



The University of Sydney

Faculty of Science

Application Form:

Appeals Against Academic Decision / Marks, Final Grade, Special Consideration

- Note:
- Please read the attached notes before completing this form
 - Appeal must be lodged within **15 business days** of the academic decision which you are appealing
 - Attach this form to your appeal letter, including any supporting documentation and send to:

Faculty of Science
Carslaw Building F07
The University of Sydney NSW 2006

Details

Title:	Name:	Surname:
Address:		
Telephone:	Mobile:	
Email:	Student ID:	
Degree:		

Summary of appeal

I request a review of the assessment procedures on the grounds that:

- The weightings specified by the School in its assessment program do not conform to the *Academic Board Resolutions: Assessment and Examination of Coursework*.
- The procedures used by the School for determining the final grade do not conform to the *Academic Board Resolutions: Assessment and Examination of Coursework*.
- There are computational, arithmetical or other clerical errors in the determination of the assessment mark.
- Special Consideration appeal – the School decision does not conform with Faculty of Science Special Consideration guidelines (appeal can be directly to Faculty).

School decision made by (staff member's name):	School decision date:
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Please provide a summary of your appeal in the space below, including your reasons for believing that due academic process has not been observed by the School – Please do not say “see attached”.

Signature:	Date:
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Office use only

1. Appeal considered by Head of School or Course Coordinator: Yes No
2. Appeal letter attached to form: Yes No
3. Additional information required: Yes No



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Guidelines for Submitting an Application for an Appeal Against an Academic Decision

This application form provides students of the University of Sydney with a mechanism to appeal against academic decisions which have been considered at a School level. Students are able to appeal on the grounds that due academic process has not been observed by a School in relation to issues of assessment, coursework, Special Consideration, marks and final grades. Students must demonstrate that the School has not acted in accordance with the *Academic Board Resolutions: Assessment and Examination of Coursework*, available from the University website:

http://www.usyd.edu.au/ab/policies/Assess_Exam_Coursework.pdf

The information that you provide in this application, including any associated documentation, is required to process your appeal. The information that you supply will be retained by the Faculty in a confidential file that will only be available to relevant staff. All records will be destroyed lawfully and securely within an appropriate timeframe.

How to submit an appeal

1. Only use this form if your appeal has already been considered by the Head of School or Course Coordinator (Special Consideration appeals come direct to the Faculty of Science).
2. Your appeal must be lodged within **15 business days** of the academic decision which you are appealing.
3. Fill in the application form and attach it to your appeal letter. You must include any relevant documentation, including relevant correspondence with the School.
4. Return your application to
Faculty of Science
Carlaw Building F07
The University of Sydney NSW 2006