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| **APPLICATION FOR ACADEMIC APPEAL** |  |

[ ]  I confirm that I have read the [Academic Appeals Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Academic%20Appeals%20Policy%20and%20Procedure.pdf) *(AAPP)*

**Deadlines / Timeframes**

* Applications **must** be submitted within [20 working days](https://www.ppsr.gov.au/business-day) from the official Notification of Outcome from CQUniversity (not inclusive of [Public Holidays](https://info.australia.gov.au/about-australia/special-dates-and-events/public-holidays) for your state or CQUniversity closure periods).
* Applications and documentation received outside the 20-working day timeframe without **attached evidence of extenuating circumstances** will be refused.

**Contact:**

* Email all enquiries and applications to appeals@cqu.edu.au
* All advice and outcomes regarding your appeal will be sent to your CQUniversity student email account.

**Support**:

* The Student Advocacy Officers (student-advocacy@cqu.edu.au) are available to provide advice on the completion of this form. *(AAPP section 4.2)*
* Contact the Student Ombudsman (student-ombudsman@cqu.edu.au) for Review of Grade advice. For more information view the [Student Ombudsman Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Student%20Ombudsman%20Procedure.pdf), and the [Review of Grade Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Review%20of%20Grade%20Procedure.pdf).

**Policies and Procedures:**

All University policies and procedures are available from the University’s [policy site](https://www.cqu.edu.au/policy) *(search for the policy name).* Below are quick links to the most commonly referred to policies and procedures for appeal applications:

* [Assessment Policy and Procedure (Higher Education Coursework)](https://www.cqu.edu.au/policy) *(search and select the relevant term)*
* [Credit for Prior Learning in Higher Education Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Credit%20for%20Prior%20Learning%20in%20Higher%20Education%20Policy%20and%20Procedure.pdf)
* [Research Higher Degree Course Rules Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Research%20Higher%20Degree%20Course%20Rules%20Policy%20and%20Procedure.pdf)
* [Research Higher Degree Theses Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Research%20Higher%20Degree%20Theses%20Policy%20and%20Procedure.pdf)
* [Student Academic Integrity Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Student%20Academic%20Integrity%20Policy%20and%20Procedure.pdf)
* [Student Assessment Procedure (VET)](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Student%20Assessment%20Procedure%20(VET).pdf)
* [Student Research Misconduct Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Student%20Research%20Misconduct%20Policy%20and%20Procedure.pdf)
* [Work-Integrated Learning Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Work-Integrated%20Learning%20Policy%20and%20Procedure.pdf)
* [Withdraw Without Academic Penalty Application Form and Guidelines](https://sportal.cqu.edu.au/__data/assets/pdf_file/0021/40494/Withdrawal_without_Academic_Penalty.pdf)

**YOU MUST COMPLETE ALL SECTIONS (SECTIONS 1 TO 9).**

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| 1. **PERSONAL DETAILS**
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| **Student Name:** |  |
| **Student Number:** |  |
| **Phone Number:** |  |
| **Unit Code:** *e.g., HBSC19090* |  |
| **Unit Name:** *e.g., Introductory Course Planning* |  |
| **Term and Year the unit was studied:** *e.g., Term 3, 2019* |  |

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| 1. **DATE OF NOTIFICATION OF OUTCOME FROM CQUNIVERSITY**
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Click or tap to enter a date.

**Please include the official Notification of Outcome received from CQUniversity with your appeal documentation.** *(AAPP section 4.8)*

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| 1. **DECISION BEING APPEALED**
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[ ]  Denial of your Deferred Examination Application

[ ]  Determination that you shall not attend a placement or practicum

[ ]  Determination that you be removed from a placement or practicum

[ ]  Determination that your enrolment be conditional

[ ]  Outcome of the grading of your Research Higher Degree thesis

[ ]  A finding of a breach of academic integrity or research misconduct

[ ]  Exclusion from the University (either temporary or permanent)

[ ]  Any other matter decided under a policy and/or procedure that specifies the Academic Appeals Committee is the avenue of appeal

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| 1. **OUTCOME BEING SOUGHT**
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[ ]  Vary or replace the decision that was made and/or any penalty that has been applied

[ ]  Refer the matter to the original decision-maker or another decision-maker in the same organisational area to reconsider the matter with the new evidence provided and make a new decision

[ ]  Committee to make a new decision about the original matter, taking the new evidence into account

[ ]  Overturn the decision being appealed

[ ]  Another outcome (please specify):

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| 1. **GROUNDS FOR APPEAL**
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[ ]  The decision being appealed (i.e., the decision made by the University decision-maker) did not comply with the relevant University policy and/or procedure.

[ ]  There is new evidence that was not known, or reasonably available to you, before the decision was made, including extenuating circumstances that the University decision-maker was not made aware of **at the time the decision was made.**

**Note: If you select both grounds for appeal you MUST complete all fields in section 6. SUPPORT FOR YOUR GROUNDS FOR YOUR APPEAL.** *(AAPP section 4.6)*

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| 1. **SUPPORT FOR YOUR GROUNDS FOR YOUR APPEAL**
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| **a) For appeals on the ground of non-compliance with the relevant University policy and/or procedure:** *(AAPP section 4.9)* |
| Which policy and/or procedure was not followed? |
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| Which section (wording or item number) of the policy/procedure was not followed?  |
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| How was the policy/procedure not followed? |
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| **b) For appeals on the grounds that there is new evidence that was not known, or reasonably available to you, before the decision was made (including extenuating circumstances that the decision-maker was not made aware of at the time the decision was made):** *(AAPP section 4.9)* |
| What new evidence/information/situation was the decision-maker not aware of? **Note: Supporting evidence must be attached.** *(AAPP section 4.16d)* |
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| **c) For applications submitted outside of the 20 working day timeframe:** *(AAPP section 4.7)* |
| What were the extenuating circumstances that prevented you lodging your appeal by the deadline? **Note: Supporting evidence must be attached or your application will be REFUSED.** *(AAPP section 4.34)* |
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| 1. **SUMMARY OF CIRCUMSTANCES LEADING TO APPEAL**
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| **Provide details of the circumstances leading to this appeal and any other information that you wish to bring to the attention of the Academic Appeals Committee.** **Example**: date events took place, what happened, who did you contact, list facts, give details**Note: Supporting evidence must be attached.** *(AAPP section 4.16d)* |
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| 1. **ATTACHMENTS**
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| **Include copies of documentation you would like to have considered in the appeal process, and list them below. For example, medical certificates, email correspondence, assignment task and marking criteria, assignment drafts**. *(AAPP section 4.16d)* |
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| 1. **APPEAL ELIGIBILITY CHECKLIST**
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Please answer each of the following questions.

**Note: Your appeal will be assessed as ineligible and REFUSED to progress to the Academic Appeals Committee if you answer ‘No’ to any of the following questions**. *(AAPP section 4.16)*

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| **YES** | **NO** | **ELIGIBILITY CRITERIA** |
|[ ] [ ]  Have you provided evidence of the completion, or your attempts to complete, all required review processes before submitting the appeal? |
|[ ] [ ]  Have you met the grounds of appeal specified in section 5?*Have you clearly explained either (or both) grounds?* * *how the decision (or the process to reach that decision) does not comply with the relevant University policy and/or procedure or why you believe the policy and/or procedure was applied to you unfairly?*
* *the new evidence now available that the decision-maker was not made aware of* ***at the time the decision was made****.*
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|[ ] [ ]  Did you ensure you were in a position to receive all notifications from the University? ***AND/OR***Have you regularly monitored your official student email account? |
|[ ] [ ]  Have you completed this form in full, attached your supporting evidence, and listed each item of evidence on this form (in section 8)? |
|[ ] [ ]  Have you submitted your appeal inside the [20 working day](https://www.ppsr.gov.au/business-day) timeframe Have you submitted your appeal inside the 20-working day timeframe? |
|[ ] [ ]  If outside the [20 working day](https://www.ppsr.gov.au/business-day) timeframe, have you provided an explanation **and attached evidence** of the extenuating circumstances preventing you from submitting your appeal on time? |

**If any part of this application form is incomplete AND the timeframe for submitting your appeal has not passed, this form will be returned to you for completion.** *(AAPP section 4.17)*

**If there is any doubt about whether an appeal is eligible to progress to the Academic Appeals Committee, the appeal will be provided to the Committee to decide eligibility.** *(AAPP section 4.18)*

**Refer to the** [Academic Appeals Policy and Procedure](https://www.cqu.edu.au/policy/sharepoint-document-download?file_uri=%7bBE8380F3-F86D-4C55-AC0D-84A81EAFD6A2%7d/Academic%20Appeals%20Policy%20and%20Procedure.pdf) **for information regarding application for appeal requirements. *Appendix 1 – Overview of the Academic Appeal Process can be found below.***

**Collection Notice:**

Personal information is collected, stored, used, and disclosed by CQUniversity Australia to facilitate your Academic Appeal. Information collected can be disclosed without consent when required by law. Any other provision of personal information will be in accordance with CQUniversity’s Privacy Policy and Procedure and the *Information Privacy Act 2009* (Qld).

Students have the right to access personal information within CQUniversity held about them, subject to any exceptions in relevant legislations. Should you wish to seek access to your personal information, please contact the Coordinator Records and Privacy by emailing privacyrti@cqu.edu.au

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| **ACADEMIC APPEAL COMMITTEE USE ONLY** |
| **Date appeal received:** Click or tap to enter a date.*If submitted after 11.59 pm or on a weekend, the appeal lodgement date will be the next working day.* | **Appeal Due Date:**Click or tap to enter a date. | **Progress to AAC** | **Date Appeal Choose an item.:****Click or tap to enter a date.** |
|  |  | **Y** | **N** |  |
|  |  |[ ] [ ]   |



