

# Sydney Law School: Appeals Procedure

## Student Appeals against Academic Decisions

This document is to be read in conjunction with the University of Sydney (Student Appeals Against Decisions) Rule 2006 ([http://www.usyd.edu.au/senate/policies/Ac\\_Appeals\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Ac_Appeals_Rule.pdf)).

This procedure applies to students undertaking undergraduate coursework, postgraduate coursework, and postgraduate research. The procedures for student appeals against academic decisions relating to postgraduate research awards is dealt with in paragraph 5.

### Procedure

#### 1 Self-reflection and analysis of feedback

If a student is concerned about any academic decision, he or she should first engage in self-reflection on the matter, and consider:

- a) information provided to them by the Faculty and University in advance of the academic decision; and
- b) feedback or reasons provided for the academic decision in question.

1.1 Students are encouraged to seek support and advice regarding their appeal/concern from student services such as:

- Students' Representative Council (SRC – <http://www.src.usyd.edu.au/>) for LLB students
- Sydney University Postgraduate Representative Association (SUPRA - <http://www.supra.usyd.edu.au/>) for postgraduate (including JD) students

#### 2 Resolution with lecturer or course/unit coordinator

2.1 If a student continues to be concerned about an academic decision he or she should appeal in writing, setting out the reasons for their concern, to the relevant teacher or unit of study coordinator or, in the case of postgraduate courses, the course coordinator. Students are encouraged to take the earliest opportunity to raise their concerns with relevant staff. This should normally be done within 15 working days of the student being advised of the particular academic decision. Where students are awaiting further information (e.g. return of marked essays / exam scripts) this deadline will be taken as 15 days from receiving that information.

Email is acceptable for an appeal in writing.

2.2 The teacher or unit/course coordinator (hereafter referred to as the “decision-maker”) should deal with the issue promptly (i.e. if possible the process of handling the appeal should commence within 10 working days of receipt). The decision-maker should give an explanation to the student of the reasons for the academic decision on appeal. This explanation may incorporate feedback or comments originally given. It should be possible to resolve many issues at this stage.

#### 3 Appeal to the Faculty / Dean

3.1 If the student's concerns cannot be resolved with the teacher or unit/course coordinator, or because of an apparent failure to follow procedures, the student may then appeal to the Office of the Dean.

3.2 The Dean may appoint another staff member to undertake the functions in this paragraph 3, but retains final responsibility for any decision made in respect of the appeal.

- 3.3 Where the appeal involves an academic decision made by the Dean, the Deputy Vice-Chancellor (Education) shall act for the Dean in paragraphs 3.5 to 3.9.
- 3.4 The student must put his or her concerns in writing and should submit them to [lawdean@usyd.edu.au](mailto:lawdean@usyd.edu.au) within 15 working days of the outcome of discussions with the decision-maker (under paragraph 2). The appeal should include:
- a) the reasons for the appeal;
  - b) the response of the decision-maker under paragraph 2; *and*
  - c) reasons why the student is not satisfied with the response of the decision-maker under paragraph 2.
- Parts a) and c) above should be no longer than two A4 pages.
- 3.5 The Dean will acknowledge receipt of an appeal in writing within 3 working days of receipt.
- 3.6 The Dean will endeavour to resolve the appeal within 10 working days of receipt.
- 3.7 The Dean may resolve the appeal by:
- 3.8.1 affirming the academic decision of the decision-maker; or
  - 3.8.2 varying the academic decision of the decision-maker; or
  - 3.8.3 making a decision in substitution for that of the decision-maker; or
  - 3.8.4 referring the matter for consideration by an examiner other than the decision-maker; or
  - 3.8.5 remitting the matter for reconsideration by the decision-maker in accordance with any directions or recommendations; or
  - 3.8.6 any other academic resolution appropriate to the circumstances.
- 3.8 If the Dean refers the matter for consideration by an examiner other than the decision-maker, the Dean will appoint an examiner who will report to the Dean with recommendations.
- 3.9 The Dean will advise the student in writing of the outcome of the appeal, setting out the reasons.

#### 4 **Appeal to the University**

If the student is not satisfied that his or her concerns have been addressed satisfactorily under paragraph 3, the student may lodge a written appeal, in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*. See <http://www.usyd.edu.au/secretariat/students/AcAppealsStudents.shtml#3> for further details.

#### 5 **Procedures for Student Appeals against Academic Decisions for Postgraduate Research Awards**

- 5.1 If a postgraduate research student wishes to appeal an academic decision associated with termination of their candidature or the examination of a thesis they should lodge a written appeal in accordance with the *University of Sydney (Student Appeals against Academic Decisions) Rule 2006*.
- 5.2 If a student wishes to appeal an academic decision associated with any other matter, they should follow the steps outlined for coursework matters in paragraphs 1 to 4 above.

20/4/2012  
Executive Officer

Check for the latest version at  
<http://sydney.edu.au/law/cstudent/undergrad/appeals.shtml>