**Instructions**

Throughout this template you will see guidance notes in [red brackets] to help you with what to write, and other text highlighted for you to replace with the specifics relating to your case. This is designed to help you not just set out a formal grievance properly, but guide you through how to approach this in the right way to give you the best chance at explaining your situation.

**Remember to delete this text box, remove the highlighting, and change the font to black prior to submission!**

Name

Student #

Phone

Email

The Academic Secretary

Level 7, Raymond Priestley Building

University of Melbourne

Parkville 3010

[student-appeals@unimelb.edu.au](mailto:student-appeals@unimelb.edu.au)

Date

Dear Ms Peake,

I hereby lodge an appeal to the Academic Board under section 5.89 of the *Assessment and Results Policy* (MPF1326), consistent with the provisions of section 5.24 of the *Student Complaints and Grievances Policy* (MPF1066) and with reference to the University’s obligations under the *Equal Opportunity Act 2010* (Vic).

Specifically, this appeal relates to my application for special consideration (application number).

The grounds for appeal, in accordance with section 4.3 of the *Student Appeals Policy* (MPF1323), are:

[Choose which ever apply and delete the rest, but leave them in a list like this]

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.

**The History of the Grievance and Attempts to resolve it**

I applied for special consideration on …

[Describe the process that you have followed and document the contact made with any staff along the way. You should be as specific as you can about dates and times that you spoke to individuals and who they were. Where possible you can refer to attached documentation that supports these events. The Academic Board do not have access to any of your documents so you need to set out your situation very clearly.

This section should remain measured and as factual as possible to navigate the reader to the critical points in your timeline.

For instance, you need to specify when you first applied for special consideration, and then include this application and supporting documents as an attachment **(Attachment 1)**. Then you need to explain what happened after that, including the details as attachments.]

**Reasons for the Determination**

[This is where you make all of your arguments. You can explain here why you believe this should be resolved now and refer to incidents and emails outlined above. This should also directly rebut what has been communicated to you as the reasons they have rejected your application, and cite relevant documentation that supports your eligibility.

You need to clearly articulate what it is about your situation that means you meet the eligibility criteria in the policy, so you should refer to and cite the relevant section to support your application.

See section 4.117 of the *Assessment and Results Policy* (MPF1326) as a starting point. See also section 4.124 for a non-exhaustive list of acceptable grounds to see if you can highlight any similarities to your situation.]

**The Determination Sought**

For the above reasons, I would like you to consider my application for special consideration.

My preferred outcomes are … [Specify what exactly you want to happen in relation to the assessments in question. See sections 4.116 and 4.136 of the *Assessment and Results Policy* for the kinds of outcomes available.]

Yours Sincerely,

Name

Student #

**Encl../**

**Attachments**

Attachment 1 – Application for special consideration (date)

Attachment 2 – Description of attachment (date)

Attachment 3 – etc.