POLICY:
STUDENT APPEALS

Purpose:
This Policy and Procedure applies to appeals against academic and administrative decisions where a right of appeal is expressly provided to a student or prospective student under the University’s General Regulations.

Responsible Executive:
Office of the Pro Vice Chancellor, Academic

Responsible Office:
Student Appeals Office

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Applicability:
All campuses
POLICY: STUDENT APPEALS

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The University of Notre Dame Australia – effective from October 2016
1 APPLICATION OF POLICY AND PROCEDURE

1.1 This Policy and Procedure applies to appeals against academic and administrative decisions where a right of appeal is expressly provided to a Student or Prospective Student under the University’s General Regulations.

2 DEFINITIONS AND INTERPRETATION

2.1 This Policy must be read in conjunction with the General Regulations. If there is any conflict, unless stated otherwise, the General Regulations will prevail.

2.2 In this Policy, definitions contained in the General Regulations will apply unless stated otherwise.

2.3 In this Policy, a reference to the date a document is received is to be read pursuant to the provisions contained in Regulation 9 of the General Regulations in relation to service and deemed service of documents.

2.4 A reference to a titled staff member of the University means that staff member or delegate/nominee as their responsibilities are delegated or nominated pursuant to the University’s delegation matrix and as approved by the Vice Chancellor from time to time.

2.5 Where an appeal is specified to be to a titled staff member, but that person has made the original decision, the appeal is to be addressed to the Head of Campus who will allocate the appropriate staff member to hear the appeal.

3 GENERAL PRINCIPLES

3.1 This policy does not limit the right of a Student to seek the assistance of an external person or agency to resolve an appeal.

3.2 While any appeal (the “Existing Appeal”) is being considered or has been referred to an external person or agency, the University may suspend or cease processes or consideration of any additional appeal (the “Additional Appeal”) until the Existing Appeal has been finalised. In this circumstance:

(a) the Existing Appeal and the Additional Appeal must be substantially similar in nature; and

(b) a Student must not be prejudiced by the suspension or cessation; and

(c) the suspension or cessation must be approved by (where appropriate) a Head of Campus or executive staff member.

3.3 The University is not compelled to consider:

(a) anonymous appeals; or

(b) appeals that appear to be of a frivolous nature, or vexatiously or maliciously made; or

(c) appeals made on the basis of the judgment of the University staff member who made the decision; or

(d) appeals that fail to meet the lodgement requirements set out in Clause 24 of this policy.

3.4 Students should lodge an appeal as early as possible after notification by the University and within the timelines specified in this Policy.
3.5 Throughout the appeal process:
   (a) the University will provide the Student with reasons and a full explanation in writing for decisions;
   (b) all parties must observe confidentiality, save that the reviewer of the appeal may seek further information that is relevant to the appeal from relevant staff members where appropriate; and
   (c) the University will treat the appeal seriously, expeditiously, impartially and sensitively, with due regard for procedural fairness.

3.6 No person will be victimised or discriminated against because he/she lodges an appeal.

3.7 At any time during the appeals process, the Student may withdraw their appeal. Once withdrawn, the Student cannot raise the matter again unless the Student can provide significant new information relevant to the appeal.

4 LODGING OF APPEALS AND NOTIFICATION OF APPEAL OUTCOME

4.1 A Student must deliver an appeal Document (in the manner prescribed by the Pro Vice Chancellor Academic’s office) to the relevant Office/School:
   (a) by post; or
   (b) by hand; or
   (c) by email, provided the appeal form and any supporting documentation is attached separately and not embedded within the email.

4.2 A Student’s appeal must:
   (a) outline the specific provision in the Regulations under which the appeal is made; and
   (b) clearly state the ground(s) for the appeal; and
   (c) provide all relevant supporting documentary evidence.

4.3 If supporting documents are provided by the Student after the initial appeal is lodged or if significant investigation or review is required due to the nature of the appeal, the time within which the appeal is to be considered in accordance with this Policy may be extended. In such situations the Student will be advised of the expected delay.

4.4 A Student who requires assistance with lodging an appeal should contact a Student Appeals Officer on the relevant campus to assist with the appeal process.

4.5 Notifications of the outcome of an appeal will be provided in writing and emailed to the Student’s Notre Dame student email address.

5 EXTERNAL APPEALS

Domestic Students

5.1 The University has arranged for independent external reviewers (‘External Reviewer’) to be available to Students should the Student wish to appeal a decision of the University’s internal appeals process. The role of the External Reviewer is to determine whether the University has followed the correct process with regard to the University’s Regulations and Policies.

5.2 Domestic Students may appeal a decision of the University’s internal appeals process to the External Reviewer. The procedure for such an appeal is as follows:
(a) The Student must request in writing for the Head of Campus to refer the appeal to the External Reviewer and must include reasons and any evidence to support the submission.

(b) The Student must lodge the request within 20 Working Days from the date the Student received written notification of the outcome of their internal appeal.

(c) The Head of Campus will acknowledge the request and forward it to the External Reviewer within 10 Working Days of receipt.

(d) If the External Reviewer has not advised the Head of Campus of a decision within 45 Working Days of receiving the application for review, the External Reviewer is taken to have confirmed the original decision of the University.

(e) If the External Reviewer makes recommendations in relation to an appeal, these recommendations will be provided in writing to the Head of Campus.

(f) The Head of Campus is responsible for:
   i. implementing any recommendations promptly; and
   ii. providing a copy of the decision to the Student and the Campus Registrar.

**International Students**

5.3 International Students may appeal a decision of the University’s internal appeals process to the Overseas Student Ombudsman. The process for such an appeal is in accordance with the Education Services for Overseas Students (ESOS) Legislation Amendment Act 2011 and as follows:

(a) The Student may lodge a request for external appeal directly with the Overseas Student Ombudsman (www.oso.gov.au).

(b) The Student must advise the University if they have lodged or intend to lodge the request within 20 Working Days from the date the Student received written notification of the outcome of their internal appeal.

(c) If the Overseas Student Ombudsman makes recommendations in relation to an appeal, these recommendations will be provided in writing to the Academic Registrar.

(d) The Academic Registrar is responsible for:
   i. implementing any recommendations promptly; and
   ii. providing a copy of the decision to the Dean and the Campus Registrar.

**Appeal of decision to deny remit or re-credit of HELP balance**

5.4 Students may appeal a decision of the University to deny the remit or re-credit of a Higher Education Loan Program (HELP) balance to the Administrative Appeals Tribunal (AAT). The application must be lodged with the AAT within 28 days of receiving notice of the University’s internal decision. Students should contact the AAT for further information.

**Other external appeals**

5.5 Students may have available to them other avenues of external appeal and nothing in this Policy limits the right of a Student to seek an external appeal.
6 ENROLMENT AND ATTENDANCE UNTIL APPEAL OUTCOME

6.1 A Student who has lodged an internal appeal and is awaiting the outcome of their appeal may attend classes if the Semester has commenced and until they are notified of the outcome of their appeal.

6.2 A Student who has lodged an appeal with an external agency or person may attend classes until the University has been notified of the outcome of their appeal. In this circumstance:
   (a) a Student must, upon request by the University, provide appropriate evidence that an appeal has been lodged or is under consideration; and
   (b) must inform the University in writing immediately when he or she is aware of the outcome of the appeal.

6.3 A Student who chooses to attend classes whilst an appeal is being processed:
   (a) will be liable for fees and/or charges applicable for the unit(s) they are enrolled in; and
   (b) must complete assessment tasks for the unit(s) which is due at the time the Student attends the unit(s).

6.4 Where a Student’s appeal against termination from Course/University is upheld, the Student must continue to attend classes and submit all pieces of assessment.

6.5 Where a Student’s appeal against termination from Course/University is denied, the Student must cease attending classes immediately. The Student will be liable for fees and/or charges for the unit(s) they attended.

7 CONFIDENTIALITY, ACCESSIBILITY AND RETENTION OF RECORDS

7.1 The University will keep records of appeals and appeal outcomes strictly confidential.

7.2 Records are filed confidentially on the Student’s file.

8 ADMISSIONS, ENROLMENT AND READMISSION – General Regulations 2.1, 2.8 & 2.9

8.1 An applicant who is dissatisfied with a decision with respect to admission and/or selection or readmission may appeal the decision to the Academic Registrar.

8.2 Grounds for appeal: An applicant may only appeal on the grounds that the Admissions Office or Campus Registrar failed to follow due process or its published selection process.

8.3 Form and content of appeal: The applicant must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

8.4 Timing for lodging appeal: The applicant must lodge the appeal within 20 Working Days of the date the applicant received notice of the Manager, Admissions Office or Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

8.5 Timing for University review of appeal: The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

8.6 Notification: The Academic Registrar shall advise the Student and the Manager, Admissions Office or Campus Registrar in writing of the determination.

8.7 Further appeal: The decision of the Academic Registrar is final and not open to further internal appeal.
9 CANCELLATION OF OFFER AND/OR ENROLMENT – General Regulation 2.7

9.1 A Student may appeal the Campus Registrar’s decision to refuse an application for enrolment or to cancel a Student’s enrolment to the Academic Registrar.

9.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Campus Registrar failed to follow due process.

9.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

9.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

9.5 **Timing for University review of appeal:** The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

9.6 **Notification:** The Academic Registrar shall advise the Student and the Campus Registrar in writing of the determination.

9.7 **Further appeal:** The decision of the Academic Registrar is final and not open to further internal appeal.

10 CAMPUS TRANSFER – General Regulation 2.16

10.1 A Student may appeal a denial by the Dean of the Host Campus to allow the Student to transfer Campus to the Head of Campus of the Host Campus.

10.2 **Grounds for appeal:** The Student may only appeal on the grounds that the Dean of the School of the Host Campus failed to follow the process for Campus transfer contained in the General Regulations.

10.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

10.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean of the Host Campus’s decision. The Head of Campus may extend the time for lodging the appeal in their absolute discretion.

10.5 **Timing for University review of appeal:** The Head of Campus shall review and determine the appeal within 10 Working Days of receiving the appeal.

10.6 **Notification:** The Head of Campus shall advise the Student and the Dean of the Host Campus in writing of the determination.

10.7 **Further appeal:** The decision of the Head of Campus is final and not open to further internal appeal.
11 RETROACTIVE WITHDRAWAL – General Regulation 2.21

11.1 A Student may appeal a decision of the Campus Registrar to allow retroactive withdrawal to the Academic Registrar.

11.2 **Grounds for appeal:** The Student may only appeal on any grounds that the Campus Registrar failed to follow due process.

11.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include grounds and any evidence to support the submission.

11.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

11.5 **Timing for University review of appeal:** The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

11.6 **Notification:** The Academic Registrar shall advise the Student and the Campus Registrar in writing of the determination.

11.7 **Further appeal:** The decision of the Academic Registrar is final and not open to further internal appeal.

12 ADVANCED STANDING AND RPL – General Regulation 2.25

12.1 For non-Core Curriculum units, where a Student’s application for Advanced Standing or RPL has been denied by the Campus Registrar, the Student may appeal the decision to the Academic Registrar.

12.2 For Core Curriculum units, where a Student’s application for Advanced Standing or RPL has been denied by the Dean, School of Philosophy & Theology, the Student may appeal the decision to the Head of Campus.

12.3 **Grounds for appeal:** The Student may appeal on any grounds that show that the Dean, School of Philosophy & Theology or Campus Registrar failed to follow due process.

12.4 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

12.5 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean, School of Philosophy & Theology or the Campus Registrar’s decision. The Head of Campus or Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

12.6 **Timing for University review of appeal:** The Head of Campus or Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

12.7 **Notification:** The Head of Campus or Academic Registrar shall advise the Student and the Dean, School of Philosophy & Theology and Campus Registrar in writing of the determination.

12.8 **Further appeal:** The decision of the Head of Campus or Academic Registrar is final and not open to further internal appeal.
13 CROS-INSTITUTIONAL ENROLMENT – General Regulation 2.29

13.1 Where a Student’s application for Cross Institutional Enrolment has been denied by the Campus Registrar, the Student may appeal the decision to the Academic Registrar.

13.2 Grounds for appeal: The Student may only appeal on the ground that the Campus Registrar failed to follow due process.

13.3 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

13.4 Timing for lodging appeal: The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

13.5 Timing for University review of appeal: The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

13.6 Notification: The Academic Registrar shall advise the Student and the Campus Registrar in writing of the determination.

13.7 Further appeal: The decision of the Academic Registrar is final and not open to further internal appeal.

14 LATE ENROLMENT IN CORE CURRICULUM – General Regulation 3.1

14.1 A Student, whose application to the Dean, School of Philosophy & Theology to apply to enrol in a Core Curriculum unit after the end of Week Two of the Semester (or after the commencement of the Core Curriculum unit where it is offered intensively) is denied, may appeal the decision to the Head of Campus.

14.2 Grounds for appeal: The Student may appeal on any grounds which show that the Dean failed to follow due process.

14.3 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

14.4 Timing for lodging appeal: The Student must lodge the appeal within 5 Working Days of the date the Student received notice of the Dean’s decision. The Head of Campus may extend the time for lodging the appeal in their absolute discretion.

14.5 Timing for University review of appeal: The Head of Campus shall review and determine the appeal within 10 Working Days of receiving the appeal.

14.6 Notification: The Head of Campus shall advise the Student and Dean of the School of Philosophy & Theology in writing of the determination.

14.7 Further appeal: The decision of the Head of Campus is final and not open to further internal appeal.
15 TERMINATION FOR NON PAYMENT OF FEES OR CHARGES – General Regulation 4.1

15.1 A Student whose enrolment at the University has been terminated for non-payment of fees may appeal the decision to the Academic Registrar.

15.2 Grounds for appeal: The Student may appeal on any grounds which show that the Campus Registrar failed to follow due process.

15.3 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission which may include:
   (a) the Student’s financial status;
   (b) the Student’s payment history and record.

15.4 Timing for lodging appeal: The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal but only when the Academic Registrar (in their absolute discretion) is satisfied there are extraordinary grounds for allowing the extension of time.

15.5 Timing for University review of appeal: The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

15.6 Notification: The Academic Registrar shall advise the Student in writing of the determination and provide a copy of the decision to the Campus Registrar for recording on the Student’s file.

15.7 Conditions on the decision: If the Academic Registrar permits re-enrolment, the Academic Registrar may impose any conditions on the re-enrolment relating to the payment of fees and/or charges that the Academic Registrar deems reasonable.

15.8 Further appeal: The decision of the Academic Registrar is final and not open to further internal appeal.

15.9 Mandatory temporary termination: Where the Academic Registrar upholds an appeal by a Student and the Student subsequently:
   (a) fails to comply with any of the conditions set by the Academic Registrar for re-enrolment;
   (b) fails to absolve their financial liability with the University; or
   (c) is terminated for further non-payment of fees,
the Academic Registrar must temporarily terminate the Student from any further enrolment in any unit and/or course at the University for a minimum of 12 months. A Student temporarily terminated has no further right of internal appeal.

15.10 Re-admission: A Student who has been terminated for non-payment of fees and/or temporarily terminated from the University for non-payment of fees/charges and has:
   (a) served the termination period of no less than twelve months; or
   (b) paid in full the amount owing to the University before the end of the termination or exclusion period, may apply in writing to the Campus Registrar for re-admission pursuant to General Regulation 2.8.

15.11 Permanent Termination: A Student who is terminated from the University for non-payment of fees and/or charges on more than two occasions may be permanently terminated by the Campus Registrar.
16  TERMINATED FROM COURSE - FAILURE IN A COMPULSORY UNIT – General Regulation 5.2.3

A. FIRST APPEAL TO DEAN

16.1 A Student may appeal a decision against Termination from Course to the Dean, who shall reconsider the decision of the Board of Examiners. The Dean may not consider an appeal against a Termination from Course decision if the Student has failed the Unit for a third time (or second time in a Unit the subject of 5.2.3(a)(ii)). In this case, the appeal must be reviewed by the Pro Vice Chancellor, Academic.

16.2 **Grounds for appeal:** The Student may appeal on any grounds that the Board of Examiners failed to follow due process.

16.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

16.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Board of Examiners’ decision. The Dean may extend the time for lodging the appeal in their absolute discretion.

16.5 **Timing for University review of appeal:** The Dean shall review and determine the appeal within 10 Working Days of receiving the appeal.

16.6 **Notification:** The Dean shall advise the Student and Campus Registrar in writing of the determination.

B. FURTHER APPEAL TO PRO VICE CHANCELLOR, ACADEMIC

16.7 A Student may appeal the decision of the Dean to deny an appeal regarding Termination from Course to the Pro Vice Chancellor, Academic.

16.8 **Grounds for appeal:** The Student may appeal on any grounds that the Dean failed to follow due process.

16.9 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

16.10 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean’s decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

16.11 **Timing for University review of appeal:** The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal.

16.12 **Notification:** The Pro Vice Chancellor, Academic shall advise the Student, the Dean and Campus Registrar in writing of the determination.

16.13 **Further appeal:** The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.
17 TERMINATED FROM UNIVERSITY – General Regulation 5.2.4

A. APPEAL AGAINST ALLOCATION OF “TERMINATED FROM UNIVERSITY” STATUS

17.1 A Student may appeal the allocation of “Terminated from University” status to the Pro Vice Chancellor, Academic.

17.2 **Grounds for appeal:** The Student may only appeal on the following grounds:
   
   (a) administrative error by the Board of Examiners; or
   
   (b) a breach of the University's policies and/or regulations by the Board of Examiners sufficient to cause disadvantage to the Student; or
   
   (c) grounds deemed acceptable by the Pro Vice Chancellor, Academic due to exceptional circumstances.

17.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

17.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Board of Examiners’ decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

17.5 **Timing for University review of appeal:** The Pro Vice Chancellor, Academic shall:
   
   (a) review and determine the appeal within 10 Working Days of receiving the appeal.
   
   (b) in circumstances where the Student appeal relates to successive failure in a Core Curriculum unit, consult with the Dean of the School of Philosophy and Theology with regard to permitting the Student a third and final enrolment in the failed Core Curriculum unit and following that consultation will review and determine the appeal within 10 days of the consultation.

17.6 **Notification:** The Pro Vice Chancellor, Academic shall advise the Student, the Dean and Student Administration in writing of the determination.

17.7 **Further appeal:** The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.

B. APPEAL AGAINST DURATION OF TERMINATION FROM UNIVERSITY

17.8 A Student may appeal the duration of termination from University to the Pro Vice Chancellor, Academic - except in the following circumstances where there is no right of internal appeal:

   (a) if a Student fails a Core Curriculum Unit for a third time – in these circumstances, the Student will be permanently terminated from the University; or
   
   (b) if a Student is terminated from University on more than one occasion – in these circumstances, the Student must serve the 12 months termination period from the University, following which the Student may apply in writing to the Campus Registrar for re-admission in accordance with General Regulation 2.8 (unless the Student has been permanently terminated).

17.9 **Grounds for appeal:** The Student may appeal only on the grounds of exceptional circumstances. Whether the exceptional circumstances are sufficient to uphold the student’s appeal will be at the sole discretion of the Pro Vice Chancellor, Academic.
17.10 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

17.11 Timing for lodging appeal: The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Board of Examiners’ decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

17.12 Timing for University review of appeal: The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal, provided that in circumstances where the appeal relates to successive failure in a Core Curriculum unit, they shall consult with the Dean of the School of Philosophy and Theology.

18 STUDENT PLACEMENTS – General Regulations 5.8

18.1 A Student may appeal the decision of the Dean to refuse to allow a Student to undertake or continue in a Placement to the Head of Campus.

18.2 Grounds for appeal: The Student may appeal on any grounds which show that the Dean failed to follow due process.

18.3 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

18.4 Timing for lodging appeal: The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean’s decision. The Head of Campus may extend the time for lodging the appeal in their absolute discretion.

18.5 Timing for University review of appeal: The Head of Campus shall review and determine the appeal within 10 Working Days of receiving the appeal.

18.6 Notification: The Head of Campus shall advise the Student and the Dean in writing of the determination.

18.7 Further appeal: The decision of the Head of Campus is final and not open to further internal appeal.

19 DEFERRED ASSESSMENT – General Regulation 6.3

19.1 A Student may appeal either:
   (a) the decision of a Dean to deny deferred assessment; or
   (b) the length of time allowed for a deferred assessment, to the Head of Campus.

19.2 Grounds for appeal: The Student may only appeal on any grounds that show that the Dean failed to follow due process.

19.3 Form and content of appeal: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

19.4 Timing for lodging appeal: The Student must lodge the appeal within 10 Working Days of the date the Student received notice of the Dean’s decision. The Head of Campus may extend the time for lodging the appeal in their absolute discretion.
19.5 **Timing for University review of appeal:** The Head of Campus shall review and determine the appeal within 10 Working Days of receiving the appeal.

19.6 **Notification:** The Head of Campus shall advise the Student and Dean in writing of the determination.

19.7 **Further appeal:** The decision of the Head of Campus is final and not open to further internal appeal.

20 **DEFERRED EXAMINATION – General Regulation 6.7**

20.1 Where the Campus Registrar rejects an application for a Deferred Examination, the Student may appeal in writing to the Academic Registrar.

20.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Campus Registrar failed to follow due process.

20.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

20.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

20.5 **Timing for University review of appeal:** The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

20.6 **Notification:** The Academic Registrar shall advise the Student, Campus Registrar and Dean in writing of the determination.

20.7 **Further appeal:** The decision of the Academic Registrar is final and not open to further internal appeal.

21 **IRREGULARLY SCHEDULED EXAMINATION – General Regulation 6.8**

21.1 Where the Campus Registrar rejects:

(a) an application for an Irregularly Scheduled Examination; or

(b) evidence supporting an Irregularly Scheduled Examination,

the Student may appeal the decision to the Academic Registrar.

21.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Campus Registrar failed to follow due process.

21.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

21.4 **Timing for lodging appeal:** The Student must lodge the appeal within 10 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

21.5 **Timing for University review of appeal:** The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

21.6 **Notification:** The Academic Registrar shall advise the Student, Campus Registrar and Dean in writing of the determination.

21.7 **Further appeal:** The decision of the Academic Registrar is final and not open to further internal appeal.
22 EQUITY EXAMINATION – General Regulation 6.9

22.1 A Student may appeal the decision of the Campus Registrar to deny an application for an equity examination to the Academic Registrar.

22.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Campus Registrar failed to follow due process.

22.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

22.4 **Timing for lodging appeal:** The Student must lodge the appeal within 10 Working Days of the date the Student received notice of the Campus Registrar’s decision. The Academic Registrar may extend the time for lodging the appeal in their absolute discretion.

22.5 **Timing for University review of appeal:** The Academic Registrar shall review and determine the appeal within 10 Working Days of receiving the appeal.

22.6 **Notification:** The Academic Registrar shall advise the Student and Campus Registrar in writing of the determination.

22.7 **Further appeal:** The decision of the Academic Registrar is final and not open to further internal appeal.

23 SPECIAL CONSIDERATION – General Regulation 6.10

A. FIRST APPEAL TO DEAN FROM DECISION OF THE UNIT COORDINATOR

23.1 A Student may appeal the decision of the Unit Coordinator to deny an application for Special Consideration to the Dean.

23.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Unit Coordinator failed to follow due process.

23.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

23.4 **Timing for lodging appeal:** The Student must lodge the appeal within 10 Working Days of the date the Student received notice of the Unit Coordinator’s decision. The Dean may extend the time for lodging the appeal in their absolute discretion.

23.5 **Timing for University review of appeal:** The Dean shall review and determine the appeal within 10 Working Days of receiving the appeal.

23.6 **Notification:** The Dean shall advise the Student and the Unit Coordinator in writing of the determination.

B. FURTHER APPEAL TO PRO VICE CHANCELLOR, ACADEMIC FROM DECISION OF THE DEAN

23.7 A Student may appeal the decision of the Dean to deny an application for Special Consideration under:
   
   (a) General Regulation 6.10.5; or
   
   (b) following an appeal pursuant to Clause 19A of this Policy, to the Pro Vice Chancellor, Academic.

23.8 **Grounds for appeal:** The Student may appeal on any grounds that show that the Dean failed to follow due process.
23.9 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

23.10 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean’s decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

23.11 **Timing for University review of appeal:** The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal.

23.12 **Notification:** The Pro Vice Chancellor, Academic shall advise the Student, Dean and Campus Registrar in writing of the determination.

23.13 **Further appeal:** The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.

24 **A. RESUBMISSION AND/OR REMARKING OF ASSESSMENT – General Regulations 6.14 & 6.15**

24.1 A Student may appeal against the decision of the Dean to deny an application for Resubmission of an assessment and/or remarking of an assessment to the Pro Vice Chancellor, Academic.

24.2 **Grounds for appeal:** The Student may appeal on any grounds that show that the Dean failed to follow due process.

24.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

24.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean’s decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

24.5 **Timing for University review of appeal:** The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal.

24.6 **Notification:** The Pro Vice Chancellor, Academic shall advise the Student and Dean in writing of the determination.

24.7 **Further appeal:** The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.

24 **B. RESULTS OF A REMARK OF EXAMINATION – General Regulations 6.26**

24.8 A Student may appeal the results of a re-mark of an examination script to the Pro Vice Chancellor, Academic.

24.9 **Grounds for appeal:** The Student may only appeal on the following grounds:

(a) a failure to adhere to approved assessment procedures for the examination sufficient to cause disadvantage to the Student; or

(b) unfair treatment in the process of assessment.

24.10 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

24.11 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received the results of the re-mark. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.
24.12 **Timing for University review of appeal**: The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal.

24.13 **Notification**: The Pro Vice Chancellor, Academic shall advise the Student and Dean in writing of the determination.

24.14 **Further appeal**: The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.

25 **FINAL GRADE – General Regulation 6.20**

A. **FIRST APPEAL TO DEAN FROM DECISION OF THE UNIT COORDINATOR OR BOARD OF EXAMINERS**

25.1 A Student may appeal the final grade awarded to him or her in a unit by submitting an appeal in writing to the Dean.

25.2 **Grounds for appeal**: The Student may only appeal on the following grounds:

(a) a breach of the University's assessment policy, procedure or regulations sufficient to cause disadvantage to the Student; or

(b) a failure to adhere to approved assessment procedures for that unit sufficient to cause disadvantage to the Student; or

(c) unfair treatment in the process of assessment; or

(d) unfair treatment by persons involved in the conduct of the examination.

The Dean will not accept an appeal based on an allegation that the judgment of the Unit Coordinator was incorrect.

25.3 **Form and content of appeal**: The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

25.4 **Timing for lodging appeal**: The Student must lodge the appeal within 20 Working Days of the date the after the results are officially published/released by the University. The Dean may extend the time for lodging the appeal in their absolute discretion.

25.5 **Dean may require a meeting**: Before reviewing and determining an appeal, the Dean may require the Student to meet and discuss the reason for the appeal with the Unit Coordinator. If so directed, the Student must:

(a) organise the meeting with the Unit Coordinator within the time period specified by the Dean (or within 10 Working Days if no time is specified);

(b) notify the Dean in writing after the meeting has been held; and

(c) in the notification, advise the Dean if the Student still intends to continue with the appeal.

If the Student fails to complete any of the steps contained in this clause, the Dean may declare the appeal denied (in the Dean’s absolute discretion).

25.6 **Timing for University review of appeal**: The Dean shall review and determine the appeal within 10 Working Days of receiving the appeal.

25.7 **Notification**: The Dean shall advise the Student and Student Administration in writing of the determination which may be one or more of the following:

(a) leave the grade as it is; or

(b) adjust the grade; or

(c) request a re-marking of one or more pieces of assessment; or

(d) request the Student to re-sit a practical examination.
B. FURTHER APPEAL TO PRO VICE CHANCELLOR, ACADEMIC FROM DECISION OF DEAN

25.8 A Student may appeal the decision of the Dean to deny an appeal regarding final grade to the Pro Vice Chancellor, Academic.

25.9 **Grounds for appeal:** The Student may appeal on any grounds that show that the Dean failed to follow due process.

25.10 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

25.11 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received notice of the Dean’s decision. The Pro Vice Chancellor, Academic may extend the time for lodging the appeal in their absolute discretion.

25.12 **Timing for University review of appeal:** The Pro Vice Chancellor, Academic shall review and determine the appeal within 10 Working Days of receiving the appeal.

25.13 **Notification:** The Pro Vice Chancellor, Academic shall advise the Student, Dean and Student Administration in writing of the determination.

25.14 **Further appeal:** The decision of the Pro Vice Chancellor, Academic is final and not open to further internal appeal.

26  HIGHER DEGREE BY RESEARCH COURSES – Research Degree Regulation 25

26.1 A Student may make a procedural appeal against a thesis examination to the Head of Campus.

26.2 **Grounds for appeal:** The Student may only appeal on the grounds set out in the Research Degree Regulations as amended from time to time.

26.3 **Form and content of appeal:** The Student must make the appeal in writing (in the manner prescribed by the Pro Vice Chancellor Academic’s office) and must include reasons and any evidence to support the submission.

26.4 **Timing for lodging appeal:** The Student must lodge the appeal within 20 Working Days of the date the Student received written notification of the outcome of their thesis examination. The Head of Campus may extend the time for lodging the appeal in their absolute discretion.

26.5 **Timing for University review of appeal:** The Head of Campus shall review and determine the appeal within 30 Working Days of receiving the appeal.

26.6 **Notification:** The Head of Campus shall advise the Student and Director, Research Office in writing of the determination.

26.7 **Further appeal:** The decision of the Head of Campus is final and not open to further appeal.