
LODGING YOUR APPLICATION

With the Director: Student and Academic Services:

In person

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Student and Academic Services Unit	Received by (initial):	Date:
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Student appeals against final grades

Extract from 2009 Assessment Policies and Procedures Manual (Section 8: Final Grades and Notations and Section 11: Student Appeals Committee), available at <http://www.unisa.edu.au/policies/manual/default.asp>

8.7 Student appeals against final grades

- 8.7.1 These procedures apply only to final grades in courses, and not to research notations. Appeals against final grades in higher degrees by research are conducted in accordance with the [Academic Regulations for Higher Degrees by Research](#).
- 8.7.2 Disputes about final grades will be resolved in accordance with the following procedures:
- A student who does not accept the final grade should consult the Course Coordinator, Program Director, or examiner within ten working days of the release of the final grade (see clause 8.1.5). In the case of transnational students, the appropriate form must be lodged with the UniSA partner administration office within ten days.
 - Where the dispute is not resolved through consultation with the Course Coordinator, [Program Director](#) or examiner, the student may request the Head of the school responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within ten working days of the student being notified of the Course Coordinator's decision.
The review by the Head of School, which may include a re-mark of the [examination](#) paper, will normally be completed within ten working days from the date on which the request was lodged. The Head of School is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
 - Where the dispute is not resolved through the review conducted by the Head of School, the student may request the Pro Vice Chancellor of the division responsible for delivery of the course to undertake a review of the final grade. Such requests must be lodged in writing within five working days of the student being notified of the Head of School's decision.
The review by the Pro Vice Chancellor will normally be completed within ten working days from the date on which the request was lodged. The Pro Vice Chancellor is responsible for notifying the student in writing of the outcome of the review. If the review results in a new grade, this grade will become the final grade.
 - Where the dispute is not resolved through the review conducted by the Pro Vice Chancellor, the student may lodge an appeal to the Student Appeals Committee within 20 working days of being notified of the Pro Vice Chancellor's decision (see Section 11 of this Manual).
- 8.7.3 The outcome of any appeal process is to be communicated to the student in writing, and a copy must be provided to Campus Central to be retained on the student's file.
A formal appeal to the Student Appeals Committee can only be lodged after an appeal to the Pro-Vice Chancellor has not been successful.

11.1 Grounds for appeal

- 11.1.1 The following decisions are eligible for consideration by the Student Appeals Committee:
- A decision of a formal inquiry committee constituted to consider academic misconduct in relation to:
 - an [examination](#) (see Section 6 of this Manual)
 - a placement (see Section 4 of this Manual)

- (iii) plagiarism and other forms of academic misconduct (see Section 9 of this Manual).
- b. A decision of a Pro Vice Chancellor regarding an appeal against a final grade, including a final honours grade (see clause 8.7), providing the student:
 - (i) has fulfilled all of the [assessment](#) requirements, including any attendance requirements, and
 - (ii) has exhausted all other avenues for resolving the appeal as set out in clause 8.7.2, and
 - (iii) is appealing on the grounds that:
 - a. assessment policies and procedures, as set out in this Manual, were not correctly adhered to, or
 - b. the [Course Coordinator](#) did not give due consideration to the student's requirements in the assessment process leading to the final grade, after they had been formally notified of the student's requirements in accordance with the University's provisions for students with disabilities.
- c. A decision of a division appeals committee to preclude a student following [academic review](#), providing the appeal is based on the grounds that either:
 - (i) the policy and/or procedures for academic review were not correctly observed (see Section 10 of this Manual), or
 - (ii) evidence is now available that supports previous claims made by the student to support their appeal. The evidence must be from the time period leading up to the date on which the appeal was heard, and must not have been available at the time the decision was made.

11.2 Lodging an appeal

- 11.2.1 The student must lodge an appeal in writing on the standard form, with supporting documentation, to the Director: Student and Academic Services, within 20 working days from the date specified in the letter notifying the student of the decision against which the student is appealing. Lodgement of all appeals will be acknowledged in writing within two working days.
- 11.2.2 The Director: Student and Academic Services or nominee, will decide whether or not the appeal meets the relevant criteria and will notify the student in writing within five working days of the lodgement of the appeal that:
 - a. the appeal has been denied, including the grounds for denial, or
 - b. the appeal has been forwarded to the Student Appeals Committee for consideration.
- 11.2.3 In considering the grounds for appeal, the Director: Student and Academic Services or nominee may refer the case back to the relevant staff member or committee, in order to negotiate a satisfactory outcome for the student. This will not be used to deny a student access to the Student Appeals Committee where they meet the criteria for an appeal, but rather as an effective way to resolve issues locally, before proceeding to appeal.
- 11.2.4 The Director: Student and Academic Services or nominee will report the outcome of their decision to the relevant division and the Student Appeals Committee.
- 11.2.5 The decision of the Director: Student and Academic Services or nominee regarding eligibility for appeal to the Student Appeals Committee will be final. No further avenues of appeal exist within the University.
- 11.2.6 Students may continue their program of study pending the outcome of an appeal, unless the University considers that to do so places the student at risk. In these cases, appropriate documentary evidence must be retained on the student's file in Campus Central.
- 11.2.7 Should the student's appeal be denied, their current enrolment will be amended accordingly.