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## **Student Appeals against Academic Decisions in the Sydney Medical Program**

The procedure below will apply to two stages of the appeals process: informal and formal student appeals against academic decisions made in relation to assessment and other academic decisions made within the Sydney Medical Program.

Appeals against assessment results and other academic decisions are student initiated. In the first instance, students who wish to appeal must approach their relevant Stage Co-ordinator (or Associate Dean if they are in Stage 3) to discuss their concerns about the academic decision and resolve the matter informally. If a student's concerns are not resolved at this stage, they can proceed to the second (formal) stage of the appeals process.

The second (formal) stage of the appeals process requires the student to complete the "Student Appeals Against Academic Decisions" form available on the Sydney Medical Program (SMP), OME and Sydney Medical School websites and submit written notification that they are appealing. This form should be addressed to the Dean of Sydney Medical School and submitted to Student Services (MPAU). Appeals must be submitted within fifteen (15) working days of receiving the outcome of the informal stage of the appeals process.

The Manager of Student Services (or a delegate) will acknowledge the submission with a written receipt within three (3) working days of submission of the appeals application. Students may submit copies of their appeal to the Associate Dean of the relevant Clinical School if they wish but the appeal is not formally submitted until they have received a written receipt from Student Services. It is the student's responsibility to ensure that Student Services receives their application. E-mail receipts may be provided for remote sites.

Student Services will retain the appeal in a separate Appeals file and forward a copy to the Dean or his/her nominee, usually the Head of the OME. A record of the appeal will be made on a spreadsheet noting the student's name, SID, the assessment task or academic decision to which it refers, the grounds for appeal, whether supporting documentation has been submitted, the date of the submission and the date in which the receipt acknowledging submission was processed. The appeal documents will be

kept for a period of 12 months before being destroyed in a secure manner. Only limited staff in Student Services and the OME will have access to the spreadsheet.

The Head of the OME will liaise with the Head of Assessment, the appropriate Stage Coordinator and other relevant staff where necessary to make an academic decision in relation to the appeal within ten (10) working days. Assessment tasks may be reviewed by the Dean, the Head of the OME or another appointed in their stead. The decision must be signed by the Dean or the Head of OME.

The appeal and the academic decision including the response to the grounds for the appeal will be returned to Student Services. The Manager of Student Services will send a notification via e-mail to the student informing them of the decision (granting or otherwise of the appeal). Attached to the e-mail will be the Head of the OME's response to the grounds for the appeal and his/her decision. This notification will also be copied to all relevant staff involved in managing the appeal.

After the notification has been sent to the student informing them of the decision, the Manager of Student Services will record whether or not the appeal has been granted and the date of this decision in the Appeals spreadsheet.

A copy of the notification that has been sent to the student will be retained in a separate Appeals file. All background information, including the students appeal, notes from the Stage Co-ordinator/Associate Dean and other relevant staff will be kept in a separate file and the final decision recorded on the student file.

Where a student is unwilling to accept the outcome of the formal appeal they may make a further formal appeal to the Student Appeals Body (SAB) within twenty (20) working days of receiving Sydney Medical School's decision. The appeal to the SAB is initiated by the student writing to the University of Sydney Appeals Office by mail at the following address:

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

or via e-mail to: [sau.appeals@usyd.edu.au](mailto:sau.appeals@usyd.edu.au)

or in person to:  
Student Appeals Box  
Located in the foyer of the Student Centre  
Level 3, Jane Foss Russell Building, G02  
Main entrance on City Road  
Darlington Campus

The SAB will acknowledge receipt of the student's appeal when the appeal has been received. The appeal will be checked to make sure the requirements have been satisfied in accordance with Section 2.3.1 and 2.3.2 of the Student Appeals Against Academic Decisions Rule 2006. The student may be asked to provide additional supporting information. If the student satisfies the requirements, they will be notified

of a hearing date, no less than 10 working days of the appeal hearing date. Sydney Medical School will be informed of the student's appeal and will provide a response to the appeal. The student will receive Sydney Medical School's response at least 5 working days before the appeal hearing.

A copy of the University (Student Appeals Against Academic Decisions) Rule 2006 can be downloaded from Policy Online at the web address: [www.usyd.edu.au/senate/policies/Ac\\_Appeals\\_Rule.pdf](http://www.usyd.edu.au/senate/policies/Ac_Appeals_Rule.pdf).

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