



APPEAL FOR REASSESSMENT (DEPARTMENTAL)

All appeals will be assessed within the guidelines stipulated by **The University of Sydney (Student Appeals against Academic Decisions) Rule 2006**. Students are responsible for familiarising themselves with the University's Appeals policy and with the Academic Board Resolutions concerning the Assessment and Examination of Coursework. Both policies are available at www.sydney.edu.au/policy.

SECTION A: STUDENT TO COMPLETE

Name: _____ SID:

Degree: _____ Email (University): _____

Unit Code and Name: _____

Department: _____ Unit of Study Coordinator: _____

Assessment due date: ___ / ___ / ___

If you are wishing to appeal you must meet with your Unit of Study Coordinator and take with you this form, your written appeal letter and your assessment. This must be done within 15 working days of the mark being made available to you. Please check that you have the following documentation:

- My written appeal letter that I submitted to the Unit of Study Coordinator within 15 working days of the mark being available to me (this must include the grounds for the appeal)
- My relevant assessment task

Student Declaration:

I certify that: I understand that the Faculty of Arts and Social Sciences will assess my application in accordance with University policy and that I have read and understood The University of Sydney (Student Appeals Against Academic Decisions) Rule 2006. I agree that the Faculty decision is final.

Signature: _____ Date appeal submitted: _____

SECTION B: DEPARTMENTAL USE ONLY

Result of appeal

Coordinator's name: _____

Coordinator's signature: _____ Date: _____

If the student's concerns are not resolved by these means, the Unit Coordinator is required to explain the next step in the procedure and to give the student a copy of the University of Sydney (Student Appeals against Academic Decisions) Rule 2006 and to direct the student to the Appeal for Reassessment (Faculty) form available from Student Services and online at: http://sydney.edu.au/arts/current_students/undergraduate_forms.shtml.