

ACADEMIC APPEALS

1. Scope

These guidelines provide a framework for the lodging, investigation and resolution of Academic Appeals. They outline the responsibilities of students, the Director of Curriculum and Student Registrar, Course Leaders, Lecturers and other nominated delegates including the formation of the Academic Appeals Committee.

AFTRS students are entitled to appeal an academic assessment, or their exclusion for not meeting course requirements.

2. Guidelines

Student

A student may lodge an appeal against an assessment result within five working days of the results being posted to Moodle. Appeal submitted outside this period will not be considered. The appeal must be in writing and sent to the Director of Curriculum and Student Registrar. It should include grounds for the appeal and any documentary evidence to support the claim. The student should also outline any specific actions they would like to see taken.

Appeals can be lodged on the following grounds:

- Assessment requirements were varied without consultation or in an unreasonable way
- Assessment requirements were applied in a discriminatory way
- Due regard was not paid to evidence of illness or misadventure advised during the semester that purports to explain poor performance in the subject
- Equal opportunity principles were not applied
- There were factors outside the student's control which contributed to failure to meet the required academic standards to date and that those factors are unlikely to occur in the future

Students should note that if an assessment is re-marked, it is possible that the original mark may be raised or lowered, at the discretion of the AFTRS staff member appointed to re-mark.

Director of Curriculum and Student Registrar (the Director)

The Director may call for an investigation of the claim. This may include:

- Appointing a delegate to investigate or manage the appeal. The delegate will prepare a report to the Director on recommended actions.
- Requesting a written response to issues raised in the appeal letter from the relevant Course Leader or Lecturer, to be provided within five working days
- Reviewing any information on discussions that may have been conducted between the student, teaching staff and/or the Student Centre

- Receiving a copy of the assessed work that is the subject of the appeal, and the details of the criteria used to assess the student's work
- Any other information relevant to the appeal as needed.

The appeal investigation should be concluded within 10 working days. The report can recommend a number of outcomes including re-marking of original work, lifting of any late penalties, convening an Appeals Committee or 'no change' (appeal not upheld).

In order for the assessment mark to be altered, the student's work must be re-marked by a different Lecturer, appointed by the relevant Course Leader or Head of Department, and completed within five days of the request being made. It may not be possible in all cases to re-mark presentation/demonstration style assessment that can only occur in class. The relevant Subject Leader/lecturer should show the re-marking Lecturer the previously moderated assessments from the same task, for benchmarking purposes and as a guide to inform their marking. The lecturer re-marking should not make any contact with the student, nor view the original mark or feedback.

The re-marking will be sent directly to the Director and Course Leader, who will determine the next steps.

The Director or delegate will advise the student, the relevant faculty member, and the Student Centre of the course of action. Any altered grades need to be amended in Moodle by the Course Leader seven days before the relevant Grade Panel Review.

If the Director believes further investigation is warranted s/he may convene an Academic Appeals Committee.

Course Leader / Lecturer

If requested by the Director, the Course Leader or relevant Lecturer should provide a written response to the academic appeal within five working days of receipt of the appeal, which should contain the following points where relevant:

- A description of the assessment task in question
- Any mitigating factors they may know about in relation to the student's ability to complete the assessment
- A summary of any prior communication had with the student in relation to the assessment task
- A summary of the moderation undertaken in relation to the assessment task and any other comments about benchmarking or quality of submissions
- The original marks given and feedback provided to the student (from Moodle)
- Address the specific concerns raised in the appeal letter.

The Course Leader/Lecturer should not contact the student directly in relation to the appeal or re-marking process. All correspondence to the student should be in writing, issued by the Director or delegate, unless specifically instructed by the Director or delegate.

It is the Course Leader's responsibility to ensure all grades entered into Moodle are correct in advance of the transfer of grades from Moodle to PEPi.

Academic Appeals Committee

The purpose of the Academic Appeals Committee is to ensure that due process has been followed. The Academic Appeals Committee is comprised of the following AFTRS staff:

- Director of Curriculum and Student Registrar (Chair)
- Head of Teaching and Learning (Secretariat)
- One or more delegate/s appointed by the Director

The Academic Appeals Committee will hear an appeal made within ten working days of the receipt of that appeal from the Director.

All documentation submitted to the Academic Appeals Committee will be made available to the student (and all other relevant parties to the appeal) at least two working days before the date set for the hearing, or as soon as documentation becomes available.

The Academic Appeals Committee may seek written evidence or hold interviews with relevant parties at its discretion. This would generally include the student (the appellant), the relevant Course Leader/Lecturer and the Head of Student Services.

If the student is required to appear before the committee, they are entitled to have a support person at the meeting. The Chair of the committee should be advised if a support person will be in attendance.

The Academic Appeals Committee will make its decision within five working days of the hearing and will inform the student of its decision within two working days of the decision being made. The decision will be in writing and will be sent to the last email address provided by the student / held by the Student Centre.

The decision of AFTRS will be final.

Authorisation and Distribution

Authorisation	Director of Curriculum and Student Registrar
Date	
Contact Officer	Head of Teaching and Learning
Effective Date	
Distribution	Intranet
Review Date	One year from effective date; earlier or later dependent on external factors such as legislative reform.
Current version	V1
Supersedes	

Associated Documents	Student Handbook (Section 8: Academic Appeals)
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