

Application for a stage 1 Review of Academic Decision (RAD)

Steps for applicant to follow

This is an application for a Stage 1 review of an Academic Decision.

You may refer to the [University Policy on: Review and Appeal of Academic Decisions Relating to Students](#) prior to lodging an application. Details of UWA's practices regarding student information and privacy are as defined by [policy](#).

A request for a stage 1 review of academic decision must be substantiated with cogent arguments to support a claim that:

- a) original decision has not been made in accordance with relevant University Statute, regulation, rule or policy; or**
- b) you require further information to understand how the original decision was reached.**

Complete sections 1 & 2 below and submit to the [relevant office](#) (ie. allocated course advising Faculty Student Office or central administration) as appropriate, within **10 University working days** from receipt of an academic decision. You will be notified of the outcome within **10 University working days** from receipt of Stage 1 review request.

Applicant Declaration

In the submission of this form you are declaring that to the best of your knowledge the information supplied by you is true, correct and complete in every respect. You acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of your enrolment or delays in processing, or that you may be subject to disciplinary action.

1. Applicant personal details

Student ID	Click here to enter text.	Title (Dr/Mr/Mrs/Ms/Miss etc.)	Click here to enter text.
Family name	Click here to enter text.	Date of Birth (dd/mm/yyyy)	Click here to enter a date.
Given name(s)	Click here to enter text.		
Course code	Click here to enter text.	Course title	Click here to enter text.
Daytime phone number	Click here to enter text.	UWA Student email	Click here to enter text.
Mobile phone number	Click here to enter text.		

2. Stage 1 Review (Applicant)

Date of receipt of assessment decision:	Click here to enter a date.
Select the grounds for stage 1 review of academic decision:	Select one (original decision has not been made in accordance with relevant University Statute, regulation, rule or policy <u>or</u> that you require further information to understand how the original decision was reached): Choose an item.
Statement to support application:	Click here to enter text.
Supporting documentary evidence must be attached to this application. Please confirm that this is attached.	<input type="checkbox"/> Yes

3. Office use only (Stage 1 review)

Relevant Office (Faculty / Central Administration Offices) receiving the original request ensures application Form RAD for a stage 1 review is received within **10 University working days** from receipt of decision/release of results and forwards it for assessment to an appropriate University / Faculty Officer (Note: For Review of Academic Decisions relating to Special Consideration, the review request may be sent to any appropriate Faculty officer for an independent assessment).

The assessor of the Stage 1 review request advises the relevant office of the outcome, where applicable. The relevant allocated course advising office or central administration office notifies student within **10 University working days** of receipt of Form RAD for a Stage 1 review.

Notification must include the: (i) steps taken; (ii) outcome of review and reasons for the outcome; and (iii) next step available if student is not satisfied with the outcome. **Form RAD Stage 1 and any relevant documentation must be trimmed by the Relevant Office.**

Notification must also: (i) include reference to any University Statute, regulation, rule or policy under which the decision is made; (ii) provide information about matters that have been considered in making the decision; and give details of the process for seeking a review of the decision.

Date of receipt of application by Course Advising Faculty Student Office:

[Click here to enter a date.](#)

Date application forwarded to assessor by Course Advising Faculty Student Office:

[Click here to enter a date.](#)

Assessor considers request and provides to the sender of the review request further information on the basis and/or implications of the decision.

Assessor to provide assessment by considering whether the decision was in accordance with the relevant University Statute, regulation, rule or policy; and/or fair or reasonable and takes whatever action is necessary as a result of any amendment to the original decision. Comments from original decision-maker (including reasoning and justification) to be provided below:

[Click here to enter text.](#)

Decisions to be provided below:

Select one (confirm or amend):
Confirm grade/mark

If decision is amended, provide details:

[Click here to enter text.](#)

Date of notification of outcome to student and outcome trimmed:

[Click here to enter a date.](#)