Flowcharts for the management of appeals and subsequent reviews are provided here. Appeals and reviews relating to assessment of an application should be submitted to the assessing college. Appeals and reviews relating to a decision not to confirm acceptance following an offer of admission should be sent to the offering college.

**APPLICANT/APPELLANT**

- Applicant submits **APPEAL**, including information on why it is eligible (paragraphs 7-10 in guidance)

**COLLEGE**

- Nominated person in the College considers the eligibility of the appeal. Is it eligible?
  - NO
    - College rejects appeal formally in writing
      - No further right of appeal
      - END
  - YES
    - College acknowledges in writing acceptance of the appeal

**EXTERNAL REVIEWER(S)**

- College Investigator
  - (a) considers the case, (b) reaches conclusions and (c) produces a report.

**APPLICANT/APPELLANT**

- Applicant receives details of further actions agreed by the College
  - APPEAL UPHELD
    - APPEAL REVIEW UPHELD
      - (a) consider the case, (b) reach conclusions and (c) produce a report.
  - APPEAL REJECTED
    - APPEAL REVIEW REJECTED
      - (a) consider the case, (b) reach conclusions and (c) produce a report.

**APPLICANT/APPELLANT**

- Applicant submits **REVIEW**, including information on why it is eligible (paragraphs 22-24)

**COLLEGE**

- College acknowledges receipt of the request for a REVIEW and asks OIS to identify an appropriate Lead Reviewer (and 2nd Reviewer if necessary).

**EXTERNAL REVIEWER(S)**

- Lead Reviewer considers eligibility. Is it eligible?
  - NO
    - College rejects review formally in writing, using a covering letter and including the Lead Reviewer’s report
      - No further right of appeal
      - END
  - YES
    - Lead Reviewer completes report to reject review.

**APPLICANT/APPELLANT**

- Applicant receives confirmation of appeal rejection.
  - No further right of appeal
    - END

**APPLICANT/APPELLANT**

- Applicant receives confirmation of appeal review rejection.
  - No further right of appeal
    - END

- Applicant receives confirmation of appeal review findings (the Reviewers’ report) and the covering letter outlining the actions agreed by the College.

  - Further correspondence with an applicant during the investigations as necessary
  - This may require the applicant to confirm the outcome(s) in writing.
    - No further right of appeal
    - END

**APPLICANT/APPELLANT**

- Applicant receives confirmation of appeal review findings (the Reviewers’ report) and the covering letter outlining the actions agreed by the College.

  - Further correspondence with an applicant during the review is very unlikely to be necessary

- Lead Reviewer and two reviewers (appointed by the College on the recommendation of OIS): (a) consider the case, (b) reach conclusions and (c) produce a report.

**COLLEGE**

- College considers the findings of the report and produces an appropriate covering letter.

**EXTERNAL REVIEWER(S)**

- Lead Reviewer considers the findings of the report and produces an appropriate covering letter.

- College: (a) considers the report, (b) decides how to address the findings, (c) determines further (corrective) actions, (d) sets these out in writing and (e) compiles an appropriate covering letter.