



Application for Review of Grade - School level (second stage)

Instructions - read this before proceeding

- This application is the **second step** in the process of reviewing a final grade. Refer to the related QUT review of grades policy before proceeding: www.mopp.qut.edu.au/E/E_09_01.jsp#E_09_01.01.mdoc
- BEFORE submitting this application you must contact relevant teaching staff to seek clarification of the reason for the grade (the first step).
- If you remain dissatisfied after the discussion with teaching staff, an application for a formal school-level review may be submitted using this form.
- You must substantiate your request for a review with cogent arguments. It's not sufficient to say 'I expected a higher grade', without producing any evidence to support this claim.
- The original of this form will be returned to you following the school-level review. You must then submit an Application for Review of Grade - Faculty level (RGF form) within 5 working days if you seek a faculty-level review in accordance with the policy.
- You must pay to review a passing final grade (4 or S, or higher). You can pay by QUTPay: <https://pay.qut.edu.au/OtherStudentPayments/menu>
- Lodge this form at HiQ on campus: <http://qut.to/abouthiq>

1. Personal details

Title (Dr/Mr/Mrs/Ms/Miss/Mx etc)	Student number <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">N</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>	N															
N																	
Family name	Date of birth <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr><tr><td style="text-align: center; font-size: 8px;">day</td><td style="text-align: center; font-size: 8px;">month</td><td colspan="2" style="text-align: center; font-size: 8px;">year</td><td colspan="4"></td></tr></table>									day	month	year					
day	month	year															
Given name(s)	Course code <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>																
Mailing address	Course title																
State Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>					Major												
Daytime phone	QUT student email																
Mobile@connect.qut.edu.au																

2. School-level review

One unit per application

Unit code <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td></tr></table>							Unit name <input style="width: 90%;" type="text"/>	Grade <input style="width: 80%;" type="text"/>

Grounds for review of grade (supporting documentary evidence must be attached to this application where relevant)

.....

.....

.....

List any relevant Turnitin references

--	--	--

This review is for a passing grade and I have paid the required \$20 fee via QUTPay. QUTPay receipt number

--

Office use	Receipt no	Amount \$	Cashier's initials	Campus	Date/...../.....
------------	------------------	-----------------	--------------------------	--------------	------------------------

Office use only

Recommendation of relevant member of teaching staff:

I certify that the assessments undertaken by this student in the unit indicated have been reviewed in accordance with QUT policy.

Not varied Varied Revised Grade Revised final per cent (if applicable)

For the information of the student, state the reasons supporting the decision to vary/not vary the grade:

.....

.....

.....

Authorised signatory Date/...../..... Head of School Date/...../.....



Application for Review of Grade - School Level



Privacy

Details of QUT's practices regarding student information and privacy see www.qut.edu.au/privacy

If you are unable to access the internet, you can contact HIQ in person, phone 07 3138 2000 or email askqut@qut.edu.au for this information.

3. Declaration

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the QUT Student Code of Conduct www.mopp.qut.edu.au/E/E_02_01.jsp and the procedures for management of student misconduct www.mopp.qut.edu.au/E/E_08_01.jsp.

I acknowledge that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic matters affecting my studies.

Student's signature Date/...../.....

QUT Review of Grade policy

During the course of a teaching period students should discuss their progress in all coursework exercises (including examinations which form part of progressive assessment) with relevant teaching staff, and can expect to be provided with a clear indication of the extent to which they have or have not achieved the objectives set for each assessment item, as provided in the Student Charter (E/2.1.1). Since this step may constitute a significant component of the learning outcomes for the unit, this should be undertaken as soon as possible (within ten working days) after the release of final grades.

Students who are dissatisfied with the outcome of the formal review for the unit should initiate this school-level review of grade process. Review of grades may lead to no change or to a less favourable or a more favourable outcome for the student .

Reviews of passing grades under attract a charge (see schedule of administrative charges) which is reimbursed if a higher grade is awarded following the review. There is no charge for review of fail grades.

Refer to our review of grades policy: www.mopp.qut.edu.au/E/E_09_01.jsp#E_09_01.01.mdoc