

Academic Appeals Flowchart

Step 1: Requesting a review of assessment grades

1. Request feedback from your lecturer	2. How to request feedback	3. Action	4. Time frame	5. Further options
Contact your lecturer within five working days of your results and request the lecturer meet with you to discuss your performance.	By email or verbally direct to your unit lecturer.	The lecturer will meet with you and discuss your assessment performance. In the case of errors with addition, your lecturer will notify the relevant Deputy Head of School of the error. This does not require a formal appeal.	Within five working days of receiving your assessment results and associated written feedback.	If you are still unhappy with the response from your lecturer, you have the right to formally appeal your assessment grade.

Step 2a: Formally appealing the result of an assessment (excluding mid term and final exams)

1. Request an appeal	2. How to appeal	3. Action	4. Time frame	5. Further options
<p>You are eligible to appeal following the completion of Step One and it was identified:</p> <ol style="list-style-type: none"> 1) there was an error with the addition of marks or a factual error 2) the assessment varied in an unreasonable way 3) there were compassionate or compelling circumstances that you believed affected your performance. Appeals must be received within five working days of the meeting with your lecturer (as outlined in Step 1) 	You are required to complete the 'Academic Appeal' form located on the SISS website ensuring you attach supporting evidence / documentation.	The BHIHMS Appeals and Academic Conduct Committee will convene and consider your appeal. You may be requested to attend an interview or provide further information.	The Appeals and Academic Conduct Committee will examine your appeal within five (5) working days of your lodgment of your appeal. The decision timeframe will be dependent of the complexity of the appeal. You will receive an email from the Committee once a decision has been reached.	There are no further avenues of appeal once the Appeals and Academic Committee has made their final decision. As per the Academic Grievance policy, following the finalization of an appeal if you believe the outcome is unjust you entitled to lodge a grievance.

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Step 2b: Appealing the result of a mid term or final exam

1. Request an examination review	2. How to request a review	3. Action	4. Time frame	5. Further options
Request to view your examination through the unit lecturer within five working days of the publication of examination or final unit results. Appeals will only be accepted on the grounds of 1) compassionate or compelling reasons that your grade is not a fair / true reflection of your performance 2) The conduct of the examination had a direct impact on your performance.	You are required to complete the 'Academic Appeal' form located on the SISS website ensuring you attach supporting evidence / documentation.	The BHIHMS Appeals and Academic Conduct Committee will convene and consider your appeal. You may be requested to attend an interview or provide further information.	The Appeals and Academic Conduct Committee will examine your appeal within five (5) working days of your lodgment of your appeal. The decision timeframe will be dependent of the complexity of the appeal. You will receive an email from the Committee once a decision has been reached.	There are no further avenues of appeal once the Appeals and Academic Committee has made their final decision. As per the Academic Grievance policy, following the finalization of an appeal if you believe the outcome is unjust you entitled to lodge a grievance.

Step 2c: Appealing a penalty imposed for plagiarism

1. Request an appeal	2. How to appeal	3. Action	4. Time frame	5. Further options
If you believe the Academic Conduct Committee have not considered all of your evidence or the decision made concerning a penalty is not consistent with the BHIHMS Plagiarism Policy you are entitled to lodge an appeal.	You are required to complete the 'Academic Appeal' form located on the SISS website ensuring you attach supporting evidence / documentation.	The BHIHMS Appeals and Academic Conduct Committee will convene and consider your appeal. You may be requested to attend an interview or provide further information.	The Appeals and Academic Conduct Committee will examine your appeal within five (5) working days of your lodgment of your appeal. The decision timeframe will be dependent of the complexity of the appeal. You will receive an email from the Committee once a decision has been reached.	There are no further avenues of appeal once the Appeals and Academic Committee has made their final decision. As per the Academic Grievance policy, following the finalization of an appeal if you believe the outcome is unjust you entitled to lodge a grievance.

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Step 2d: Appealing a grade withheld (GW)

1. What is a GW?	2. How to appeal	3. Action	4. Time frame	5. Further options
A Grade Withheld is primarily allocated to students at the end of the term for failing to meet the minimum attendance requirement of 80%. If you fall below 80% attendance threshold your end of semester grades for all units will be withheld from release to you.	To have your grades released you must formally appeal within five (5) working days of the publication of unit results. You are required to complete the 'Academic Appeal' form located on the SISS website ensuring you attach supporting evidence / documentation explaining your absence.	The BHIHMS Appeals and Academic Conduct Committee will convene and consider your appeal. You may be requested to attend an interview or provide further information. If you do not formally appeal your GW within five working days of the publication of grades, the School will automatically commence proceedings to cancel your enrolment.	The Appeals and Academic Conduct Committee will examine your appeal within five (5) working days of your lodgment of your appeal. The decision timeframe will be dependent of the complexity of the appeal. You will receive an email form the Committee once a decision has been reached.	There are no further avenues of appeal once the Appeals and Academic Committee has made their final decision. As per the Academic Grievance policy, following the finalization of an appeal if you believe the outcome is unjust you entitled to lodge a grievance.

Step 2e: Appealing a Notice of Intention to Cancel Enrollment (NOITCE)

1. What is a NOITCE	2. How to appeal	3. Action	4. Time frame	5. Further options
A Notice of Intention to Cancel Enrollment (NOITCE) is a formal letter issued to you from the School due to your attendance falling below the minimum threshold of 80% and failing to provide the school with acceptable evidence explaining your absence. A NOITCE may also be issued for unsatisfactory academic performance or unprofessional conduct.	You must lodge an appeal regarding your NOITCE within twenty (20) working days from the receipt of the letter. You are required to complete the 'Academic Appeal' form located on the SISS website ensuring you attach supporting evidence / documentation explaining your absence.	The BHIHMS Appeals and Academic Conduct Committee will convene and consider your appeal. You may be requested to attend an interview or provide further information. If you do not formally appeal your NOITCE within twenty working days, the School will automatically cancel your enrolment.	The Appeals and Academic Conduct Committee will examine your appeal within five (5) working days of your lodgment of your appeal. The decision timeframe will be dependent of the complexity of the appeal. You will receive an email form the Committee once a decision has been reached.	There are no further avenues of appeal once the Appeals and Academic Committee has made their final decision. As per the Academic Grievance policy, following the finalization of an appeal if you believe the outcome is unjust you entitled to lodge a grievance.

- **If you are unable to contact your lecturer, you should notify your relevant Deputy Head of School immediately.**

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