

## APPEALS PROCEDURE & FORM

NAME:	
PROGRAMME:	
ETB LOCATION:	
PROGRAMME START DATE:	
SUBMISSION DATE:	

### What is the Appeals Procedure?

The **Appeals Procedure** is a mechanism that allows for processing an apprentice appeal following the issuance of module or award results or a decision of the Academic Impropriety Committee or Disciplinary Committee. In this context, this procedure will be primarily utilised regarding academic appeals. Apprentices should refer to the *Grievances, Complaints, and Appeals Handling Policy* for more information on the specific grounds for an academic appeal. Appeals relating to cases of academic impropriety or disciplinary matters/breach of the code of conduct can only be considered on the grounds of a factual error in the processing of the issue or a noted irregularity in the process.

### Procedure Steps 1-3

#### Step 1 (Apprentice)

For all academic appeals, ensure that you have exhausted any discussion to resolve the matter with your tutor. If you cannot resolve the issue or your appeal is related to a decision of the Academic Impropriety Committee or Disciplinary Committee, complete all fields on pages 1 & 2 of this form. Submit this *Appeals Form* to the Director of Academic Affairs and Programme Development outlining your presenting circumstance. You must provide all information you wish to have considered, including a clear rationale for the appeal. If the Director of Academic Affairs and Programme Development has been involved in a decision-making process relating to the matter, another FIT staff member will process the appeal.

#### Step 2 (FIT)

FIT will acknowledge your submitted Appeals Form within ten working days, notifying you of the next steps and, where possible, a reasonable timeline for the conclusion and outcome of your appeal.

#### Step 3 (Apprentice)

Based on the detail of your written submission, a FIT staff member may have to communicate with you, seeking further clarification or detail based on your written submission.

**RATIONALE FOR APPEAL**

I \_\_\_\_\_ submit this Appeal request

