



Faculty of Science, Medicine and Health Academic Grievance Form

Please ensure that you have read the Faculty of Science, Medicine and Health Academic Grievance Procedure (Coursework and Honours Students) before completing this form, available at SMAH Central or via <http://smah.uow.edu.au/current-students/index.html>.

If you have a grievance concerning a decision, action or omission of a member of the academic staff of this Faculty that you believe has affected your academic experience, you are encouraged to attempt to resolve the matter informally in the first instance – this is Stage 1. If the matter is not resolved in Stage 1, you may lodge a formal grievance with the Faculty by completing this form and submitting it to SMAH Central, Building 41, Room 152. You must lodge your formal grievance within ten (10) working days of the outcome of Stage 1, or of the decision, act or omission about which you are concerned.

DO NOT COMPLETE THIS DOCUMENT IF YOU ARE CURRENTLY SEEKING ACADEMIC CONSIDERATION ON THE SAME MATTER OR ARE STILL WAITING FOR THE OUTCOME OF AN INFORMAL APPEAL

Student Details

Student Number	Full Name
Campus	Degree Code
Degree Name	Major (if applicable)
Current Mailing Address	
Student Email	Phone Number
@uowmail.edu.au	
Subject(s) Involved & Subject Coordinator	
Subject 1:	Subject 2:
Have you attempted to resolve this informally -Stage 1?	
Subject 1: Yes / No (Please circle)	Subject 2: Yes / No (Please circle)
If yes, please provide brief details:	
Subject Coordinator/s Name:	
Date contacted:	

I have read the Faculty of Science, Medicine and Health Academic Grievance Procedure before completing this form <http://smah.uow.edu.au/content/groups/public/@web/@smah/documents/doc/uow152223.pdf>

Please tick

IMPORTANT TIMELINES: After you receive an outcome for a particular stage of the grievance process, you have ten (10) working days to proceed to the next stage if you wish to take the matter further.

Stage 2 – Step 1: Appeal to the Head of School or Delegate

Details of the Grievance

Outline details of the grievance, including any specific issues that you would like addressed and the outcome that you are seeking. Please be as concise as possible.

Situation outline:	
<i>Examples: failed subject or assessment, unfair mark allocated to assessment or exam, other</i>	
Outcome Sought:	
<i>Examples: supplementary assessment or exam, remark of assignment, other</i>	
Supporting documentation* attached to Academic Grievance:	
<i>Examples: Medical Certificate, Statutory Declaration, Reasonable adjustment, other</i>	
Student Signature:	Date:

*Please note that a personal statement does not constitute supporting documentation. For other examples of supporting documentation please see the UOW Academic Consideration Policy Sections 10.5 - 10.7. The outcome of your Academic Grievance Stage 2 – Step 1 will be communicated to you via SOLSMAIL. Please check your SOLSMAIL regularly.

Head of School or Delegate Response <i>[office use only]</i>	
Contact with student: Face to face / Phone / Email correspondence Date:	
Outcome of grievance: Supported / Not Supported	
Date SOLSMAIL sent to student:	
HOS / Delegate Signature:	Date:
Head of School / Delegate to return this form along with any additional relevant documents to SMAH Central, Bld 41, Rm 152.	

Student Receipt – SMAH Academic Grievance - Stage 2 – Step 1

Please complete details and retain, once stamped, as your evidence of submission.

Student Name:		OFFICE STAMP
Student Number :		
Subject(s) Involved:		

Stage 2 – Step 2: Appeal to the Head of Students

OFFICE
STAMP

To be assessed by the Head of Students, you should either have new information that affects your Academic Grievance application, or believe that due process has not been followed. ‘Due process’ means that your procedural rights under this or other policies, your right to be given a fair hearing and your right to have your case decided by someone who is not biased.

Situation outline:	
<i>Examples: new information is available, due process has not been followed, other</i>	
Outcome sought:	
<i>Examples: same as above, supplementary assessment or exam, remark of assignment, other</i>	
Supporting documentation attached to Academic Grievance:	
<i>Examples: Medical Certificate, Statutory Declaration, Reasonable adjustment, other</i>	
Student Signature:	Date:

The outcome of your Academic Grievance Stage 2 - Step 2 will be communicated to you via SOLSMAIL. Please check your SOLSMAIL regularly.

Head of Students Response <i>[office use only]</i>	
Contact with student: Face to face / Phone / Email correspondence	Date:
Outcome of grievance: Supported / Not Supported	
Date SOLSMAIL sent to student:	
HOSt Signature:	Date:
HOS to return this form along with any additional relevant documents to SMAH Central Bld 41, Rm 152.	

Student Receipt – SMAH Academic Grievance - Stage 2 – Step 2

Please complete details and retain, once stamped, as your evidence of submission.

Student Name:		OFFICE STAMP
Student Number :		
Subject(s) involved:		

Support Staff and Services

There are a number of support staff and services at the University of Wollongong to support you with grievances and other circumstances that arise whilst studying. The resources below will be helpful for most circumstances including:

- Finding more information about the Academic Grievance process;
- Accessing support during the Academic Grievance process;
- Addressing the circumstances that have led to the need for an Academic Grievance.

Student Support Advisers – Wollongong & Southern Sydney Campuses		
Jenny Ferrington (nee Walsh) (Monday – Thursday) Room: 15.232 Wollongong Ph: 02 4221 5332 jenwalsh@uow.edu.au	Michelle Collis (Monday To Wednesday) Room: 15.241 Wollongong Ph: 02 4221 5297 michelle_collis@uow.edu.au	Mitz Perez (Friday only) Room: 15.232 Wollongong Ph: 02 4221 5332 mperez@uow.edu.au
Student Support Adviser – Shoalhaven, Bega & Batemans Bay Campuses		
Sue Leppan Ray Cleary Building Ph: 02 4448 0888 sleppan@uow.edu.au Working Days: Tuesday, Wednesday & Thursday		
Program Administrator – Hong Kong IRI Campus		
Gladys Mok Sino Education / IRI.HK Limited Tel: (852) 3427 8626 Email: gladysmok@sino.edu.hk		
University Counselling Services		
Building 1, Level 3 Ph: 4221 3445		
Chaplaincy Services		
Building 19 Ph: 4221 3534 Web: http://unicentre.uow.edu.au/retail/generalfacilities/UOW031764.html		
Administration Services		
SMAH Central Building 41, Room: 152 Ph: 4221 3492 Email: smah-students@uow.edu.au	Student Central Building 17, Ground Floor Ph: 4221 3927 Email: askuow@uow.edu.au	
Student Associations and Advocacy		
Wollongong Undergraduate Students' Association (WUSA) Building 19, Ground Floor Ph: 4221 4201 Web: http://wusa.uow.edu.au/	Wollongong University Postgraduate Association (WUPA) Building 19, Room G028 Ph: 4221 5396 Email: wupa@uow.edu.au Web: http://www.uow.edu.au/wupa/index.html	

You can find out more about services supporting students at: <http://www.uow.edu.au/student/services>