



FILE NOTE

This side is to be completed by the student who is requesting an informal appeal.

STUDENT DETAILS (IF GROUP, COMPLETE FOR ALL GROUP MEMBERS)

Name/s:	Date:
Email:	Student No.:
Telephone: Business hours:	After hours:
Mobile:	
Award course you are enrolled in:	

ACADEMIC STAFF MEMBER DETAILS

Name/s:	
Email:	Contact No:

APPEAL DETAILS

Unit of Study:.....
Semester/Year.....
Assessment task for which you are appealing:
Briefly state the reason/s why you have requested an informal appeal:

SIGNATURE OF STUDENT (IF GROUP, ALL GROUP MEMBERS)
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Once completed, the student submits this form to the relevant Discipline Office. It will be forwarded to the appropriate academic who will investigate the appeal and record their initial decision on the next page. A copy will be emailed to the student.

Students may wish to contact SUPRA or the SRC for assistance with appeals or this form.

This side is to be completed by the academic staff member responsible for administering the informal appeals process.

Briefly outline the steps taken to resolve the issue:

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Initial decision:

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Student: if you are satisfied with the initial decision, it stands and no further action is required. If you are not satisfied, please contact the academic within 5 days of return of this form to arrange a meeting to discuss your appeal.

Final decision* (if required following a meeting):

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Academic's Name:

Signed:

Date:

Once completed, a copy of this file note should be given to the student, and the original securely filed in the Discipline Office.

*** If the student is unhappy with the decision reached in this informal appeal, there are further rights of appeal. The appeal policy outlining all rights, procedures and timelines to follow is contained at**

http://sydney.edu.au/business/currentstudents/student_information/student_administration_manual/appeals_process