**Schedule A: Review and Appeal Requirements**

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| **Type** | **Items** | **Review of** | | | |
| **Assessment Outcome**  **FORM: RAO** | **Final Grade / Mark for a unit**  **FORM: RFG** | **Progress Status**  **FORM: RPS** | **Academic Decision**  **FORM: RAD** |
| **Informal**  **(recommended)** | **\*Informal query and resolution with** | **Original Decision-maker** | **Original Decision-maker** | **Not Applicable** | **Original Decision-maker** |
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| **Review**  (proceed only if the informal resolution is not satisfactory) | **+Grounds for Review:** | 1. Irregularity in marking standard; **OR** 2. Errors of marking process in determining the outcome of an assessment | Procedural errors in the determination of the grade or mark. | 1. Progress status has not been assigned in accordance with the rules for the relevant course; **OR** 2. Mitigating circumstances relating to the student’s unsatisfactory academic performance that has not been adequately taken in account | 1. Original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; **OR** 2. Original decision was not fair or reasonable |
| **Reviewer:** | Head of School or nominee (nominee could be the original decision-maker if not involved in the informal resolution) | | Board of Examiners or its Chair or delegated reviewer | Joint Boards of Studies Student Matters Committee (BoS-SMC) |
| **Request for review must be submitted by student via:** | [Public Report](https://uwa-advocate.symplicity.com/public_report/) and select under I am reporting – A request for a review of academic decision (grades, marks, progress status etc.). Students must provide evidence | | | |
| **\*\*Request for review must be submitted by student within:** | **10 University working days** from the day after receipt of **official release** of an assessment outcome or final grade / mark for a unit**\*\*\*** | | **20 University working days** from the day after the **official release** of the progress status | **10 University working days** from the day after notification of the original decision |
| **Notification of progress of review must occur within** | 10 University working days from the day after receipt of the request for a Review | | 10 University working days  from the day after receipt of the request for a Review | 10 University working days from the day after receipt of the request for a Review |
|  | | | | | |
| **Appeal**  (proceed only if the review is not satisfactory) | **+Grounds for Appeal:** | 1. Review process has been procedurally irregular or unfair; **OR** 2. Availability of new information that could not have been provided at the review stage and that in all likelihood would have affected the review outcome. | 1. Review process has been procedurally irregular or unfair; **OR** 2. Availability of new information that could not have been provided at the review stage and that in all likelihood would have affected the review outcome. | 1. Review process has been procedurally irregular or unfair; **OR** 2. Availability of new information that could not have been provided at the review stage 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. Review process has been procedurally irregular or unfair; **OR** 2. Availability of new information that could not have been provided at the review stage 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. |
| **\*Submission** | Appeal must be submitted by the student via the [Public Report](https://uwa-advocate.symplicity.com/public_report/) within **20 University working days** from the day after receipt of the outcome for a Review | | | |
| **Dismissal without hearing** | 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 | | | |
| **Hearing** | If appeal is not dismissed by the Chair, the appeal is referred to the University Appeal Committee of the Academic Board which must hear the appeal within **25 University working days** from the day after the Chair has decided to refer the appeal to a hearing | | | |
| **Hearing Outcome** | Executive Officer notifies appellant of hearing outcome within **10 University working days** from the day after the Appeals Committee hearing | | | |

**\*Where a student submits a formal review after attempting to resolve the matter informally with the original decision-maker, the student must provide evidence of the attempt taken to resolve it informally.**

**\*\*Failure to meet the relevant timelines set in this schedule may result in an automatic dismissal of the request for a review.  
\*\*\*The University does not guarantee that the review process will be completed in time for students to graduate in their current round of graduations.**

**+Submission may be rejected if the ground for review or appeal is unclear and consists of more than one ground, where relevant.**