

APPEAL AGAINST A FINAL UNIT RESULT APPLICATION FORM



Student ID								
Title	Surname				Given Name(s)			
Address								
					Postcode			
Email					Contact No			

Unit Details:

Unit Code and Title			Year Taken	
Unit Coordinator		Academic or Honours Chair		
Tutor or Supervisor			Final Grade Awarded	

State your grounds for appeal (tick  as appropriate)

- ☐ the student can provide **evidence** of disadvantage in one or more of the following ways:
- ☐ a piece of work handed in on time was not marked;
 - ☐ feedback on assessed work was not obtained within a reasonable time; or
 - ☐ alleged wrong advice from staff teaching the unit (e.g. the content of the examination or approval of an extension for an assignment).
- ☐ the student's grade was not based on the assessment methods specified in a study guide or unit handout at the start of the unit.
- ☐ the assessment methods used were in breach of the University's [Assessment Policy](#), and resulted in disadvantage.
- ☐ demonstrated bias by the tutor or Unit Co-ordinator against the student that affected the grade or mark awarded to the student (this allegation must be supported by specific examples).
- ☐ in exceptional circumstances, other grounds (except those in the list of invalid grounds) will be considered if the Chair of the Student Appeals Committee accepts these as reasonable.

To assist us with the processing of your appeal, we need to know a little bit about you. By providing us with all the relevant detail ensures your appeal is handled efficiently. By not providing the relevant information may significantly delay the processing of your appeal.

Tick  as appropriate

In what teaching period did you take this unit?		Where did you take this unit and in what mode?	
Semester 1		Dubai	
Semester 2		Kaplan	
Trimester 1		Murdoch South Street	
Trimester 2		Murdoch Rockingham	
Trimester 3		SMA	
Summer		External student	
Winter		Domestic student	
Year		International student	
Other? Please outline		Open University Australia	

CHECKLIST

- ☐ I have read the *Student Appeals Policy*;
- ☐ I have attached a letter of appeal and any necessary supporting documentation;
- ☐ I understand and accept that the appeals process may take up to 8 – 12 weeks;
- ☐ I declare that the information I have supplied regarding this application is true and correct to the best of my knowledge; and
- ☐ I understand that if any false or misleading information is provided in support of this application that I will be subject to the provisions of the University's *Student Discipline Regulations*.

Signature _____ Date _____

Submit this form, your appeal letter and any necessary supporting documents within 10 working days of notification of your final unit result to studentappeals@murdoch.edu.au

FOR OFFICE USE ONLY

Application received:	
Appeal No:	
Receipt issued:	