Stage Review Process for Students

Four Easy Steps for Students to follow for review at Stage 1

Step 1

Identify the issue that you would like reviewed. Remember! that you can only request for a stage 1 review on specific grounds specified in the University Policy on Review and Appeal of Academic Decisions Relating to Students

Complete appropriate Stage 1 Review Form: Assessment Outcome (Form - RAO); Final Grade/MARK (Form - RFG); or Academic decision (Form - RAD)

Completes appropriate Stage 1 Review Form: Progress Status (Form - RPS)

Directly submits within 5 University working days for RAO and RFG and within 10 University working days for RAD from receipt of decisions/results to:
(A student has the right to be accompanied by a support person to any meetings requested as part of the review at stage 1)

Step 2

1) allocated course advising faculty student office for:
   • assessment outcome (Form – RAO) of a unit
   • final mark/grade (Form – RFG) for a unit

2) relevant office (i.e. allocated course advising student office or Central Administration) responsible for original decision for review for academic decision (Form – RAD)

Ensures relevant form is forwarded to student office following assessment.

Step 3

Student notified of outcome within 10 University working days from receipt of Stage 1 review request

Step 4

Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy

Satisfied with outcome - no further action

Not satisfied with outcome and requesting to progress to Stage 2 review based on grounds in Schedule A of the policy

See Stage 2 Review Process for Students

See Appeal Process for Students