Name

Student #

Address

Phone

Email

The Academic Secretary

Level 7, Raymond Priestley Building

University of Melbourne

Parkville 3010

[student-appeals@unimelb.edu.au](mailto:student-appeals@unimelb.edu.au)

Date

Dear Ms Peake,

I wish to lodge an appeal to the Academic Board under [indicate which section of the relevant policy provides the provision to dispute decisions further via an appeal, and then clearly cite the policy. E.g. if your matter relates to a CAPC decision, cite a follows…:] section 5.46 of the *Academic Progress Review Policy (Coursework)* (MPF1291).

[Clearly indicate what the decision was that you are appealing, from. E.g…:] I am appealing against the decision of a Course Academic Progress Committee to terminate / suspend / impose conditions on [select one] my enrolment in [course name].

The grounds for appeal, in accordance with section 4.3 of the *Student* *Appeals Policy* (MPF1323), are:

[Choose which ever ground(s) apply to the case you are arguing and delete the rest. You need to specify the grounds you are relying on clearly in your appeal. This is a checkbox in the Appeals submission online form]

1. a procedural irregularity has occurred (which may include that the student has not received a fair hearing in all the circumstances);
2. there is new information that could not reasonably have been provided at the time of the original decision, and that would probably have affected the decision or any penalty imposed;
3. the decision was manifestly wrong; and/or
4. the penalty imposed was manifestly excessive, inappropriate or not available in the circumstances.

These grounds are supported by the following procedural history and reasons for determination.

**Background Details and Procedural History**

**[leave these headings in – they’re important]**

[Your procedural history goes here. This should be set out clearly in paragraphs and provide dates, who you were in contact with and what was said. If you have correspondence which relates, you can enclose them as attachments and note them in line here, e.g.: (**Attachment 1**).For most processes, the key dates will be when you took certain steps in response to the University’s notification of decisions made, e.g. for Special Consideration processes, key steps include:

1. Special Consideration application lodged
2. Outcome received
3. Request for review lodged
4. Outcome from review received
5. Grievance lodged
6. Outcome from grievance received

**For Academic Progress matters, this will be much shorter, e.g.:**

1. **CAPC meeting was convened**
2. **Description of whether attended meeting or provided written response**
3. **Outcome of decision made by CAPC**

**Note:** Do not merely provide a numbered list of steps. You need to explain things clearly in paragraphs. These numbered steps are just a guide of the key steps that you will need to ensure you address in this explanation.]

**Reasons**

[This is where you argue why and how the above circumstances relate to the grounds you have identified, and what your arguments against the reasoning for the decision are.

If you are appealing a decision made by a CAPC, the reasons for the committee’s decision should be outlined very clearly in the CAPC Report, so you should read this carefully before structuring your response, and frame your response to this as part of a cohesive argument within the parameters of the grounds you have identified above. Bullet points or simple statements of fact will not be sufficient to present your case.

In the online appeals form you will need to copy this into the **Background Details** field of the form.]

**Desired Outcome**

For the above reasons, I would like the Appeals Committee to…

[Keep this short and specific. The outcome you are seeking should flow on quite reasonably from the arguments you set out above, and you need to be realistic. Look at the types of outcomes that are available from the policy to give you some idea of what can usually be done in similar circumstances.

If this appeal is from a CAPC decision, then an Appeals Committee is also going to be weighing matters up to establish what seems to be the most likely solution to ensure your academic success in future semesters, and ultimately finish the degree. So the outcome you are seeking is going to inform how realistic your strategies for success are seen to be.

This will go into the **Outcome Seeking / Desired Outcome** field of the online submission form]

Yours Sincerely,

Name

(student number)

**Encl../**

**Attachments**

Attachment 1 – Name of attachment (date)

Attachment 2 –

Attachment 3 –