

# ACADEMIC APPEALS POLICY

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# 1 Context

Students can appeal an adverse decision by accessing the Appeals function in their MyGCA account.

# 2 Scope

## 2.1 Rationale

UBSS acknowledges the importance of procedural fairness and is therefore committed to providing students with appropriate avenues to appeal academic decisions.

## 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

# 3 Definitions

Item	Definition
<b>Appeal</b>	An Appeal is the process by which a student requests reconsideration of a decision.

# 4 Academic Appeals

There may be instances where a student believes that an assessment task or their final grade in a unit does not correctly reflect their performance against the criteria. This policy provides a process to apply for a formal review of the grade where an informal approach is not appropriate.

## 4.1 Grounds for Appeal

A student may appeal their assessment result if they have reason to believe that:

- the unit outline was not provided, either by the teacher, or online;
- the assessment requirements specified in the unit outline were varied in an unreasonable way;
- a clerical error has occurred in the computation of the result, and/or
- Due regard has not been paid to evidence of illness or misadventure.

### Ineligibility to appeal

- A student will be ineligible to appeal a grade for an assessment where the grade applied is the result of a decision relating to plagiarism or other academic misconduct policy at UBSS.
- Students cannot submit an appeal of the final grade for the subject if the student has not successfully completed all of the other assessments for the subject.

## 4.2 Applying for a Review of Grade

A student seeking a review of an individual assessment item should, in the first instance, approach the staff member responsible for marking the assessment item. If, after the initial approach, the student believes an error persists, or the result is not a correct reflection of their work, they may apply for a review at the end of semester following notification of their final grade.

A review of the final exam grade must be made to the lecturer concerned. This informal appeal must be done within 5 working days of the release of results.

A formal appeal for reconsideration of the final exam grade may be made to the Dean, or delegate, within five working days after the informal appeal.

The grounds for this formal appeal of the final grade must be clearly described. It is not sufficient to state that there been an error or an injustice.

## 4.3 Decision Process

Decision making in relation to Appeals Against Assessment applications should be:

- equitable;
- consistent;
- procedurally fair;
- timely, and
- consistent with current government privacy policy.

Criteria for assessing appeals based on illness or misadventure may include:

- the severity of the event and its impact on the student's performance;
- the nature of the assessment in which performance was affected, and/or
- the student's academic standing in other units and in the course.

An application for an appeal against assessment will be rejected when one or more of the following apply:

- the student has been the subject of a determination of the Academic Misconduct Policy;
- no reasonable grounds are stated in the application for appeal, and/or
- reasonable grounds exist to review the result, but such a review, if conducted, would not alter the result.

Possible outcomes for approved applications include the following:

- No change to result;
- Completion of alternative or additional assessment of a similar type and academic level;
- Remarking of an assignment;
- Late acceptance of an assessment item where application for late submission has not been made (the application must address the reasons for failing to comply with relevant policy on the granting of extensions, and must occur before marked assessment items have been returned to students); and

- Reconsideration of the composite result for a unit/s through a check of the computation.

If, at the conclusion of the appeals process, a student believes that there is sufficient evidence to warrant a further review of an assessment task or final grade, the student can appeal through the Grievance Policy (Academic).

## 5 Document Change Control

Version	Change Description	Date	Author
V12	Refreshed format	November 2017	Professor Ian Bofinger
V12.1	Change of review date	June 2018	Jotsana Roopram
V13.2	4.1 Grounds for appeal amended and 4.2 Applying for a grade review amended	October 2020	Associate Professor Felix Stravens