**Schedule B: Student Appeal Requirements**

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| **Items** | **Appeal against** | | | |
| **Assessment Outcome**  **FORM: SAAO** | **Final Grade / Mark for a unit**  **FORM: SAFG** | **Progress Status**  **FORM: SAPS** | **Academic Decision**  **FORM: SAAD** |
| **Prerequisite** | Outcome of Stage 2 review | Outcome of Stage 2 review | Outcome of Stage 1 review | Outcome of Stage 2 review |
| **Grounds for Appeal** | 1. Stage 2 review process has been procedurally irregular or unfair; **or** 2. Availability of new information that could not have been provided at the review stage(s) and that in all likelihood would have affected the review outcome. | 1. Stage 2 review process has been procedurally irregular or unfair; **or** 2. Availability of new information that could not have been provided at the review stage(s) and that in all likelihood would have affected the review outcome. | 1. Stage 1 review process has been procedurally irregular or unfair; 2. Availability of new information that could not have been provided at the review stage(s) and that in all likelihood would have affected the review outcome; **or** 3. A penalty has been applied as a consequence of an academic decision that is excessive, harsh or inappropriate. | 1. Stage 2 review process has been procedurally irregular or unfair; **or** 2. Availability of new information that could not have been provided at the review stage(s) and that in all likelihood would have affected the review outcome; **or** 3. A penalty has been applied as a consequence of an academic decision that is excessive, harsh or inappropriate. |
| **Appeal must be submitted by the student. The appeal is commenced by the student** responding via a link in the email notifying you of the decision/outcome from an earlier stage **. The appeal will be sent to the Office of the Academic Secretary within\*** | 20 University working days from the day after receipt of the outcome for a Review | | | |
| **If Chair of Appeals Committee decides to dismiss the appeal, the Executive Officer (Appeals Committee) notifies student of the dismissal within** | 10 University working days from the day after the Chair has made the decision to dismiss the appeal | | | |
| **If not dismissed, appeal is considered by** | Appeals Committee of the Academic Board | | | |
| **Appeal hearing occurs within** | 25 University working days from the day after the Chair has decided to refer the appeal to a hearing | | | |
| **Executive Officer (Appeals Committee) notifies student of appeal outcome within** | 10 University working days from the day after the Appeals Committee hearing | | | |

\*Failure to meet the timelines set in this schedule may result in an automatic dismissal of the request for an appeal.