

APPEAL AGAINST A FINAL RESULT

The University's Appeal Against Final Result - Procedure 000261 can be found by following this link: <http://www.newcastle.edu.au/policylibrary/000261.html>. You should carefully read this procedure before submitting this application.

Applications must be submitted within 7 days of the official release of results via MyHub.



Step 1 Student / Course Details (Please complete ALL sections)

Student Number: _____

Given Name: _____ Family Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Suburb / Province: _____

State: _____ Post Code: _____

Country: _____

Home Phone: _____ Mobile: _____

Email: _____

Program: _____

Location: CAL / CCC / City / PMQ / Online / HOLMES / PSB / SEGI / HKMA / Other

Term: Semester/Trimester _____ Year: _____

Course Code: _____ Course Name: _____
(e.g. INFO1010)

Step 2 Review Results

An appeal may be lodged after you have consulted or attempted to consult with your Lecturer or Course Coordinator. If you are unable to contact the Lecturer or Course Coordinator, you must provide confirmation that you have attempted to resolve the issue but unable to do so due to unavailability of the Lecturer or Course Coordinator.

Complete the following:

1. Attempted to consult with Lecturer/ Coordinator	Y / N	
If no, why not? (attach a supporting statement if required)		
2. Full name of Lecturer /Coordinator		
3. Date of Meeting		
4. Outcome of Meeting (attach a supporting statement)		

If the matter has not been resolved by discussion with your Lecturer or Course Coordinator you may proceed with this Formal Appeal. Please Note: By submitting this appeal you are not guaranteed a supplementary exam or remark of your result. This application will be assessed by the Faculty Appeals & Progress Committee on the case you present.

- Only list one course per application.
- If you have achieved a pass or higher a non - refundable \$50.00 fee must be paid. If you have failed a course you are not required to pay a fee.
- This Appeal must be lodged with a supporting statement within **7 days of release of final results via MyHub**
- **Appeals lodged without a statement supporting the case will not be considered.**

Step 3 Basis for your Appeal Against a Final Result Request

- You are required to **demonstrate to the Faculty Appeals and Progress Committee that there is a valid basis for your Appeal Against a Final Result**. Your supporting statement must cite the reasons for lodging this Application.
- Failure to demonstrate a valid case will mean your Application to Appeal against a Final Result will not be considered.

My case for review is based upon: (tick the relevant box)	√
i.) the mark for one or more major assessment item(s) (including the final examination) does not reflect the quality of the work submitted	
ii.) all required parts of the assessment were not included in the final determination of the result	
iii.) all marks contributing to the final result have not been correctly weighted and their total accurately obtained	
iv.) the type of major assessment items are inconsistent with information in the handbook entry	
v.) the type and/or weighting of major assessment items differ from information in the Course Outline	
vi.) the content of a major assessment item does not reflect the content of the course	
vii.) Special circumstances as defined in Clause 3.1 of the <i>Special Circumstances Affecting Assessment Items Procedure</i> (Special Circumstances may be used as a basis for an appeal against a final result only where extreme circumstances (such as extended hospitalisation) have prevented the student from applying for special consideration at the time of the assessment task)	
viii.) Failure in a course by a potential graduate.	

If you tick each box below, you meet the criteria to appeal as a potential graduate:

- | | |
|---|--|
| a) the course that has been failed is a ten unit course | |
| b) you have not previously failed this course | |
| c) you have undertaken the course in the last two (2) terms of study and all other requirements of the program have been satisfied | |
| d) if the course is undertaken in the second last term of study, the course was only offered in that term of the program and it (or a suitable substitute) was not available in the final term | |
| e) the final result achieved for the course is not less than 40% of the total marks for the course | |
| f) you have not already undertaken supplementary assessment (other than on the basis of special consideration) in the course; and | |
| g) you have has submitted all required assessment items throughout the relevant term on time (subject to any applications under the <i>Special Circumstances Affecting Assessment Items Procedure</i>) | |

Step 4 Supporting Documentation

- Statement that demonstrates to the Faculty Appeals and Progress Committee that there is a valid basis for your Appeal Against a Final Result.**

Note: this must relate to the reasons i) to viii) above and give sound academic grounds for the appeal. Statements like "I am a good student who has attended all lectures and tutorials and I believe I should have passed" is not considered to demonstrate a valid case to appeal.

- Other relevant documents** (eg medical reports, statutory declarations)

Step 5 Signature / Declaration

I have attached a detailed supporting statement

Student Signature: _____ **Date:** _____

Step 6 Checklist of all requirements before submitting this form

- 1 I have checked the breakdown of my assessment item results in Blackboard
- 2 I have attempted to consult my Lecturer / Course Coordinator regarding my final result
- 3 I have read and correctly filled in this "Appeal Against a Final Result" form
- 4 I have attached all the necessary documentation and / or statements to support my application. The documentation is specific to the criteria indicated on this application form
- 5 I have completed the credit card details if my original mark is higher than 50 – P
- 6 The application has been submitted to the University within 7 days of the release of final results

If you have ticked all of the boxes above, you have completed the application form correctly.

Step 7 Lodge Completed Form

Applications and supporting documents must be submitted via email to appeals@newcastle.edu.au

Alternatively, applications can be mailed to: Appeal Against a Final Result, Examination & Timetabling Office, ICRG01, International House Building, University of Newcastle CALLAGHAN NSW 2308

Envelopes should be marked CONFIDENTIAL

Payment of Prescribed Fee for students who have a pass mark or higher

If you have already passed the course and are seeking a review of final result you must pay the prescribed fee. Applications submitted by students who have achieved a pass or higher without prior payment of the prescribed non-refundable fee of \$50.00 will not be accepted. Students who have failed a course are not required to pay the prescribed fee.

Payment can be made by the following methods:

MAIL Cheque/Drafts/Money orders (in \$AUD made payable to the University of Newcastle) Credit Cards (Complete credit card section below)	FAX Credit Cards only (complete credit card section below) Fax to: (02) 4921 7163	AT THE CASHIER (Callaghan, Ourimbah, Port Macquarie) Debit Card, (Eftpos) Cash, Credit Cards, Cheques, Money Orders (in \$AUD made payable to the University of Newcastle)
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Your receipt or cheque/ money order should be attached to top left corner of the appeal form.

CREDIT CARD Student Name: _____ **Student No:** _____

Bankcard Mastercard Visa Other _____ (Please circle the appropriate card)

Cardholder's Name: _____ Expiry date of card

TOTAL AMOUNT TO BE CHARGED AGAINST CREDIT CARD \$ 50.00

Card No.

Signature: _____ Date: _____