

Student Appeals Procedure

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Policy Supported:

[Student Appeals Policy](#)

Audience:

Staff, Students, The Guild Staff, Public

Objectives:

- To identify and clarify the roles and responsibilities of staff and students in implementing the *Student Appeals Policy*; and
- To provide transparent and accountable processes.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

- “Accepted” in relation to an appeal means the appeal will be considered by a Student Appeals Hearing Panel.
- “Bias” is where an informed and fair-minded person might apprehend a real (as opposed to remote) possibility that the person against whom bias is alleged did not bring an impartial mind to a decision affecting the student.
- “Chair” and “Alternate Chair” mean the Chair and alternate Chair of the Student Appeals Committee respectively.
- “Malicious” means harmful, vicious or mischievous in its intent or purpose. For example: making false claims and/or derogatory or vindictive comments against someone for the purpose of harming them; engaging in abusive or threatening behaviour.
- “Procedural Fairness” means a person adversely affected by a decision should be allowed an opportunity to present their case before a decision is made and the decision maker is impartial.
- “Rejected” in relation to an appeal means the appeal will not be considered by the Student Appeals Hearing Panel.
- “SAC” or “Student Appeals Committee” means the Student Appeals Committee constituted in accordance with the Student Appeals Policy.

- “SAHP” or “Student Appeals Hearing Panel” or “Panel” means a panel of Student Appeals Committee members as described in the Student Appeals Policy.
- “Secretary” means the Secretary to the Student Appeals Committee.
- “University Working Day” means a day that the University is open for business. Where there are variations between University campus working days, these will be read so as not to disadvantage students.
- “Vexatious” means causing unnecessary trouble or harassment.

Implementation Steps:

1. VEXATIOUS AND MALICIOUS APPEALS

- 1.1. An appeal that has been identified by either a SAHP or the Chair or Alternate Chair as being vexatious or malicious will be forwarded by the Secretary to the Provost or their nominee as a formal matter of complaint. The Secretary will notify the student in writing of the decision to refer their case to the Provost or nominee for further investigation.
- 1.2. The Provost or nominee will review the complaint in accordance with the *Student Discipline Regulations*.

2. STUDENT APPEALS COMMITTEE

2.1 VACANT POSITION

- 2.1.1 Where a vacant position arises, the Secretary will call for an expression of interest from the relevant Dean Academic Operations.

3. SELECTION OF A STUDENT APPEALS HEARING PANEL (SAHP)

- 3.1. A SAHP will be organised where either there is a requirement to hear an appeal that has been accepted to be heard or the Chair or Alternate Chair refers an appeal against the decision to deny deferred assessment to a SAHP.
- 3.2. The selection of a Panel will be undertaken by the Secretary who will ensure compliance with the *Student Appeals Policy*.
- 3.3. In the event that a conflict is declared in the SAHP, the Secretary will cancel and reschedule the appeal with a new Panel member.
- 3.4. The Secretary will notify the student of any decision to cancel a hearing along with the reasons for the cancellation and will provide details of a new hearing date at the same time or later.

4. SUBMISSION OF AN APPEAL AND STUDENT RESPONSIBILITIES

- 4.1. All appeals must be submitted to the address indicated on the University's appeals information webpage, either electronically (email), or by post, fax, or hand delivered. Email is preferred.
- 4.2. All appeals and supporting documentation must be written in English.

- 4.3. When submitting an appeal, a student must comply with the specific appeal type requirements as set out below:
- 4.4. AN APPEAL AGAINST A FINAL UNIT RESULT
- 4.4.1. In submitting an appeal against a final unit result, a student must:
- (a) include a completed appeal application form, which can be downloaded from the appeals information webpage;
 - (b) include a typed letter of appeal (which must not exceed five (5) single pages) that states the grounds for appeal and outlines how facts support these grounds;
 - (c) include a breakdown of the unit's assessment components; and
 - (d) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).
- 4.5. AN APPEAL AGAINST A RESULT OF AN EXAMINATION OF A DOCTORAL, MASTERS OR HONOURS THESIS AND RESOLUTION OF FINAL RESULT
- 4.5.1. In submitting an appeal against a result of an examination of a Doctoral, Masters or Honours thesis and resolution of final result, a student must:
- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
 - (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).
- 4.6. AN APPEAL AGAINST INADEQUATE PROVISION OF ALTERNATE ARRANGEMENTS FOR A STUDENT WITH A CONSCIENTIOUS BELIEF WHICH IS IN CONFLICT WITH A TEACHING OR ASSESSMENT PRACTICE
- 4.6.1. In submitting an appeal against inadequate provision of alternate arrangements for a student with a conscientious belief which is in conflict with a teaching or assessment practice, a student must:
- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
 - (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.7. AN APPEAL AGAINST A DECISION TO DENY DEFERRED ASSESSMENT

4.7.1. In submitting an appeal against a decision to deny deferred assessment, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - details the unit(s) for which the student is appealing against the decision to deny deferred assessment;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.8. AN APPEAL AGAINST A DECISION TO DENY A RETROSPECTIVE WITHDRAWAL

4.8.1. In submitting an appeal against a decision to deny a retrospective withdrawal, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - details the unit(s) and associated study period(s) for which the student is appealing against the decision to deny a retrospective withdrawal;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.9. AN APPEAL AGAINST THE DECISION TO SUSPEND OR EXCLUDE WHERE A STUDENT HAS APPLIED UNSUCCESSFULLY TO THE ACADEMIC CHAIR FOR CONTINUED ENROLMENT

4.9.1. In submitting an appeal against the decision to suspend and/or exclude from the University or from a course or from a major, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.10. AN APPEAL AGAINST THE DECISION TO DENY ADMISSION AND/OR AN APPLICATION FOR A CHANGE OF COURSE ENROLMENT

4.10.1. In submitting an appeal against the decision to deny admission and/or enrolment to University or to a course, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.11. AN APPEAL AGAINST A DECISION TO DENY THE AWARD OF CREDIT/EXEMPTION OR ADVANCED STANDING TOWARDS A UNIVERSITY QUALIFICATION

4.11.1. In submitting an appeal against a decision to deny the award of credit/exemption or advanced standing towards a University qualification, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - details the unit(s) in question to which credit/exemption or advanced standing is being applied for;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.12. AN APPEAL AGAINST THE NON-AWARD OF POSTGRADUATE OR OTHER UNIVERSITY SCHOLARSHIP

4.12.1. In submitting an appeal against the non-award of postgraduate or other University scholarship, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.13. AN APPEAL AGAINST ANY FINDING OF OR PENALTY FOR MISCONDUCT, MADE PURSUANT TO UNIVERSITY LEGISLATION

4.13.1. In submitting an appeal against any finding of or penalty for misconduct, made pursuant to University legislation, a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.14. AN APPEAL AGAINST THE DECISION TO TERMINATE GRADUATE RESEARCH DEGREE CANDIDATURE

4.14.1. In submitting an appeal against the decision to terminate graduate research degree candidature a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

4.15. AN APPEAL AGAINST THE DECISION TO TERMINATE A CANDIDATURE FROM A GRADUATE RESEARCH DEGREE COURSE

4.15.1. In submitting an appeal against the decision to terminate a candidature from a graduate research degree course a student must:

- (a) include a typed letter of appeal (which must not exceed five (5) single pages) that:
 - states the student's full name and student number;
 - states the grounds for appeal;
 - outlines how facts support these grounds; and
- (b) provide any other supporting documentation as necessary (which must not exceed ten (10) single pages).

5. ACKNOWLEDGEMENT AND ASSESSMENT OF AN APPEAL

- 5.1. The Secretary will electronically acknowledge all appeals submitted within three (3) University Working Days of receipt.
- 5.2. All appeals submitted will be assigned an appeal number (e.g. APP00/0000). The appeal number indicates the order of submission in the year of submission.
- 5.3. The University Secretary, Secretary, Chair or Alternate Chair will respond to any appeal that is made in accordance with the *Student Appeals Policy* and this procedure.
- 5.4. The Secretary, Chair or Alternate Chair will commence assessment of the appeal within ten (10) University Working Days of it being made in accordance with the *Student Appeals Policy* and this procedure and will finalise the outcome as soon as practical.
- 5.5. The assessment of the appeal will be conducted in a professional, fair and transparent manner.
- 5.6. The Secretary, Chair or Alternate Chair will determine whether an appeal should be accepted for consideration by a SAHP in accordance with the established grounds of appeal as set out in the *Student Appeals Policy*.
- 5.7. Where an appeal is assessed as having not disclosed any valid grounds or it has not met the submission requirements as set out within the *Student Appeals Policy*, the Secretary will notify the student in writing of the decision to reject their appeal. The notification will be sent within ten (10) University Working Days of the decision being made. It will include detailed reasons for the outcome, advise the student of their right to access an external complaints handling and appeals process and advise of the appropriate complaints handling and external appeals body.
- 5.8. A student will be provided one opportunity to resubmit their appeal within five (5) University Working Days of the date of the rejection notification pursuant to 5.7.
- 5.9. Subject to 5.8, if the student does not exercise the opportunity to resubmit their appeal within the stipulated deadline, the Secretary will automatically close the student's appeal file.
- 5.10. Where a student resubmits their appeal within the stipulated timeframe, to ensure procedural fairness, the Secretary will forward this appeal to the Chair or Alternate Chair for a final decision to reject or accept the appeal. The Secretary may also provide additional information to the Chair or Alternate Chair such as a copy of the student's academic transcript; details of the Unit Information and Learning Guide etc. or any other information as requested by the Chair or Alternate Chair, to assist with the decision-making.
- 5.11. Any decision by the Chair or Alternate Chair pursuant to clause 5.10 is final; no further submissions will be accepted and if the appeal is rejected, clause 5.7 will apply.

- 5.12. If the Chair or Alternate Chair is of the view that an appeal against the decision to deny deferred assessment should be denied, the appeal will be referred to a SAHP.

6. CONSIDERATION OF AN APPEAL

- 6.1. Where the Secretary, Chair or Alternate Chair accepts an appeal to be heard by a SAHP, or refers an appeal against the decision to deny deferred assessment to a SAHP, the Secretary will notify the student in writing of this decision and if applicable may also outline: the grounds under which the appeal will be considered upon; the grounds, if any, that will not be considered and the reason(s) why; and the expected processing timeframe.

- 6.2. Specific procedures for appeal types are set out below:

6.2.1. APPEAL AGAINST A FINAL UNIT RESULT

- (a) The Secretary will send the appeal to the Unit Coordinator and Academic Chair (or College Dean Learning and Teaching in the event the Unit Coordinator and Academic Chair are one and the same) for comment.
- (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
- (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
- (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action which may include notifying the relevant College Dean Learning and Teaching or proceeding to hear the appeal without staff comments.

6.2.2. AN APPEAL AGAINST A RESULT OF AN EXAMINATION OF A DOCTORAL, MASTERS OR HONOURS THESIS AND RESOLUTION OF FINAL RESULT

- (a) The Secretary will send the appeal to the Supervisor and Honours Chair or Dean of Graduate Studies for comment.
- (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
- (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
- (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action which may include notifying the relevant College Dean Learning and Teaching or College Dean

Research or proceeding to hear the appeal without staff comments.

6.2.3. AN APPEAL AGAINST INADEQUATE PROVISION OF ALTERNATE ARRANGEMENTS FOR A STUDENT WITH A CONSCIENTIOUS BELIEF WHICH IS IN CONFLICT WITH A TEACHING OR ASSESSMENT PRACTICE

- (a) The Secretary will send the appeal to the relevant staff.
- (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
- (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
- (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action which may include notifying the relevant Dean or proceeding to hear the appeal without staff comments.

6.2.4. AN APPEAL AGAINST A DECISION TO DENY DEFERRED ASSESSMENT

The Secretary will obtain from Exams and Assessment a copy of the original application and any supporting documentation, along with the decision made and the reason.

6.2.5. AN APPEAL AGAINST A DECISION TO DENY A RETROSPECTIVE WITHDRAWAL

- (a) The Secretary will obtain from Student Records a copy of the original application and any supporting documentation, along with the decision made and the reason.

6.2.6. AN APPEAL AGAINST A DECISION TO EXCLUDE AND/OR SUSPEND FROM THE UNIVERSITY OR FROM A COURSE OR FROM A MAJOR

- (a) The Secretary will obtain a copy of the original application and any supporting documentation, along with the decision made and the reason.

6.2.7. AN APPEAL AGAINST THE DECISION TO DENY ADMISSION AND/OR AN APPLICATION FOR A CHANGE OF COURSE ENROLMENT

- (a) The Secretary will obtain a copy of the original application and any supporting documentation, along with the decision made and the reason.

6.2.8. AN APPEAL AGAINST A DECISION TO DENY THE AWARD OF CREDIT/EXEMPTION OR ADVANCED STANDING TOWARDS A UNIVERSITY QUALIFICATION

- (a) The Secretary will obtain a copy of the original application and any supporting documentation, along with the decision made and the reason.
- 6.2.9. AN APPEAL AGAINST THE NON-AWARD OF POSTGRADUATE OR OTHER UNIVERSITY SCHOLARSHIP
 - (a) The Secretary will obtain a copy of the original application and any supporting documentation, along with the decision made and the reason.
- 6.2.10. AN APPEAL AGAINST ANY FINDING OF OR PENALTY FOR MISCONDUCT, MADE IN PURSUANT TO UNIVERSITY LEGISLATION
 - (a) The Secretary will send the appeal to the Investigator and/or Arbiter for comment.
 - (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
 - (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
 - (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action, which may include notifying the relevant Dean or proceeding to hear the appeal without staff comments.
- 6.2.11. AN APPEAL AGAINST THE DECISION TO TERMINATE GRADUATE RESEARCH DEGREE CANDIDATURE
 - (a) The Secretary will send the appeal to the Dean of Graduate Studies for comment.
 - (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
 - (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
 - (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action which may include notifying the Deputy Vice Chancellor Research and Innovation or proceeding to hear the appeal without staff comments.
- 6.2.12. AN APPEAL AGAINST THE DECISION TO TERMINATE A CANDIDATURE FROM A GRADUATE RESEARCH DEGREE COURSE
 - (a) The Secretary will send the appeal to the Dean of Graduate Studies for comment.

- (b) The relevant staff will be given ten (10) University Working Days to provide a written response.
- (c) Staff may negotiate with the Secretary to extend the time to provide their response where there are circumstances that may prevent a timely response.
- (d) In the event staff do not provide a response within a reasonable timeframe, the Secretary will notify the Chair or Alternate Chair who will determine the most appropriate course of action which may include notifying the Deputy Vice Chancellor Research and Innovation or proceeding to hear the appeal without staff comments.

7. CONSIDERATION OF AN APPEAL SUBMITTED AFTER A DEADLINE

- 7.1. Where a student requests consideration of an appeal after a deadline, the Secretary will forward this request and/or appeal application along with any other information that is deemed essential or is requested by the Chair or Alternate Chair for a decision.
- 7.2. The Secretary will notify the student in writing the outcome of the Chair or Alternate Chair's decision and reasons for the decision.
- 7.3. Any decision made pursuant to 7.1 by the Chair or Alternate Chair shall be final and conclusive.

8. REQUESTING AN EXTENSION TO SUBMIT AN APPEAL

- 8.1. Where a student submits a written request for an extension of time to submit an appeal, the Secretary will forward this request to the Chair or Alternate Chair for consideration.
- 8.2. The Secretary will notify the student in writing the outcome of the Chair's or Alternate Chair's decision.
- 8.3. Any decision made pursuant to 8.1 shall be final and conclusive.

9. APPEAL HEARINGS

- 9.1. The Secretary will organise appeal hearings.
- 9.2. The outcome of an appeal will be recorded in the minutes by way of the assigned appeal resolution number (e.g. STAPP00/0000; see 5.2).
- 9.3. Appeal hearings will be conducted during University business hours.
- 9.4. The Secretary and panel members will normally attend a hearing in person. With the consent of the Chair, the Secretary and/or one or more panel members may attend a hearing entirely or in part via teleconference or videoconference. A hearing will only proceed if the Secretary and all panel members are capable of communicating with each other instantaneously at all times during the hearing. The mode of attendance will be recorded in the minutes.
- 9.5. The student will be given an opportunity to formally present their case at minimal or no cost. Where a student elects to attend an appeal hearing to present their case, the student can choose to attend via

teleconference or videoconference or in person (when the panel is meeting in person), subject to approval from the Chair.

- 9.6. The student will be given an opportunity to be accompanied and assisted by a support person at any relevant meetings. Where a student elects to attend an appeal hearing with a support person, the student will provide the name of the support person to the Secretary and confirm that the support person is not a qualified legal practitioner in line with the *Student Appeals Policy*.
- 9.7. The Secretary will provide the student with written notification of the date and time of the hearing. If this date or time is not suitable for the student to attend, the student can request for the hearing to be rescheduled so that they can attend. Any such request must be made in writing to the Secretary within five (5) University Working Days of the above notification.
- 9.8. Where a student has confirmed their attendance at a hearing but does not attend without good reason and does not provide these reasons to the Secretary in a timely manner, the hearing may proceed without the student.
- 9.9. A student can elect to base their case entirely on written submission(s) and not attend a hearing – the panel will not draw any negative inferences from this.

- 9.10. Specific procedures for hearing appeal types are set out below:

9.10.1. AN APPEAL AGAINST A FINAL UNIT RESULT

(a) The Secretary will:

- notify the student in writing the details of their appeal hearing;
- in notifying the student, provide a copy of all documentation, including any staff comments, that the SAHP will consider;
- provide the student with the opportunity to respond to the documentation provided; and
- provide the student with the opportunity to present their case at the hearing.

(b) If the student elects to submit a response to the documentation provided, the response must:

- be submitted within three (3) University Working Days of notification of staff comments;
- directly rebut the staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
- be limited to three (3) single pages or less.

- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.2. AN APPEAL AGAINST A RESULT OF AN EXAMINATION OF A DOCTORAL, MASTERS OR HONOURS THESIS AND RESOLUTION OF FINAL RESULT

- (a) The Secretary will:
- notify the student in writing the details of their appeal hearing;
 - in notifying the student, provide a copy of all documentation, including any staff comments, that the SAHP will consider;
 - provide the student with the opportunity to respond to the documentation provided; and
 - provide the student with the opportunity to present their case at the hearing.
- (b) If the student elects to submit a response to the documentation provided, the response must:
- be submitted within three (3) University Working Days of notification of staff comments;
 - directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
 - be limited to three (3) single pages or less.
- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.3. AN APPEAL AGAINST INADEQUATE PROVISION OF ALTERNATE ARRANGEMENTS FOR A STUDENT WITH A CONSCIENTIOUS BELIEF WHICH IS IN CONFLICT WITH A TEACHING OR ASSESSMENT PRACTICE

- (a) The Secretary will:
- notify the student in writing the details of their appeal hearing;

- in notifying the student, provide a copy of all documentation, including any staff comments, that the SAHP will consider;
 - provide the student with the opportunity to respond to the documentation provided; and
 - provide the student with the opportunity to present their case at the hearing.
- (b) If the student elects to submit a response to the documentation provided, the response must:
- be submitted within three (3) University Working Days of notification of staff comments;
 - directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
 - be limited to three (3) single pages or less.
- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limited for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.4. AN APPEAL AGAINST A DECISION TO DENY DEFERRED ASSESSMENT

- (a) The Secretary will:
- notify the student in writing the details of their appeal hearing;
 - in notifying the student, provide a copy of all documentation, including the reasons why the Chair or Alternate Chair is of the view that the appeal should be denied, that the SAHP will consider;
 - provide the student with the opportunity to respond to the documentation provided; and
 - provide the student with the opportunity to present their case at the hearing.
- (b) If the student elects to submit a response to the documentation provided, the response must:
- be submitted within three (3) University Working Days of notification of staff comments;
 - directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all

relevant information and evidence will be submitted with the original appeal application); and

- be limited to three (3) single pages or less.

- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limited for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.5. AN APPEAL AGAINST ANY FINDING OF OR PENALTY FOR MISCONDUCT, MADE PURSUANT TO UNIVERSITY LEGISLATION

- (a) The Secretary will:

- notify the student in writing the details of their appeal hearing along with their right to attend and all other information as required as per the *Student Appeals Policy*;
- in notifying the student, provide a copy of all documentation, including any staff comments, that the SAHP will consider; and
- provide the student with the opportunity to respond to the documentation provided; and
- provide the student with the opportunity to present their case at the hearing.

- (b) If the student elects to submit a response to the documentation provided, the response must:

- be submitted within three (3) University Working Days of notification of staff comments;
- directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
- be limited to three (3) single pages or less.

- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.6. AN APPEAL AGAINST THE DECISION TO TERMINATE GRADUATE RESEARCH DEGREE CANDIDATURE

(a) The Secretary will:

- notify the student in writing the details of their appeal hearing;
- provide a copy of all documentation, including any staff comments, that the SAHP will consider;
- provide the student with the opportunity to respond to the documentation provided; and
- provide the student with the opportunity to present their case at the hearing.

(b) If the student elects to submit a response to the documentation provided, the response must:

- be submitted within three (3) University Working Days of notification of staff comments;
- directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
- be limited to three (3) single pages or less.

(c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.7. AN APPEAL AGAINST THE DECISION TO TERMINATE A CANDIDATURE FROM A GRADUATE RESEARCH DEGREE COURSE

(a) The Secretary will:

- notify the student in writing the details of their appeal hearing;
- provide a copy of all documentation, including any staff comments, that the SAHP will consider;
- provide the student with the opportunity to respond to the documentation provided; and
- provide the student with the opportunity to present their case at the hearing.

(b) If the student elects to submit a response to the documentation provided, the response must:

- be submitted within three (3) University Working Days of notification of staff comments;
 - directly rebut staff comments and/or other information rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
 - be limited to three (3) single pages or less.
- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

9.10.8. THE DECISION TO SUSPEND OR EXCLUDE FROM THE UNIVERSITY OR FROM A COURSE OR MAJOR, THE DECISION TO DENY A RETROSPECTIVE WITHDRAWAL FROM A UNIT, THE DECISION TO DENY ADMISSION AND/OR AN APPLICATION FOR A CHANGE OF COURSE ENROLMENT, THE DECISION TO DENY THE AWARD OF CREDIT/EXEMPTION OR ADVANCED STANDING TOWARDS A UNIVERSITY QUALIFICATION, THE NON-AWARD OF POSTGRADUATE OR OTHER UNIVERSITY SCHOLARSHIP

- (a) The Secretary will:
- notify the student in writing the details of their appeal hearing;
 - provide a copy of all documentation, including any staff comments, that the SAHP will consider;
 - provide the student with the opportunity to respond to the documentation provided; and
 - provide the student with the opportunity to present their case at the hearing.
- (b) If the student elects to submit a response to the documentation provided, the response must:
- be submitted within three (3) University Working Days of notification of staff comments;
 - directly rebut staff comments and/or University correspondence rather than restating the student's case or introducing new evidence or information (it is expected that all relevant information and evidence will be submitted with the original appeal application); and
 - be limited to three (3) single pages or less.

- (c) A student may make a request to the Secretary for additional time to prepare a response and/or to include new information or evidence in the response and/or to exceed the page limit for the response where the student can demonstrate that there are exceptional circumstances that necessitate such an exception or exceptions.

10. ADJOURNING AN HEARING

- 10.1. Where a SAHP decides to adjourn a hearing, the Secretary will:
 - (a) notify the student in writing (email) of the Panel's decision, the reason and where possible, the expected date of reschedule; and
 - (b) if required (as in the case of a declaration of bias) select a new Panel member.
- 10.2. If at the time of the adjournment, the Secretary is unable to provide details of when a hearing will be rescheduled, the Secretary will provide such details to the student as soon as practical.
- 10.3. Where a hearing has been adjourned as a result of Panel members requesting additional information, the Secretary will forward the requested information electronically to Panel members as it becomes available prior to any reconvened hearing.

11. POST HEARING / POST DECISION

- 11.1. The Secretary will advise a student in writing of any decision made by the SAHP, Chair or Alternate Chair, generally within three (3) University Working Days of the decision.
- 11.2. Where an appeal has been heard by a SAHP, the Secretary will finalise the minutes taken at the hearing and send to the Chair of the Panel and other Panel members for approval.
- 11.3. The Chair of the Panel must sign the minutes for validation purposes.
- 11.4. The Secretary will provide the student with a formal written notification of the SAHP's decision together with an extract of the approved minutes. The extract will contain the deliberations of the Panel, explain in detail the rationale for any decision(s) and outline any remedies to be applied. These will be sent to the student within ten (10) University Working Days of the hearing.
- 11.5. The Secretary will advise the student of their right to access an external complaints handling and appeals process within ten (10) University Working Days of any decision being made by a hearing panel and/or Chair or Alternate Chair. This information will be included in the formal notification of the final decision.
- 11.6. The Secretary will provide relevant staff with a formal written notification of a SAPH's decision and an extract of the approved minutes within ten (10) University Working Days of the hearing. Where relevant, this notification will include details of any remedies that staff are required to implement, including a timeframe to immediately commence

implementation and complete as soon as possible. The Secretary must advise the student of the completed action taken by these staff.

- 11.7. Any feedback resulting from Clause 11.6 will be collated by the Secretary and presented to members at the next Student Appeals general meeting.
- 11.9. The University will keep a written record of all appeals, including the outcomes and reasons for outcomes, in line with the University's *Recordkeeping Policy*. The Secretary will maintain the record.

Performance Indicators:

There are no performance indicators.

Related Documents:

[Student Appeals Policy](#)

[Student Discipline Procedure](#)

[Student Discipline Regulations](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	Chair or Alternate Chair of Student Appeals Committee
Responsible Officer(s):	Secretary to Student Appeals Committee
Contact Officer:	Secretary to Student Appeals Committee

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved	15/06/2020		15/06/2023	
Administrative amendments	01/08/2019			
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Administrative amendments	17/01/2018 by University Secretary			
Approved	25/06/2014		25/06/2017	SAC/04/2014
Noted	26/07/2012			LTC/28/2012
Approved	01/06/2012			SAC/03/2012