AFTRS
Australian Film Television and Radio School

PO Box 2286
Strawberry Hills NSW 2012 CRICOS
Provider Code: 03662D ABN: 19 892 732 021

P +61 2 9805 6444
E studentinfo@aftrs.edu.au
W aftrs.edu.au

2026 ACADEMIC APPEAL FORM

You have the right to appeal decisions related to academic assessment, exclusion from a course of study or failure to meet academic requirements. Please refer to **Section 14, Academic Appeals** in the AFTRS Student Handbook.

Academic Appeals against an assessment or subject outcome must be lodged via email to the Program Convenor within 5 calendar days of Academic Results being published on Moodle (assessments) or Paradigm (subjects). The lodgment email must include this completed Academic Appeals Form and evidence to support your application. Refer to **Appendix A: Supporting Documentation and Evidence** in the AFTRS Student Handbook for more information. You may choose to submit supporting documentation and/or evidence to the Student Centre. To do this please email the supporting documentation *only* to studentinfo@aftrs.edu.au where it can be held confidentially on file.

1. STUDENT DETAILS

Student Name:		Student Number:	
Course:		Year (if applicable):	

2. ACADEMIC APPEAL INFORMATION

Please select one option from the following, and then provide the information in the boxes below:

☐ Assessment

☐ Subject

Subject Name:	
Assessment Name and Number:	

Please select one or more of the following grounds for this Academic appeal. Any reason selected must be supported by evidence:

☐ an alleged error and/or oversight in marking process or the assignment of grades

☐ assessment or subject requirements were varied without prior warning or in an unreasonable way

☐ assessment or subject requirements were applied in a discriminatory way

☐ due regard was not paid to evidence of illness or misadventure advised during the semester that helps to explain poor performance in an assessment or subject

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In the following box, please provide details that support the above selected grounds for Academic Appeal:

4. SUPPORTING DOCUMENTATION AND EVIDENCE

The lodgment email must include this completed Academic Appeals Form and evidence to support your application. Refer to **Appendix A: Supporting Documentation and Evidence** in the AFTRS Student Handbook for more information. You may choose to submit supporting documentation and/or evidence to the Student Centre. To do this please email the supporting documentation *only* to studentinfo@aftrs.edu.au where it can be held confidentially on file.

5. STUDENT DECLARATION

I declare the information I have submitted in this application is true, correct and not misleading. I understand giving false or misleading information may also be an offence under the Criminal Code. For that reason, AFTRS may not process this application or vary or reverse any decision concerning this application. [I authorise AFTRS to contact any person or organisation within the supporting documents provided for the purpose of verifying the information they contain.]

SIGNED:		DATE:	

6. PRIVACY INFORMATION

AFTRS requires the information you give in this application and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' Privacy Policy, which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

Australian Government
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OFFICE USE ONLY

7. RECOMMENDATION AND APPROVAL			
Published results in Moodle (assessments) or Paradigm (subjects)		Date:	
Academic Appeal email lodged to Program Convenor		Date:	
Supporting documentation/evidence received:		Date:	
Program Convenor: ☐ Approved ☐ Not Approved	Signature:	Date:	
Head of Curriculum or delegate (if required): ☐ Approved ☐ Not Approved	Signature:	Date:	

6. NOTES

Australian Government
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