

# your rights at uni

## /// ACADEMIC APPEALS ///

**Have you recently received a mark for a mid-semester that you think is unfair? Remember that you have a right to lodge an appeal. Note that you do not have a right to have your paper reviewed or re-marked.**

### First Steps:

Before lodging an appeal, it is important for students to consider the feedback provided by lecturers. This includes group feedback, or a feedback document distributed to the cohort. If you still have concerns about your mark, you may appeal to the original decision-maker (usually your tutor or lecturer). Most importantly, your appeal must clearly explain (in writing) the reason you are contesting your mark. Eg. if the feedback provided seems inconsistent with the mark you have received.

You must submit your appeal within 15 working days of being advised of your mark.

If you would like assistance with drafting your appeal, you can contact an SRC Caseworker. This is a free service available to students at Sydney University. You can organise a face-to-face appointment with a caseworker or email them with any queries.

**LLB students:** Call 9660 5222 or email [help@src.usyd.edu.au](mailto:help@src.usyd.edu.au).

**JD students:** Call 9351 3715 or email [help@supra.usyd.edu.au](mailto:help@supra.usyd.edu.au).

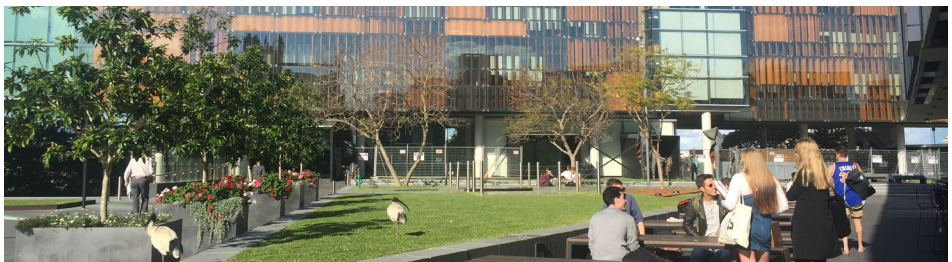
### Further Avenues for Appeal:

If you are not satisfied with the initial decision-maker's response, you can appeal to the Dean within 20 working days of receiving the outcome from your informal appeal. When doing so, you must clearly indicate why you think the original response was inadequate. You must also include the full text of your original appeal, plus the initial decision-maker's response.

If you remain dissatisfied with the Faculty's response, your final port of call is an appeal to the University.

For more detailed information on how to appeal, [click here](#). The University's policies on academic appeals can be found [here](#).

**Please note:** this guide has no legal effect. There is no substitute for reading the Faculty policies. If you intend to lodge an appeal, you must read [this document](#) thoroughly and adhere to the specified University and Law School guidelines. This is merely a summary of the appeal procedures designed to inform students of their basic rights in an often confusing area of University policy.



# academic support

## ACADEMIC SUPPORT: Simple Extensions and Special Consideration

### /// SIMPLE EXTENSIONS ///

**If you encounter unforeseen difficulties submitting an assignment on time, you may be able to get an extension of up to two working days without penalty. Please note that simple extensions are not available for exams, including take-home exams.**

#### How to apply:

To request a simple extension, you will need to contact your Unit of Study Coordinator. Your request should be made in writing, ideally prior to the due date for assessment.

It should include supporting medical documents or a Statutory Declaration evidencing your need for an extension. If your request is approved, you should have this confirmed by email. Ensure that the email includes the title 'simple extension', the Unit of Study code and your Student ID.

If you aren't granted a simple extension, or if you are requesting an extension of more than 2 working days, you can apply for special consideration (see below!)

Regardless of the outcome of a simple extension request, you should try to submit your assessment as soon as you can. Also please note it is not possible to appeal a simple extension decision.

For more detailed information on how to proceed, [click here](#).

### / SPECIAL CONSIDERATION /

**If particular circumstances or essential commitments impact your academic performance, the Uni's special consideration and special arrangements processes are available to support you.**

*Special consideration: short-term illness, injury or misadventure*

If you (or someone you have carer's responsibility for) have experienced a short-term illness, injury or misadventure that has significantly affected your performance in an assessment or exam, you may be entitled to special consideration. Examples include:

- acute illness or injury such as surgery or hospital admission, or illnesses requiring treatment from a health practitioner (including recognised psychiatric illness/mental illness)
- the death of a family member or close friend
- a natural disaster or car accident.

**You will need to establish that the circumstances were out of your control and to provide the necessary supporting documents.**

Special consideration is not granted for circumstances that are considered reasonably in your control, such as:

- public transport delays
- personal events such as birthdays
- minor ailments or illness where you are still capable of completing assessments
- travel plans
- balancing workloads from other units of study, disciplines or faculties
- information and communications technology problems – except where they could not have been prevented, avoided

# academic support

## Special arrangements: essential commitments

There are circumstances where special arrangements will be made available if an essential commitment impacts your ability to complete an assessment. Examples include:

- essential religious commitments or beliefs (including cultural and ceremonial commitments)
- a compulsory legal requirement (jury duty, court summons)
- a sporting commitment representing the University, state or nation
- military service
- birth or adoption.

## How to apply:

You can apply for special consideration within 3 working days after the assessment. The online application form can be found here: <http://sydney.edu.au/students/special-consideration-and-arrangements/how-to-apply-and-next-steps.html>

You will need to provide specific supporting documents with your application, and these will vary according to the nature of your illness, misadventure, or commitment. The specific documents required are listed [here](#).

## Outcomes:

The outcome of your application will be sent to your Uni email account within 4 working days. If your application is approved, the details of your consideration will be provided. This might be an extension of time, a replacement exam, a new or varied assessment. For more examples of outcomes for different assessment styles, click [here](#).

You can withdraw your request online, as long as you do so before you're given your mark, or before you've completed a replacement exam (whichever occurs first).

You may also appeal the decision according to the Academic Appeals procedure (see above!)

## Long-term or ongoing circumstances

If you're affected by long-term circumstances, such as a recurring medical condition, you should strongly consider registering with the Sydney Uni's Disability Services to support you in your studies. For more info, click [here](#).

## SUMMARY

**1) ACADEMIC APPEALS:**  
**submit an appeal within 15 working days of being advised of your mark**

**2) ACADEMIC SUPPORT:**

▶ **SIMPLE EXTENSIONS**  
**contact your UOS coordinator for a 2 working days extension**

▶ **SPECIAL CONSIDERATION**  
**for short term illness, mental illness, injury or misadventure OR essential commitments**