



Academic Appeals Policy

1. PURPOSE

- 1.1. To define North Metropolitan TAFE's (the college) policy towards academic appeals by students concerning assessment decisions.

2. APPLICATION

- 2.1. This policy applies to all appeals that comply with the appeals process as defined by this policy by full-time and part-time students and teaching staff engaged in higher education courses of study.

3. EXCEPTIONS

- 3.1. Students who wish to appeal a decision relating to academic misconduct must refer to the appeals process outlined in the *Academic Misconduct Policy* and *Academic Misconduct Procedure*.

4. DEFINITIONS

5. POLICY STATEMENT

- 5.1. Students have the right to lodge an appeal which challenges the academic judgement in arriving at a result, but may only pursue a course of action further than this if they have a reasonable belief that the judgement was unfair in their individual case.
- 5.2. Students must recognise that they have a responsibility not to make frivolous claims which may result in summary dismissal.
- 5.3. Students must not have engaged in academic misconduct when bringing the appeal.
- 5.4. Any staff members to whom an appeal is brought must declare any conflict of interest they may have and take no part in the determination of the appeal.
- 5.5. Staff must act objectively and without bias in addressing student appeals, ensuring equality and consistency with higher education courses of study.
- 5.6. Separate considerations for appeal are as follows:
 - 5.6.1 Each separate appeal must be considered on its merits without reference to other appeals submitted previously or simultaneously.
 - 5.6.2 The various levels of consideration of an appeal against a result do not constitute separate appeals.

- 5.6.3 Where the process of assessment is shown to be fair in an individual case, a higher education course of study assessment must not be changed as a result of an appeal.
- 5.6.4 An academic appeal must be lodged within ten working days of the student receiving the result.

6. PRINCIPLES

- 6.1. Create a clear process for students to appeal academic results.
- 6.2. Outline staff and student responsibilities in the application and processing of academic appeals.
- 6.3. Ensure a degree of consistency in the appeal process.

7. RELATED DOCUMENTS

- 7.1. *Academic Appeals Procedures*
- 7.2. *Academic Misconduct Policy*
- 7.3. *Academic Misconduct Procedure*
- 7.4. *Student Appeals Information Sheet*
- 7.5. *Student Appeals letter template*

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager of Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
4.0	Approved	19 Aug 2016	HE Standing Committee	Delete reference to Higher Education Unit and replace with 'higher education courses of study'