

Student Advocates' guide to Appealing a decision

What is this about?

Under the [University Student Appeals Procedure](#), you can appeal certain decisions made by the University - if you meet the grounds.

What are the grounds for an appeal?

Procedural fairness means that policies and procedures were followed in an unbiased manner when deciding your case, and you had a chance to respond before the decision was made.

New evidence is information you could not have been expected to provide to the original decision-maker that would have influenced the decision. If the information was available to the original decision-maker, it will not be considered new.

Before getting started

- If you have not yet asked for an informal review of the decision, consider doing this first.
- Check your appeal deadline. You have 10 business days from the day you received the decision, or the outcome of your informal review, to submit your appeal.
- Keep your appeal focussed on the ground/s, as this is the only information considered in the appeals process.
- If you would like feedback on your draft, you can send it to studentadvocate@csu.edu.au. Ensure you allow 2 business days before your deadline for feedback.

Step-by-Step Instructions:

1. Download the appropriate template from the Reviews and Appeals website and follow the instructions in the document.
2. Start your appeal with a 1-sentence summary of how your case meets the grounds (e.g. I believe procedural fairness was not afforded to me because...; The evidence I was not able to provide at the time is...)
3. Support each of your statements with evidence. Either clearly label the evidence and refer to it in the text or include the evidence at the relevant point in your appeal document.
4. Submit your appeal via appeal form in the Student Portal.

Tips

- Keep your appeal brief, clear, and to-the-point.
- Use bullet-points or a timeline to help you stay on-topic and make your case clear.
- Only include information and evidence relevant to the ground/s for your appeal. If you are appealing on both grounds, you might like to use a subheading for each (i.e. Procedural Fairness, New Evidence).
- Before submitting, double-check that your appeal meets the requirements in [Section 4 of the University Student Appeals Procedure](#).