

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 to consider any feedback you have been provided. 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/SUPRA Caseworker. This is a **free** service available to students at Sydney University. You can organise a face-to-face appointment or email them with any queries.

LLB students: Call 9660 5222 or email help@src.usyd.edu.au.

JD students: Call 9351 3715 or email 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. 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 information on how to appeal, [click here](#). The University's policies on academic appeals can be found [here](#). If you have any questions about these procedures or this document, please contact Meena at education@suls.org.au.

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](#) and adhere to the specified 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.