

# APPLICATION FOR AN APPEAL

## About this form

This form should be used if you wish to lodge an appeal to the Student Conduct Committee under the terms of the *Student Conduct Rules 2023*.

Students should read the *Student Conduct Rules 2023* carefully, taking particular notice of the University's appeals process as outlined in the *Student Conduct Rules- Appeal against outcome of Summary Inquiry*. Please refer to the Student Conduct webpage to familiarise yourself with the process:

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

## Student support

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

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

[student.advocacy@canberra.edu.au](mailto:student.advocacy@canberra.edu.au)

The full *Student Conduct Rules 2023* are available at:

<https://www.canberra.edu.au/about-uc/policy-and-legislation/legislation/rules/University-of-Canberra-Student-Conduct-Rules-2023.pdf>

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

[SCCSecretary@canberra.edu.au](mailto:SCCSecretary@canberra.edu.au)

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## AGAINST THE OUTCOME OF SUMMARY INQUIRY

### Contact information

Full name:

Student ID:

Enrolled course:

Phone number:

Postal address:

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### 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 Summary Inquiry process was based on a material mistake as to the facts**

*Please describe any mistake as to the facts that was made in the finding of Summary Inquiry 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 Summary Inquiry. 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 that explains the reason why you allege that the finding at the Summary Inquiry was based on speculation or suspicion rather than relevant evidence. Please ensure that you provide 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 appeal.

I declare that I have read the *Student Conduct Rules 2023* and that the information given on this form, and on any accompanying papers, is a true and complete statement of facts.

### **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 Conduct Committee under the *University's Student Conduct Rules 2023*. 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: