to enter text.

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| **SECTION 4 – EVIDENCE OR DOCUMENTATION** |

1. 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.**

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| --- | --- | --- | --- |
| **Type** | **Attached** | | **Number of Pages** |
| **Yes** | **No** |
| **University Decision**  *This should be in the form of an official email or written memo.* |  |  | Click or tap here to enter text. |
| **Statement of Results**  *This is required for academic progress matters.* |  |  | Click or tap here to enter text. |
| **Medical Reports[[1]](#footnote-1)** |  |  | Click or tap here to enter text. |
| **Correspondence with University** |  |  | Click or tap here to enter text. |
| **External Correspondence**  *Refers to materials in support of your case that originates from external bodies.* |  |  | Click or tap here to enter text. |
| **Relevant Regulation and/or Policy**  *Attach section of Regulation and/or Policy relevant to your grounds of appeal.* |  |  | Click or tap here to enter text. |
| **Other** |  |  | Click or tap here to enter text. |

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| **SECTION 5 – SIGNATURE** |

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| Signature of Person Appealing Decision: |
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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 Diector, Governance and Secretariat via email [gov.sec@vu.edu.au](mailto:gov.sec@vu.edu.au) **.**

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| **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)]* | |  | |
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| **Section 4** | | | | |
|  | Have you attached the statement of results for your current course and all relevant attachments listed in *section 4?* | |  | |
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| **Appeal Submission** | | |  | |
|  | Have you consulted with Student Advocacy prior to submitting this Notification of Appeal? | |  | |

1. 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> . [↑](#footnote-ref-1)