

Australian Institute of Music Appeal Form



Please read overleaf important information prior to completing this form. It is important that you attach all relevant documentation to support your appeal.

Student Details	Date: _____
Family Name: _____	Given Name: _____
Student ID: _____	Phone: _____
Course: _____	Department: _____

Type for Appeal:

Appeal of Result/s: (please tick appropriate box) **Unit(s)** _____
Appeals must be lodged NOT LATER than 3 weeks after results have been released.

I believe that the process resulting in my mark/s has been unfair. Please supply a written explanation and attach to this form

An administrative error or irregularity relevant to the assessment process has been made.

Medical reason (attached documentation)

Other reasons (brief details)

Academic Record

Please state briefly why you are making an appeal and provide all relevant documentation to support your appeal.

Documentation provided: _____

Student Signature _____ Date _____

Academic Staff Comments:

Signature _____ Date _____

D&AC Decision _____ _____ _____ Date: _____	Administrative Use Received by: _____ Date: _____ Registrar Office: _____ Date: _____ Paradigm: _____ Date: _____ Student Advised: _____ Date: _____
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**How to request an Appeal of your Results for units in a given semester:
Appeals have to be lodged NOT LATER than 3 weeks after results have been released.**

Before lodging an appeal please check if you have done the following:

- I have spoken to the lecturer or my Head of Department and have sought an explanation as to how my mark was calculated and why I have received the mark I was awarded.

Results for a unit in a given semester can be appealed on the following grounds only:

- You have grounds to believe that the process resulting in your mark has been unfair in which case you have to attach a clear statement explaining your concerns, e.g. the results were not calculated on the basis of the unit outlines.
- You believe that there has been an error of process

Why an Appeal might not be considered by AIM

- Dissatisfaction with grade is not considered for an appeal.
- You appealed the result outside the given timeframe (prior to census date of a subsequent semester)
- AIM will not accept reasons such as: I was on holidays and did not know that I failed a unit etc. AIM informs all students when the results are to be released and expects you to obtain results via your AIM logon.

Appeal of results on medical grounds:

- If you have medical concerns during a semester for a particular unit or units, you HAVE to arrange for a meeting with your Head of Department as soon as you had a medical assessment and provide the medical evidence to your Head of Department.
- Appeals after the release of results and failure to meet with your Head of Department when your medical condition became apparent, may result in your appeal being rejected. Your Head of Department will advise you what action to take.

Request for Deferred assessment:

- Deferred assessments will only be granted on a case by case basis and are not an Appeal of Results.
- To be considered for a deferred assessment you have to submit an 'Application for *Examination Deferral*' form which can be obtained from Student Services. The form has to be accompanied by documentary evidence such as medical certificates which clearly state why you were not able to attend an examination.
- An Examination Deferral Request will only be considered before an examination takes place, if an Examination Deferral Request is submitted after the exam you will have to explain why you were unable to submit the request before the exam took place.

Appeal of Probationary Status or Suspension

- Appeals of probationary or suspension status are generally the response to a Show Cause letter that a student receives after the Examination Review Committee has met and considered your overall results as well as results from previous semesters. You are required to respond to a Show Cause letter and submit the Appeal form together with your written statement as to why you should not be placed on probationary or suspension status.

Please note that generally appeals/requests will not be considered without any documentary evidence except in cases where a student has concerns about processes.