

Academic appeals for coursework students

Stage 1: resolution with the original decision-maker

Your responsibility

If you are concerned about an academic decision, make an appeal in writing to the relevant decision-maker (usually your unit coordinator). **Do this within 15 working days of the decision.**

The Business School uses [an online form](#) to start a Stage 1 appeal.

The University's responsibility

The relevant decision-maker should deal with the issue promptly and give you a full explanation for the decision. They need to explain the next step in the appeals procedure and refer you to a copy of the Appeals Rule.

Stage 2: application for review

Your responsibility

If your concerns are not resolved, or you believe there was a failure to follow due process, you may submit an [online application for review](#) **within 20 working days of the Stage 1 decision.** Include your reasons for the review and any support documentation.

The University's responsibility

The person who receives your application should **acknowledge receipt within 3 working days** and make reasonable efforts to **respond within 15 working days.** Be aware that there can be delays. You will be informed of the reasons for the delay and given an estimate for how long your review will take.

Stage 3: appeal to Student Appeals Body

Your responsibility

If your concerns are still not resolved by the application for review you may submit an appeal to the Student Appeals Body (SAB). Your appeal needs to explain why you believe due process was not followed. SAB appeals **must be lodged within 15 working days** of the Stage 2 decision.

The University's responsibility

If you have fulfilled the requirements for an SAB appeal, you will receive confirmation of a hearing **date at least 10 working days in advance of an appeal hearing**. The written outcome provided after the hearing is the final decision at the University.

Written by SUPRA Postgraduate Advocacy Service March 2023.