

APPLICATION FOR AN APPEAL

About this form

This form should be used if you wish to lodge an appeal to the Student Appeals Committee under the terms of the Student Grievance Resolution Policy.

Students should read the Student Grievance Resolution Policy carefully, taking particular notice of the University's appeals process for progress, academic and non-academic grievances which involves informal resolution, formal resolution and, if the matter remains unresolved, via the Student Appeals Committee. Please also note that all cases will be submitted for a preliminary pre-assessment of the grounds. Please refer to the policy webpage to familiarise yourself with the scope of this Committee:

<https://www.canberra.edu.au/content/myuc/footer/student-grievances.html>

Student support

Students who require assistance or advice regarding the University's student grievance resolution processes should contact the local support services on their campus in the first instance.

If you require support and advocacy throughout the grievance process, please contact the Advocacy Office of the University of Canberra Student Representative Council:

student.advocacy@canberra.edu.au

The full *Student Grievance Resolution Policy* is available at:

<https://www.canberra.edu.au/Policies/PolicyProcedure/Index/219>

All communications relating to this appeal must be in writing and emailed to

SecretarySac@canberra.edu.au

APPLICATION FOR AN APPEAL

AGAINST A DECISION OF FACULTY OR BUSINESS UNIT

Contact information

Full name:

Student ID:

Enrolled course:

Phone number:

Postal address:

Grounds for appeal

Please tick the box as appropriate:

☐ Failure to afford procedural process

Please describe any failure in the process and provide any documentary evidence which supports these allegations.

- ☐ **a finding of the formal grievance resolution process was based on a material mistake as to the facts**

Please describe any mistake as to the facts that was drawn in the formal grievance outcome and provide any documentary evidence which supports these allegations.

- ☐ **new, relevant evidence that was not available at the time of the original decision that is likely to have affected the outcome**

Please explain the nature of the new mitigating evidence/information and why you could not have made this information known at the time of submitting your formal grievance. Precise dates and details of any events should be provided and accompanied by medical or other documentary evidence, where appropriate.

- ☐ **the decision was based on mere speculation or suspicion and not relevant evidence**

Please provide details as to how the evidence used in support of the formal grievance outcome was based on speculation or suspicion, including any documentary evidence which supports these allegations.

Desired outcome

Please provide a brief comment on what you would consider to be a satisfactory resolution of your grievance.

I declare that I have read the *Student Grievance Resolution Policy* and that the information given on this form, and on any accompanying papers, is a true and complete statement of facts.

I acknowledge that delay or failure to reply to correspondence from the Student Appeals Committee may delay resolution of my appeal beyond the timeframes prescribed in the *Student Grievance Resolution Policy*.

Privacy – personal information

You are entitled to protection of the personal information you provide to the University of Canberra (UC) under the *Information Privacy Act 2014*. This means that any personal information we collect about you is treated according to the law and applicable policy. See UC's Privacy Policy (available at <https://www.canberra.edu.au/privacy>) for more information.

The personal information collected on this form will allow your appeal to be considered by the Student Appeals Committee under the *University's Student Grievance Resolution Policy*. In considering your appeal, the University may disclose some personal information we hold to other relevant organisations, including overseas organisations or regulators. For example, if your studies involve an organisation related to the University (such as the University of Canberra College), a third party provider or an external research or teaching centre, your personal information may be disclosed to that entity.

By signing and submitting this form, you consent to the University of Canberra using and disclosing your personal information as described above.

Signed:

Date: