



## APPLICATION FOR APPEAL UNDER THE ACADEMIC APPEALS PROCEDURES

### **INSTRUCTIONS**

Read the [Academic Appeals Procedures](#) and the [Academic Appeals resources](#) before completing this form to lodge an appeal under the *Academic Appeals Procedures*, against a decision.

Your appeal application must be lodged no later than twenty (20) business days after the notification of the decision you are appealing against. Submit your complete appeal form and supporting documentation to [StudentSenateAppeals@westernsydney.edu.au](mailto:StudentSenateAppeals@westernsydney.edu.au)

Appeals lodged more than twenty (20) business days after the notification of the decision you are appealing against must be accompanied by independent supporting documentation that demonstrates [extenuating circumstances](#) that were beyond your control and which prevented on time submission.

### **PART A: PERSONAL DETAILS**

Full Name:	
Student ID:	
Program code & name:	

### **PART B: APPEAL DETAILS**

Select the policy the <i>Decision</i> was made under:	
If you selected 'other', provide the policy name:	
Date of the <i>Decision</i> you are appealing:	
Subject code & name:	

### **PART C: GROUNDS OF APPEAL**

As specified in Part B of the Academic Appeals Procedures please identify the grounds of appeal by selecting the relevant checkbox(s) below:

<input type="checkbox"/>	There has been a breach of procedural fairness; OR,
<input type="checkbox"/>	There is substantial and relevant new or fresh evidence that was not reasonably available when the decision about my case was made

**PART D: Breach of Procedural Fairness** *(you must complete this section if you selected 'procedural fairness' in Part C of this form)*

In the section below provide details of the breach and/or how procedural fairness was not afforded to you. Be clear and succinct in your description of the events whilst providing as much relevant detail as possible. A description of procedural fairness is located in the [Academic Appeals resources](#).

Provide a brief timeline of the events described above, including the dates in chronological order below.

**PART E: New Evidence** (you must complete this section if you selected 'substantial and relevant new or fresh evidence' in Part C of this form)

Enter the details of the new or fresh evidence that was not available to you or the decision-maker before the decision was made, by answering all sections in Part E.

Provide a description and details of the evidence below:

Specify when you became aware of this evidence (include dates & timeline if needed):

Provide detail of why this evidence was not available to the original decision-maker:

## PART F: Additional Comments

Provide any further information or comments you would like to make about your appeal below. You can provide further detail in a [separate document](#) and submit the document as an attachment with your appeal form.

## STUDENT SUPPORT

The Welfare Service can provide free and confidential assistance to navigate university processes including appeals. Contact the Welfare Service via [WesternNow](#) or 1300 668 370 (option 5) to book an appointment.

If you identify as Aboriginal or Torres Strait Islander, please contact Badanami Centre for Indigenous Education on 1300 897 669 or visit the Badanami website at the following link: [Badanami Student Services](#).

A range of [Wellbeing Resources](#) are available for students and the University's [Counselling](#) service can provide free and confidential support to help you navigate and overcome any barriers that may be impacting your study.

## SUBMISSION CHECKLIST

	I have read and understood the requirements of the <i>Academic Appeals Procedures</i> & other policy/procedure relating to my appeal
	I have completed all of the form sections that relate to my grounds of appeal
	The information I have provided in this application is true and correct and I have included all evidence and supporting documents available to me

Submit your completed Appeal Form and all supporting documentation to [StudentSenateAppeals@westernsydney.edu.au](mailto:StudentSenateAppeals@westernsydney.edu.au), ensuring that all attachments and/or separate documents are clearly named and dated so that the examination of your appeal is not delayed.

The anticipated timeframe for the finalisation of appeals is a minimum of four (4) weeks from the date of submission to the Office of Governance Services. Please monitor your student email for updates on progress.