Name

Student #

Address

Phone

Email

The Academic Secretary

Level 7, Raymond Priestley Building

University of Melbourne

Parkville 3010

student-appeals@unimelb.edu.au

 Date

Dear Ms Peake,

I wish to lodge an appeal to the Academic Board under s 5.52 of the *Academic Progress Review Policy (Coursework)* (MPF1291). I am appealing against the decision of a Course Academic Progress Committee to terminate/suspend/impose conditions on my enrolment in <course name>. [Please specify if the appeal relates to termination of your enrolment or conditions imposed on your enrolment and name your course.]

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 you will need to complete 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**).

You can either use the grounds you have identified above as headings to explain how your situation relates to each one, or you can just explain your situation in this section and make your arguments about how this relates to your grounds in the “Reasons” section below.

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

**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 CAPC’s decision are.

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. You need to frame your response to these reasons 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.

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 –