



Please read the notes overleaf before lodging your appeal. Further information regarding the appeals process is available from the University website: [http://www.usyd.edu.au/secretariat/students/AcAppeals\\_index.shtml](http://www.usyd.edu.au/secretariat/students/AcAppeals_index.shtml)

Attach this form to your appeal letter including any supporting documentation. There are three ways you can submit your appeal:

**Hand deliver:**

Student Appeals Box (located in the foyer of the Student Centre)  
Level 3, Jane Foss Russell Building, G02  
Darlington Campus

**Mail:**

Student Appeals, Student Affairs Unit  
Level 5, Jane Foss Russell Building, G02  
University of Sydney, NSW, 2006

**Email:**

[sau.appeals@usyd.edu.au](mailto:sau.appeals@usyd.edu.au)

**Details**

Title:	First name:	Family name:
Address:		
Telephone:	Mobile:	
Email:	Student ID:	
Degree:	Faculty:	

**Appeal**

Are you appealing against an exclusion? Yes  Other  (please outline in the space below)

	Faculty decision date:
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**Summary of appeal**

Please provide a summary of your appeal in the space below, stating your reasons for believing that due academic process has not been observed by the Faculty, including matters pertaining to Special Consideration. Use point form if necessary to clearly identify key reasons for your appeal. Do not say "see attached".

Signature:	Date:
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The information you provide in this application, including any associated documentation, is required to process your appeal. The information you supply will be retained by the University in a confidential file that will only be available to relevant staff. All records will be destroyed lawfully and securely within an appropriate timeframe.



# The University of Sydney

## **Guidelines for Submitting an Application for an Appeal Against An Academic Decision**

This application form provides Students of the University of Sydney with a means to lodge an appeal against an academic decision at the University level. Students are able to appeal under the University of Sydney *Student Appeals Against Academic Decisions Rule*.

Appeals which satisfy requirements of the *Appeals Against Academic Decisions Rule* are considered at a meeting between the Student Appeals Body, the Student and the relevant faculty.

### **In order to proceed to an Appeal Hearing, students must satisfy the following requirements:**

1. The basis for the student's appeal must previously be considered by the Dean, or nominee, of the relevant faculty.
2. The student must detail his or her reasons for believing that due academic process has not been observed by a faculty in relation to the academic decision, including matters pertaining to Special Consideration.
3. The appeal must be received within 20 working days of the academic decision, or within a timeframe authorised by the Registrar or nominee.

An **academic decision** is a decision made by the University that affects a student's academic assessment or progress within an Award Course. An appeal against an academic decision can include:

- an appeal against exclusion from an Award Course
- an appeal to review a faculty's decision not to grant Special Consideration in a Unit of Study
- an appeal to review a grade which has previously been considered by the relevant faculty

**Due academic process** is defined as the fair and consistent application of faculty and University policy. This also means ensuring that faculty and University policies are clearly communicated and adhered to. Policies that are relevant to this appeals process are:

- (a) *Student Appeals Against Academic Decisions Rule*
- (b) *Assessment and Examination of Coursework Rule*
- (c) *Policy and Procedure for Identifying and Supporting Students At Risk*

### **How to submit an appeal**

1. Write a letter to the Registrar on behalf of the Student Appeals Body detailing your reasons for believing the faculty did not observe due academic process when reaching the academic decision, including matters relating to Special Consideration. **You must lodge your appeal within 20 working days of the decision. Applications will not be accepted after the due date, unless the Registrar permits.**
2. Fill in the application form and attach it to your appeal letter. You must include any relevant documentation you want to be considered.
3. Please see the information overleaf for delivery details.

### **What happens after you submit an appeal?**

1. You will receive an acknowledgement letter by mail and email. It is important to continue to attend classes as usual during this time.
2. Your appeal will be assessed against the Appeals Against Academic Decisions Rule. If you do not satisfy the requirements of the Rule (listed above), you will not be granted an appeal hearing. You will be notified in a letter by mail and email advising of reasons for this decision.
3. If you are granted an appeal hearing with the Student Appeals Body, you will be invited to attend by mail and email. You will be given at least 10 business days notice for the meeting.
4. The faculty will receive a copy of your appeal and will be required to provide a written response prior to the appeal hearing. You will receive the faculty's response 5 business days before the meeting.
5. The Student Appeals Body will meet to consider your appeal. You can bring a support person or student representative from the SRC or SUPRA along to the meeting. A representative from the faculty will also be present.
8. At the meeting, the Student Appeals Body will address any issues which require clarification and may direct questions to you and the faculty. The purpose of the meeting is not for you to bring new evidence, unless the Student Appeals Body permits.
9. The Director of the University Health Service or the Head of the Counselling Service may be consulted and invited to attend the meeting to advise the Student Appeals Body on interpretation of any health or personal issues raised in your appeal documentation.
10. You will receive the outcome of your appeal after the meeting by email and mail. You can call the Student Affairs Unit at any time to check on the status of your appeal (02) 8627 8425 or email [sau.appeals@usyd.edu.au](mailto:sau.appeals@usyd.edu.au).

### **Student support services**

For help preparing your appeal, contact a caseworker at the **SRC**: (02) 9660 5222 or email [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au)

For help preparing your postgraduate appeal, contact a caseworker at **SUPRA**: (02) 9351 3715 or email [admin@supra.usyd.edu.au](mailto:admin@supra.usyd.edu.au)

Contact a counsellor at the **Counselling Service**: (02) 8627 8433 or email [counsell@stuserv.usyd.edu.au](mailto:counsell@stuserv.usyd.edu.au)

Contact a counsellor at the **International Student Support Unit**: (02) 8627 8437 or email [info@issu.usyd.edu.au](mailto:info@issu.usyd.edu.au)

For visa compliance issues contact the **International Office**: 02 8627 8300 or email [info@io.usyd.edu.au](mailto:info@io.usyd.edu.au)