

APPLICATION FOR A REVIEW OF A FINAL SUBJECT ASSESSMENT RESULT

SUBJECT:
 [print subject number and subject name]

TEACHING PERIOD AND YEAR:

SUBJECT COORDINATOR:
 [Print name of the academic staff member responsible for the subject]

FACULTY:
 [Print name of the faculty that offers the subject]

STUDENT DETAILS

STUDENT ID: **COURSE:**

FAMILY NAME: **GIVEN NAME:**

ADDRESS:

..... **POSTCODE:**

CONTACT NUMBER: **UTS EMAIL ADDRESS:**

CHECKLIST

Each box must be crossed for the application to be complete and accepted.

- Complete this cover page**
- Attach your written, signed and dated application**
 Your application must specify the alleged breach of procedures, why you did not take action to address the issue/s during the teaching period (which includes the examinations period), and indicate how it is perceived that the alleged breach may have influenced your final assessment result for the subject.
- Explanation of the **Procedural irregularities** that occurred leading to your final result (e.g. Assessment marks not added to total mark).
- Attach supporting documentation**
 Your application will not be accepted unless relevant documentation has been attached.
- Attach a copy of the Subject Outline**
 Provided by the Subject Coordinator at the start of the teaching period
- Post or deliver by the due date (see below) to a Student Centre or post to PRC, Student Administration Unit, PO Box 123, Ultimo, 2007.**

DUE DATE:

- Applications must be submitted within the timeframes prescribed below for subjects commencing in:
- 2017 including Summer session 2017/18 = within 10 working days of the official release of results date.
 - 2018 (February session onwards) = within 5 working days of the official release of results date.

FURTHER INFORMATION

Information is available on the Results website: <http://www.uts.edu.au/current-students/support/when-things-go-wrong/appeals-and-complaints/review-final-subject-assessment>