

APPEAL AGAINST A FINAL UNIT RESULT APPLICATION FORM

Student ID					
Title	Surname		Given name(s)		
Contact No.	Day		Mobile		
Postal Address				Post/zip code	
Email					

I wish to submit an appeal against a unit result:

Unit Code		Unit Title			
Name of Unit Coordinator			Name of Program Chair or Honours Chair		
Name of Tutor or Supervisor			Final Grade Awarded		Year Taken

Tick as appropriate

When did you take this unit?										
Semester	1		2		Trimester	T1		T2		T3
W (Winter)			Sum (Summer)		H (Straddle)			Y (Full Year)		
Where did you take this unit?										
Murdoch		SMA		Kaplan		Kdu		CEJ Tokyo		Dubai
External Student?		International Student?		Open University Australia?						

Grounds for appeal (tick as appropriate)

(Please attach any necessary supporting documentation that you think may assist your case)

- 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.

CHECKLIST

- I have discussed this appeal with _____
(Name of Unit Coordinator or nominee)
- I have provided a breakdown of my marks;
- I have read the *Student Appeals Policy*;
- I have attached a letter of appeal;
- I understand and accept that the appeals process may take 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 Student Discipline Statute.

Signature _____

Date _____

SUBMIT THIS FORM AND APPEAL APPLICATION ALONG WITH ANY NECESSARY SUPPORTING DOCUMENTS WITHIN 10 WORKING DAYS OF NOTIFICATION OF THE FINAL GRADE TO:

Ms Nicole Adams
SAC Appeals Officer
Legal & Governance
4th Floor Chancellery Building
Murdoch University, South St, Murdoch WA
eMail: studentappeals@murdoch.edu.au
Fax: 08 9360 6847