

## University of Sydney (Student Appeals against Academic Decisions) Rule 2006 (as amended)

**Approved on:** 6 November 2006  
**Amended on:** 6 December 2010  
3 August 2015 (administrative amendments only)  
25 August 2015 (administrative amendments only)  
14 December 2015  
20 July 2016 (administrative amendments only)  
13 December 2017

**Amendment effective from:** 10 December 2010

1 January 2016  
20 July 2016  
1 January 2018

### Part 1: Preliminary

#### 1.1 Citation

This Rule is made by the Senate of the University, pursuant to section 37(1) of the *University of Sydney Act 1989* and section 5(1) of the *University of Sydney By-law 1999 (as amended)*.

#### 1.2 Commencement

This Rule will commence on 28 November 2006.

#### 1.3 Purpose

The purpose of this Rule is to ensure that students are treated fairly in relation to the assessment of their work and progress within their Award Course, by providing an internal appeal mechanism that reflects the University's commitment to fair academic decision making.

#### 1.4 Effect

This Rule repeals and replaces:

- 1.4.1 clause 18 of the *University of Sydney (Coursework) Rule 2000 (as amended)*;
- 1.4.2 the Resolutions of the Senate relating to *Student Appeals against Academic Decisions*; and
- 1.4.3 the Resolutions of the Academic Board on *Student Appeals against Academic Decisions*.

## 1.5 Associated documents

This Rule should be read in conjunction with the *Coursework Policy 2014* and *Assessment Procedures 2011*.

## 1.6 Definitions

In this Rule:

- 1.6.1 **Academic Decision** means a decision by the University that affects the academic assessment or progress of a person within his or her Award Course, including a decision:
- 1.6.1.1 to exclude a Student in accordance with the [Coursework Policy 2014](#);
  - 1.6.1.2 not to readmit or re-enrol a person following exclusion in accordance with the [Coursework Policy 2014](#);
  - 1.6.1.3 to terminate a Student's candidature for a postgraduate award.
- 1.6.1B **Academic Panel** means the panel of academics appointed by the Registrar in accordance with clause 3.2B.2.
- 1.6.2 **Appeal Hearing** means an Appeal Hearing under Part 8.
- 1.6.3 **Appellant** means:
- 1.6.3.1 a person enrolled in an Award Course at the time of, or in the semester immediately preceding, the lodgement of his or her appeal; or
  - 1.6.3.2 in the case of an Academic Decision by the University regarding an application for readmission or re-enrolment, a person who was excluded in accordance with the [Coursework Policy 2014](#), prior to the lodgement of his or her appeal.
- 1.6.3B **Assessment Principles** means the principles for assessment set out in the [Coursework Policy 2014](#).
- 1.6.4 **Award Course** means a formally approved program of study that can lead to an academic award granted by the University or by any other higher education institution that offers credit for units of study undertaken at the University.
- 1.6.4B **Credit** means advanced standing awarded to a Student in accordance with the [Coursework Policy 2014](#).
- 1.6.5 **Dean** means the dean of the relevant Faculty or the Head of School and Dean of the relevant University school.
- 1.6.6 **Due Academic Process** means the making of Academic Decisions according to published University, Academic Board and Faculty rules, policy, procedure and local provisions, as amended from time to time and as current at the time the Academic Decision was made.
- 1.6.7 **Faculty** means a faculty, University school or a board of studies.
- 1.6.8 **Registrar** means the Registrar of the University of Sydney for the time being, or his or her nominee.
- 1.6.8B **Special Arrangements** means special arrangements made available to Students for assessments in accordance with the [Coursework Policy 2014](#).

- 1.6.9 **Special Consideration** means special consideration given to Students in accordance with the [Coursework Policy 2014](#).
- 1.6.10 **Student** means a person who is currently admitted to candidature in an Award Course.
- 1.6.11 **Student Appeals Body** means a Student Appeals Body constituted by the Registrar in accordance with Part 7.
- 1.6.12 **Student Appeals Panel** means the Student Appeals Panel constituted by the Senate in accordance with Part 6.
- 1.6.13 **University** means the University of Sydney established by the *University of Sydney Act 1989* (as amended).
- 1.6.14 Unless the contrary appears, a provision in this Rule that specifies matters that are to be or may be considered in relation to a determination or other decision does not imply that they are the only matters to be considered.
- 1.6.15 A delegate of the Senate is not authorised to sub-delegate (by way of an agency or in any other way) any or all of the delegate's delegated functions to another person or group of persons.
- 1.6.16 Delegates more senior in the lines of accountability to a delegate named in this Rule, may exercise a delegation conferred on that named delegate.  
Example: A Dean may exercise a delegation conferred on an Associate Dean. An Associate Dean may exercise a delegation conferred on a Head of School.
- 1.6.17 A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- 1.6.18 A note, marginal note, footnote or endnote is not a provision of this Rule.
- 1.6.19 A reference to a policy or procedures includes a reference to that policy or those procedures as amended from time to time, and to any replacement policy or procedures which may be adopted in substitution for them.
- 1.6.20 A reference to a committee includes a reference to any restructured or replacement committee to which the functions or responsibilities of the original committee are reassigned.

## **Part 2: Principles**

- 2.1 The University is committed to fair academic decision-making.
- 2.2 Academic Decisions are entrusted to members of the academic staff acting reasonably in accordance with Due Academic Process.
- 2.3 A Student who believes that there are genuine grounds for contesting an Academic Decision may apply to have the decision reviewed.
- 2.4 Students and staff should endeavour to resolve concerns about Academic Decisions in the manner more fully described in clause 3.1 and 3.1A of this Rule, by way of personal communication.
- 2.5 Where attempts to resolve a concern about an Academic Decision under clause 3.1 or 3.1A of this Rule are unsuccessful, Students may appeal to the relevant Faculty or administrative unit (for consideration by an Academic Panel member), as appropriate, in the first instance.

**Note:** See clause 3.2 in relation to circumstances in which an appeal is addressed to a faculty and clause 3.2A in relation to circumstances in which an appeal is addressed to the relevant administrative unit.

- 2.6 Students who are not satisfied with the decision of the Faculty or Academic Panel member may appeal to the Student Appeals Body in accordance with this Rule.
- 2.7 The University will handle all Student concerns and appeals regarding Academic Decisions in a procedurally fair and reasonable manner, having regard to the principles of timeliness, confidentiality, absence of bias and freedom from victimisation.
- 2.8 Students may not appeal against Academic Decisions which are otherwise consistent with the principles in Part 2 of this Rule:
  - (a) on the grounds that they believe that the Academic Decision was made in a manner that was inconsistent with the Assessment Principles; or
  - (b) that are made in the absolute discretion of the decision maker.

**Note:** Appeals to the Student Appeals Body can only be made on the grounds of a failure of Due Academic Process. See Part 5.

### **Part 3: Procedures for Undergraduate and Postgraduate Coursework Students**

#### **3.1 Resolution with Teacher or Unit of Study Coordinator**

- 3.1.1 Subject to clause 3.1A, an undergraduate or postgraduate coursework Student who believes that there are genuine grounds for contesting an Academic Decision should first discuss his or her concerns with the relevant teacher or unit of study co-ordinator.
- 3.1.2 Students are encouraged to take the earliest opportunity to discuss their concerns with relevant Faculty staff. This must occur within:
  - (a) 15 working days of the Student being advised of the Academic Decision;
  - (b) in the case of Academic Decisions relating to completion of a unit of study, within 15 working days of the unit of study result being posted by the University; or
  - (c) such other extended time as the Dean may reasonably authorise.
- 3.1.3 The teacher or unit of study co-ordinator will address the Student's concerns promptly, and provide to the Student a full explanation of the reasons for the Academic Decision.
- 3.1.4 If the Student's concerns are not resolved by these means, the teacher or unit of study co-ordinator will:
  - (a) explain the next step in the procedure, which is set out at clause 3.2 below; and
  - (b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

#### **3.1A Resolution with relevant administrative unit**

- 3.1A.1 If a Student's concerns relate to an Academic Decision solely concerning Special Consideration, Special Arrangements or Credit, the Student should first raise those concerns with the relevant administrative unit, as specified by the Registrar.
- 3.1A.2 Students must raise their concerns in writing with the relevant administrative unit within 15 working days of the Student being sent written notification of the Academic Decision.

3.1A.3 A representative of the relevant administrative unit will address the Student's concerns promptly, and provide a full explanation in writing of the reasons for the Academic Decision.

3.1A.4 If the Student's concerns are not resolved by these means, a representative of the relevant administrative unit will:

- (a) explain the next step in the procedure, which is set out at clause 3.2A below; and
- (b) give the Student a copy of this Rule or advise the Student how to access this Rule online.

## **3.2 Appeals to the Faculty**

3.2.1 If the Student's concerns cannot be resolved under clause 3.1 above, and relate to an Academic Decision that does not solely concern Special Consideration, Special Arrangements or Credit, the Student may appeal in writing to the Faculty.

3.2.2 The Student must submit his or her written appeal, including any supporting documentation:

- (a) to the office or staff member nominated by the Dean to receive Student appeals (such information to be provided to Students at the start of each Semester);
- (b) within 20 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1, or such other extended time as the Dean may reasonably authorise, in his or her absolute discretion.

3.2.3 The Faculty must acknowledge receipt of the appeal in writing within three working days of receipt.

3.2.4 The Dean will determine who is to undertake an initial review of the appeal.

3.2.5 This person will normally be the course co-ordinator, Head of School, or relevant Associate Dean.

3.2.6 The person responsible for the initial review must prepare a report for consideration by the Dean, or by his or her nominee. Subject to sub-clause 3.2.7 below the Dean retains final responsibility for any decision regarding a Student appeal to the Faculty.

3.2.7 If the Dean is the relevant teacher or unit of study coordinator referred to in clause 3.1 above, or if the Dean otherwise has an actual, potential or perceived conflict of interests, the Deputy Vice-Chancellor (Education) must handle the Student's appeal to the Faculty, in accordance with this clause 3.2.

3.2.8 The Faculty must make all reasonable efforts to:

- (a) advise the Student in writing of the Dean's decision and the reasons for the decision;
  - (b) advise the Student of his or her right to appeal to the Student Appeals Body; and
  - (c) give the Student a copy of this Rule or advise the Student how to access this Rule online;
- within 10 working days of receiving a Student's appeal.

## **3.2A Appeals to the Academic Panel**

3.2A.1 If the Student's concerns cannot be resolved under clause 3.1A above, and relate to an Academic Decision that solely concerns Special Consideration, Special Arrangements or Credit, the Student may appeal in writing to the Academic Panel.

3.2A.2 The Student must submit his or her appeal, including any supporting documentation:

- (a) to the administrative unit nominated by the Registrar to receive appeals;
- (b) within 20 working days of the date on which he or she was advised of the outcome of discussions under clause 3.1A, or within such reasonable extended time as the Registrar approves, in his or her absolute discretion.

3.2A.3 The administrative unit must acknowledge receipt of the appeal in writing within three working days of receipt.

3.2A.4 A member of the Academic Panel must undertake a review of the appeal, and make a decision.

3.2A.5 The Registrar will maintain a list of Academic Panel members in the order of their appointment to the panel. Appeals must be allocated to the next available panel member on the list who can determine the appeal within the period specified in clause 3.2A.6, subject to the need to avoid conflicts of interests.

3.2A.6 The Academic Panel member must make all reasonable efforts to:

- (a) advise the Student in writing of his or her decision and the reasons for the decision;
  - (b) advise the Student of his or her right to appeal to the Student Appeals Body; and
  - (c) give the Student a copy of this Rule or advise the Student how to access this Rule online;
- within 10 working days of receiving a Student's appeal.

3.2A.7 The Registrar will report annually to the Academic Standards and Policy Committee on:

- (a) the number of Academic Panel appeals; and
- (b) Academic Panel decisions

### **3.2B Academic Panel**

3.2B.1 The Academic Panel will comprise academics employed by the University at Level C or above.

3.2B.2 Nominations will be sought from each Faculty biennially.

3.2B.3 Appointments to the Academic Panel will be made by the Registrar on the nomination of, or in consultation with, the relevant Dean.

3.2B.4 The names of Academic Panel members will be forwarded to the Academic Board for noting at the end of the nomination process.

#### **Part 4: Procedures for Postgraduate Research Award Students**

- 4.1 Subject to clause 4.2 below, a postgraduate research Student should follow the procedures for undergraduate and postgraduate coursework Students set out in Part 3 above.
- 4.2 A postgraduate research Student who believes that Due Academic Process has not been observed by the relevant Faculty in relation to an Academic Decision associated with:
- (a) termination of candidature; or
  - (b) the examination of a thesis;
- is not required to follow the procedures set out in Part 3 above, and may lodge a written appeal to the Student Appeals Body in the first instance.

#### **Part 5: Appeals to the Student Appeals Body**

- 5.1 An Appellant may appeal to the Student Appeals Body against an Academic Decision on the ground that Due Academic Process has not been observed by the relevant Faculty or the Academic Panel member in relation to the Academic Decision.
- 5.2 An Appellant must lodge his or her written appeal with the Registrar (on behalf of the Student Appeals Body) in accordance with sub-clause 5.3.2, within 15 working days of the date of the written decision of the Dean of the relevant Faculty (or the Deputy Vice-Chancellor (Education) pursuant to sub-clause 3.2.6) or the Academic Panel member regarding the Academic Decision, or within such extended time as the Registrar, in his or her absolute discretion, authorises.
- 5.3 An appeal will not be heard by the Student Appeals Body unless:
- 5.3.1 the basis for the appeal has previously been considered by the relevant Faculty or the Academic Panel (except in the case of Postgraduate Research Award Students as set out in section 4);
  - 5.3.2 the Appellant has set out in the written appeal his or her reasons, including any written evidence and written submissions, for believing that Due Academic Process has not been observed by the Faculty or the Academic Panel member in relation to the Academic Decision; and
  - 5.3.3 the Registrar has confirmed that the requirements under sub-clause 5.3.1 and 5.3.2 above have been satisfied; or
  - 5.3.4 the Registrar decides, in his or her absolute discretion and due to exceptional circumstances, to waive one or more of the requirements in sub-clause 5.3.1 or 5.3.2.
- 5.4 If the Academic Decision is to exclude a student in accordance with the [Coursework Policy 2014](#) or, in the case of a student enrolled in a postgraduate research award, to terminate his or her candidature, the relevant faculty will not enforce the exclusion or termination until the appeal period specified in clause 5.2 has expired, or, where an appeal is lodged, until such time as the appeal has been determined.
- 5.5 A person who has lodged an appeal against a decision not to readmit or re-enrol him or her following a period of exclusion may not re-enrol pending determination of the appeal, unless the Registrar, in his or her absolute discretion, is satisfied that it is reasonable in the circumstances to permit re-enrolment.

## **Part 6: Student Appeals Panel**

- 6.1 The Student Appeals Panel will comprise no fewer than 12 and no more than 48 persons appointed by Senate as members of the Student Appeals Panel on the recommendation of the Registrar.
- 6.2 At least one half of all members of the Student Appeals Panel will be a combination of members of the academic staff and Students of the University.
- 6.3 At least six members of the Student Appeals Panel will be undergraduate or postgraduate Students of the University, and at least six members of the Student Appeals Panel will be members of the Academic staff of the University.
- 6.4 The Registrar will consult with the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association, on behalf of the Senate, regarding Student appointments to the Student Appeals Panel, without prejudice to the Registrar retaining the ultimate discretion as to whom to recommend.
- 6.5 The Senate will not appoint a Senate Fellow (other than the Chair of the Academic Board) as a member of the Student Appeals Panel, and the Chair of the Academic Board is appointed in that capacity and not as a Fellow of Senate.

## **Part 7: Student Appeals Body**

- 7.1 A Student Appeals Body will comprise three members of the Student Appeals Panel, including a Chairperson, selected by the Registrar to sit on the Student Appeals Body, such Student Appeals Body not being a committee of Senate.
- 7.2 The Chairperson of the Student Appeals Body will normally be, but is not required to be, the Chair of the Academic Board, who may in a particular case nominate a substitute from the Student Appeals Panel advising the Registrar accordingly.
- 7.3 The Student Appeals Body will normally include, but is not required to include:
  - 7.3.1 a member with academic qualifications (who may but need not be a member of the academic staff of the University); and
  - 7.3.2 a student (who may but need not be a Student of the University).
- 7.4 The Registrar will not select a member of the Student Appeals Panel to sit on a Student Appeals Body responsible for hearing an appeal arising from a Faculty in which the member is an enrolled student or staff member, or with which the member has had other substantial involvement (including as a member of the Academic Panel).
- 7.5 The Registrar will report annually to the Senate on:
  - 7.5.1 Student Appeals Body decisions; and
  - 7.5.2 the number of appeal hearings for which the membership of the Student Appeals Body did not include a Student of the University, as a proportion of the total number of appeal hearings.

## **Part 8: Appeal Hearings**

- 8.1 The Appellant will receive at least 10 business days' notice of the date of an Appeal Hearing.
- 8.2.1 The relevant Faculty or the Academic Panel member must provide written evidence and written submissions to the Registrar (on behalf of the Student Appeals Body), at

least eight business days before the Appeal Hearing.

- 8.2.2 The submissions of the Faculty or Academic Panel member must describe the process by which the Academic Decision was made, and set out why the Faculty or Academic Panel member believes that Due Academic Process has been observed in the making of the Academic Decision.
- 8.2.3 The Registrar (on behalf of the Student Appeals Body) will provide copies of written evidence and written submissions made by the Faculty or Academic Panel member to the Appellant at least five business days before the Appeal Hearing.
- 8.3.1 The Appellant will be invited to appear in person at an Appeal Hearing.
- 8.3.2 The Appellant may be accompanied by a representative, who may speak on the Appellant's behalf.
- 8.4 A representative of the relevant Faculty or the Academic Panel member will be invited to appear in person at an Appeal Hearing.
- 8.5 The Chairperson of the Student Appeals Body may invite independent officers of the University to attend an Appeal Hearing, for the sole purpose of providing expert advice that assists the Student Appeals Body in determining the appeal. An Appellant's treating practitioner or case worker is not an independent officer of the University for the purpose of this clause.
- 8.6 Members of the Student Appeals Body may address questions to the Appellant, the Appellant's representative, the Faculty representative, the Academic Panel member or any independent officer of the University invited to attend the Appeal Hearing in accordance with clause 8.5 above.
- 8.7 The purpose of an Appeal Hearing is for the Appellant and the Faculty or Academic Panel member to address any questions posed by the Student Appeals Body, but not to give further oral evidence or oral submissions unless the Student Appeals Body, in its absolute discretion, allows such further oral evidence or oral submissions.
- 8.8 If, due notice having been given, the Appellant or his or her representative does not attend an Appeal Hearing, the Student Appeals Body may, in its absolute discretion:
  - 8.8.1 defer consideration of the appeal; or
  - 8.8.2 hear and determine the appeal in the Appellant's or representative's absence.
- 8.9 A Student Appeals Body may uphold or dismiss an appeal and, in its absolute discretion:
  - 8.9.1 refer the Academic Decision back to the relevant Faculty or the Academic Panel for reconsideration in accordance with Due Academic Process;
  - 8.9.2 make a new or amended Academic Decision; or
  - 8.9.3 determine that no further action should be taken in relation to the matter.
- 8.10 A decision of a Student Appeals Body is final.
- 8.11 The Appellant will be advised as soon as practicable of the Student Appeals Body's decision and the reasons for it.
- 8.12 Where a decision of a Student Appeals Body reveals a systemic or other serious failure by the Faculty or the Academic Panel to observe Due Academic Process, the Chair of the Student Appeals Body will send a copy of the decision to the Provost and Deputy Vice-Chancellor for consideration and action.

## **Part 9: Further provisions**

9.1 Rescinded.

## Notes

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### ***University of Sydney (Student Appeals against Academic Decisions) Rule 2006***

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Date made: 6 November 2006

Date registered:

Date commenced: 28 November 2006

Administered by: University Secretariat

Publication date:

Review date:

Related documents

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#### **Amendment history**

<b>Provision</b>	<b>amendment</b>	<b>Commencing</b>
	...	...
	6 December 2010	10 December 2010
8.2.2	The word “made” was added as an administrative amendment.	3 August 2015
1.5, 1.6.1.1, 1.6.1.2, 1.6.3.2, 5.4	References to other documents updated as an administrative amendment.	3 August 2015
1.6.1.1, 1.6.1.2, 1.6.3.2., 5.4	Incorrect references updated as an administrative amendment	25 August 2015
1.3, 1.5, 1.6, 2.5, 2.6, 2.7, 2.8, 3.1.1, 3.1.4.b, 3.1A, 3.2, 3.2A, 3.2B, 5, 7.4, 8, 9	Addition of clauses 3.1A, 3.2A and 3.2B referring to Academic Panel, and consequential amendments throughout	1 January 2016
3.2.2, 3.2.6	Incorrect numbering in clause 3.2.2, and references to other clauses in clause 3.2.6 updated as an administrative amendment	20 July 2016
1.6.5; 1.6.7; 1.6.16	Consequential amendments arising from organisational design changes	1 January 2018
2.5	Typographical correction to note	1 January 2018
3.2.1	Addition of reference to credit	1 January 2018
3.2.2	Deletion of subclause (a); deletion of reference to Credit from subclause (b); renumbering accordingly	1 January 2018
3.2.3	Deletion of reference to administrative unit	1 January 2018

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