

# Formal Review of Academic Progress:

**A resource to support students navigate and prepare for the appeals process**

## PREPARING AN APPEAL

An appeal should be explicit and address the points raised by the Academic Unit for unsatisfactory progress and recommendation for suspension. Your appeal should explain why you believe you are making satisfactory progress, and how; or if not, explain why your progress has been impacted, and what you are doing to resolve the matter.

The reasons for unsatisfactory progress will be outlined in the Academic Unit’s formal correspondence to you. The reasons for unsatisfactory progress must align with the Academic Regulations for Higher Degrees by Research, Clause 9, [https://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/#9.](https://i.unisa.edu.au/policies-and-procedures/university-policies/research/res-10-regulations/#9)

USASA Advocates are experts in the University’s academic policies and procedures, and offer free, confidential support to students. For more information, or to organise an appointment, visit [https://usasa.sa.edu.au/advocacy.](https://usasa.sa.edu.au/advocacy)

## REPRESENTATION

Students are invited to attend the Formal Review of Academic Progress Panel meeting to present their case. They may be assisted, or represented, at the meeting by:

* a representative of [USASA,](https://usasa.sa.edu.au/) or
* any staff member or student of the University.

This person is not a member of the Panel.

The Panel Executive Officer should be advised within 10 working days of the meeting if a representative or support person will attend. The person’s name and email – if they will represent the student at the meeting – should be provided to [research.students@unisa.edu.au,](mailto:research.students@unisa.edu.au,%20) Panel Executive Officer.

## MEETING PROCEEDINGS

The Formal Review of Academic Progress Panel meeting will follow a general format:

1. Introductions
2. Formal Review of Academic Progress discussion, to include the student and Academic Unit representatives
3. Panel deliberation and decision.

The student and/or their representative (if applicable), and the Academic Unit’s representative(s), will not be present for the Panel’s deliberations. Written notice of the Panel’s decision will be provided to all parties, within 10 working days, per Procedure AB-58-P3 Research Degrees Student Progression.

## CONFIDENTIAL SUBMISSIONS

You may provide information confidentially to the Formal Review of Academic Progress Panel. However, please be aware that any confidential information:

* will be provided to each member of the Panel.
* could form the basis for questions or requests for further information by Panel members to you, or the Academic Unit representatives at the meeting. This may include the Dean of Research (or delegate), Research Degree Coordinator (RDC), and/or principal supervisor. This may lead to a disclosure of the confidential information.
* will be provided to the members of the Student Appeal Committee if a decision of the Panel is appealed under Procedure AB-58-P3 Research Degrees Student Progression.

## CONFIDENTIALITY OF APPEAL RECORDS

All records held in relation to the Formal Review of Academic Progress process will be treated as confidential business to the Panel and will follow the University’s Privacy Policy. This means information or documentation submitted to the Panel for review will only be made available to a person who is:

* a formal member of the Panel;
* Executive Officer to the Panel;
* the student, or their nominated representative at the meeting; and
* the Academic Unit’s representative(s) at the meeting. This may include the Dean of Research (or delegate), RDC, and/or principal supervisor.

Meeting documentation will be retained in the student’s central record, by Student and Academic Services.

## STAY IN TOUCH

Correspondence in the appeals process will be sent to your registered details in the student administration system. Need to make an update to your contact information or personal details? Complete and submit the change of personal details form available at <https://i.unisa.edu.au/students/research-students/student-forms/>.

## QUESTIONS & CONTACTS

Questions on the Formal Review of Academic Progress process, documentation, timelines or meeting may be directed the Scholarships and Candidature team via [research.students@unisa.edu.au](mailto:research.students@unisa.edu.au).