

**UNIVERSITY OF TECHNOLOGY, SYDNEY
UNIVERSITY GRADUATE SCHOOL BOARD
(Endorsed by UGSB meeting 2003-05, 25.11.03)**

Procedure for Review of Decisions Relating to Unsatisfactory Assessment and Progress

Introduction

This procedure only applies to requests for review of decisions relating to Unsatisfactory results for Progress Reports and Panel Decisions/Faculty recommendations regarding Doctoral and Masters Assessments. It does not apply to subject enrolments, which are dealt with in the Coursework Assessment Policy and Procedures Manual.

Review Criteria

Requests for review of a decision must be based on at least one of the following criteria:

1. Requirements for progress reports/assessments were not published or were changed without notification.
2. Progress Reports/Assessments were not conducted in accordance with published procedures.
3. A student considers that an assessment/progress report does not fairly reflect their academic competence due to relevant and unavoidable circumstances that directly and significantly affected performance. Verifiable information regarding such circumstances is required.

Request for Review to the Dean University Graduate School

The student makes a written request (email is sufficient) outlining the case for a review of the decision, referring to the above criteria. A subsequent appointment may be made with the Dean to clarify the rationale. The Dean then assesses each case on its own merits and may seek the advice of the University Graduate School Board; or other parties to the decision as the Dean considers appropriate.

Determinations of the Dean

The Dean determines that:

1. The decision be changed as specified; or
2. The decision remains unchanged. The Dean should make clear to the student the reasons for his or her decision.
3. The student be given the opportunity to provide additional evidence and/or undertake additional specified work.

It should be noted that where the decision of Unsatisfactory Progress stands and results in discontinuation of candidature, the student has the option of a formal appeal at that point.