

Student Review and Appeals Policy

Approving authority	University Council
Approval date	3 December 2018 (5/2018 meeting)
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Next scheduled review	2023
Document URL	http://policies.griffith.edu.au/pdf/Student Review and Appeals Policy.pdf
TRIM document	2018/9006122
Description	This policy and the <i>Student Review and Appeals Procedures</i> provide the mechanism for a student to request a review of and/or appeal a decision of the University which has not been made in accordance with the expectations set down in the Student Charter or the University's policies and procedures.

Related documents

[Student Charter](#)

[Student Review and Appeals Procedures](#)

[Staff Guidelines on Decision-Making in Student Cases](#)

[Review of Decision Form](#)

[Academic Transcripts](#)

[Application for Removal of Exclusion \(Disciplinary\) Noting from Transcript](#)

[Records Management Policy](#)

[Student Complaints Policy](#)

[Student Complaints Procedures](#)

[Student Misconduct Policy](#)

[Student Misconduct Procedures](#)

[Student Academic Misconduct Policy](#)

[Academic Misconduct Policy – Higher Degree Research Candidates](#)

[Institutional Framework for Promoting Academic Integrity Among Students](#)

[Assessment Policy](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Code of Conduct](#)

[Griffith University Privacy Plan](#)

[Role Statement Course Convenor](#)

[Role Statement Program Director](#)

[Queensland Ombudsman](#)

[\[Scope\]](#) [\[General Principles\]](#) [\[Reviewing and Appealing Decisions\]](#) [\[Definitions\]](#)

1. SCOPE

This policy and its processes as specified in the *Student Review and Appeals Procedures* apply to all students (non-award, undergraduate, postgraduate and research) of the University who request:

- a review or appeal of an academic decision (the exercise of academic judgement) of the University in relation to their studies

- a review or appeal of an administrative decision (the application of policy and process) of the University in relation to the student

regardless of the location of those studies and whether they are conducted on-campus or off-campus.

Students have the right to request a review of or appeal a decision, in accordance with this policy and the *Student Review and Appeals Procedures*. Such applications to the University are considered with courtesy, with due regard to confidentiality, and without fear of prejudicial treatment. All students are afforded procedural fairness as set out in this policy and the *Student Review and Appeals Procedures*, being a fair opportunity to present their case (including to respond to adverse material before the decision-maker) and the right to have a decision made by an unbiased decision-maker. However, students are also required to act responsibly and not seek reviews or lodge appeals for trivial or vexatious reasons. Students are expected to provide serious reasons and factual evidence in support of an appeal or request for review. The University will not set aside a decision simply because the student disagrees with it.

Requests to review or appeal a decision are to be resolved in a timely fashion.

This policy is supported by the *Student Review and Appeals Procedures*. *The Student Review and Appeals Policy* and *Student Review and Appeals Procedures* are complementary and should be considered in conjunction with each other.

2. GENERAL PRINCIPLES

As a general principle staff and students are mutually responsible for resolving problems through discussion and/or in writing quickly at the local level, limiting the number of people involved to a minimum, for the purpose of avoiding an escalation of the problem in scope and impact. To this end, the University provides online student application business systems for activities such as student assessment where high volume time-critical decisions are being made and reviewed.

In resolving problems, interactions amongst students and staff, including those mediated through online application business systems, are to be based on mutual respect, fairness and fulfilment of their obligations as specified in the Student Charter.

When a student requests a review of, or appeals, a University decision the student may also have a complaint about his or her treatment, quality of a service or conduct of staff or students. The review officer or appeal body may not be in a position to respond to the complaint when considering the review or appeal. In such instances, the student may make a complaint in accordance with the *Student Complaints Policy*, which will be considered separately from the review or appeal of the decision by the appropriate University officer, in accordance with the *Student Complaints Policy*.

3. REVIEWING AND APPEALING DECISIONS

3.1 Decisions that May be Reviewed and Appealed

University decisions which may be reviewed and/or appealed are set out in the tables below. A student may seek to review or appeal the decision where the student considers it was an unreasonable decision. There are a number of decisions for which the University does not afford the student an opportunity for appeal to the University Appeals Committee, these are set out in [Tables 2](#) and [3](#). In such cases the decision of the Relevant Senior Officer (as the review officer or the appeal body as the case may be) is final.

3.2 Decision-Makers

The following tables set out the relevant decision-maker, review officer and appeal body by decision type. [Tables 1](#) and [2](#) apply to academic decisions. [Table 3](#) applies to administrative decisions.

Where a person holding a position specified in [Tables 1](#), [2](#) and [3](#) below is unable to fulfil the role required for a particular matter (including because the person has an actual or perceived conflict of interest), the Academic Registrar shall appoint a suitably qualified person to act in the specified position for the purpose of considering that particular matter.

Table 1 Academic Decisions for Appeal to University Appeals Committee

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Academic Progress			
Academic Standing – Exclusion as provided for in the Academic Standing, Progression and Exclusion Policy	Program Director	Dean (Learning & Teaching)	University Appeals Committee
Restricting participation or completion of required professional practice as provided for in the Inability to Complete Required Components of Professional Qualification Policy	Program Director	Dean (Learning & Teaching)	University Appeals Committee
Unfit to Study and involuntary leave of absence imposed – Non-award, Undergraduate and Postgraduate students, as provided for in the Student Wellbeing and Safety Policy	Program Director	Dean (Learning & Teaching)	University Appeals Committee
Unfit to study and enrolment in the program is terminated – Non-award, Undergraduate and Postgraduate students, as provided for in the Student Wellbeing and Safety Policy	Program Director	Dean (Learning & Teaching)	University Appeals Committee
Unfit to Study and involuntary leave of absence imposed – HDR Candidature, as provided for in the Student Wellbeing and Safety Policy	Dean (Griffith Graduate Research School)	Senior Deputy Vice Chancellor	University Appeals Committee
Unfit to study and enrolment in the program is terminated – HDR Candidature, as provided for in the Student Wellbeing and Safety Policy	Dean (Griffith Graduate Research School)	Senior Deputy Vice Chancellor	University Appeals Committee
Assessment			
Penalty for academic misconduct for undergraduate and postgraduate coursework students as provided for in the Student Academic Misconduct Policy This does not include an educational response to a finding of academic misconduct, which is dealt with in Table 2 .	Course Convenor refers a Tier 2 concern of academic misconduct to Dean (Learning & Teaching)	Dean (Learning & Teaching)	University Appeals Committee
Honours Classification or the grade awarded for the dissertation as provided for in Bachelor Honours Degree (AQF Level 8) Policy	Honours Program Director	Dean (Learning & Teaching)	University Appeals Committee
Penalties for, and findings of, academic misconduct against Higher Degree Research Candidates as provided for in the Academic Misconduct Policy – Higher Degree Research Candidates	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	University Appeals Committee
Enrolment			
Termination of enrolment in a professional program due to restriction against the student undertaking professional practice as provided for in the Inability to Complete Required Components of Professional Qualification Policy	Program Director	Dean (Learning & Teaching)	University Appeals Committee

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Termination of Honours candidature	Honours Program Director	Dean (Learning & Teaching)	University Appeals Committee
Termination of HDR candidature	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	University Appeals Committee
Graduation			
Eligibility to graduate – Undergraduate and Postgraduate Coursework	Program Director	Dean (Learning & Teaching)	University Appeals Committee
Eligibility to graduate – HDR (including HDR thesis examination outcome)	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	University Appeals Committee

Table 2 Academic Decisions for Appeal to Relevant Senior Officer

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Academic Progress			
Academic Standing - Readmission after Exclusion as provided for in the Academic Standing, Progression and Exclusion Policy	Program Director	Dean (Learning & Teaching)	No appeal - The Dean (Learning & Teaching)'s decision is final.
HDR Candidature – review of progress including: <ul style="list-style-type: none"> ▪ candidature milestones and progress reports ▪ extension of candidature up to six months ▪ changes to candidature as provided for in the Schedule of Responsibilities and Authorisation for Research Training Matters 	Dean Research	Dean, Griffith Graduate Research School	Senior Deputy Vice Chancellors
HDR Candidature – review of progress including: <ul style="list-style-type: none"> ▪ transfer from Doctoral to Masters candidature ▪ Extension of candidature (over six months full-time equivalent), special leave of absence, concurrent program enrolment, remote candidature as provided for in the Schedule of Responsibilities and Authorisation for Research Training Matters 	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	No appeal - The Senior Deputy Vice Chancellor's decision is final.
Admission			
Rejection of application for admission to Bachelor (Honours) AQF Level 8 program (end-on and embedded)	Honours Program Director	Dean (Learning & Teaching)	No appeal - The Dean (Learning & Teaching)'s decision is final.
Rejection of application for admission to HDR programs including Masters Research	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	No appeal - The Senior Deputy Vice Chancellor's decision is final.

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Assessment			
Educational response to a finding of academic misconduct– undergraduate and post-graduate coursework students as provided for in the Student Academic Misconduct Policy	Course Convenor	Dean (Learning & Teaching)	No appeal - The Dean (Learning & Teaching)'s decision is final.
Grades as provided for in the Assessment Policy .	Course Convenor	Chair, School Assessment Board	Dean (Learning & Teaching)
Application for Deferred Mid- Trimester exams as provided for in the Assessment Policy .	Course Convenor	Chair, School Assessment Board	Dean (Learning & Teaching)
Application for Special Consideration as provided for in the Assessment Policy .	Course Convenor	Chair, School Assessment Board	Dean (Learning & Teaching)
Action taken in relation to inability to locate student assessment item as provided for in the Assessment Submission and Return Procedure .	Course Convenor	Chair, School Assessment Board	Dean (Learning & Teaching)
Credit for Prior Learning			
Award of specified or unspecified credit towards a course as provided for in the Credit and Recognition of Prior Learning Policy	Course Convenor	Program Director	Head of School
Granting advanced standing for a successfully completed prior qualification or approving credit for a successfully completed component of learning as meeting the requirements of the program as provided for in the Credit and Recognition of Prior Learning Policy	Manager, Academic Credit Transfer where the decision is based on an articulation arrangement or established credit precedent.	Program Director	Dean (Learning & Teaching)
Enrolment			
Any academic decision related to course enrolment as provided for in the Student Administration Policy	Course Convenor	Program Director	Dean (Learning & Teaching)

Table 3 Administrative Decisions for Appeal to Relevant Senior Officer

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Admission			
Postgraduate admission decision based on assessment of international student's application in relation to English Language requirements in accordance with Postgraduate Programs Admission Policy	Admissions Officer Griffith International	Associate Director, International Administration	Vice President (Global)

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Postgraduate admission decision based on assessment of domestic student's application in relation to English Language requirements in accordance with Postgraduate Programs Admission Policy	Admissions Officer Student Administration	Senior Manager, Domestic Admissions	Academic Registrar
Refusal of admission –postgraduate international students in accordance with Postgraduate Programs Admission Policy	Admissions Officer Griffith International	Program Director	Dean (Learning & Teaching)
Refusal of admission –postgraduate domestic students in accordance with Postgraduate Programs Admission Policy	Admissions Officer Student Administration	Program Director	Dean (Learning & Teaching)
Refusal of admission – undergraduate domestic student in accordance with Undergraduate Programs Admission Policy	Admissions Officer Student Administration	Senior Manager, Domestic Admissions	Academic Registrar
Refusal of admission – undergraduate international student in accordance with Undergraduate Programs Admission Policy	Admissions Officer Griffith International	Associate Director, International Administration	Vice President (Global)
Enrolment and Attendance			
Request to withdraw after the census date due to special circumstances in accordance with Student Administration Policy	Manager, Student Administration Centre	Director, Student Administration Review request must be initiated no later than four weeks from the notification of the outcome	No appeal - The Director, Student Administration's decision is final.
Request for Confirmation of Enrolment extension in accordance with the Overseas Student Extension of Study (CoE) Policy and Procedure	Griffith International Officer upon the request of the Vice President (Global)	Associate Director International Administration, Griffith International	No appeal - The Associate Director, International Administration's decision is final
Request for issue of a Letter of Release from Griffith University in accordance with the International Study Provider Transfer Request Policy and Procedure	Griffith International Officer upon the request of the Vice President (Global)	Associate Director International Administration, Griffith International	No appeal - The Associate Director, International Administration's decision is final
Request for issue of a Letter of Release from Griffith English Language Institute (GELI) in accordance with the International Student Provider Transfer Request Policy and Procedure	Griffith International Officer upon the request of the Vice President (Global)	Director, Griffith English Language Institute	No appeal - The Director, Griffith English Language Institute's decision is final
Request to review unsatisfactory attendance status of English language international student in accordance with GELI Attendance Policy	Griffith International Officer upon the request of the Vice President (Global)	Director, Griffith English Language Institute	No appeal - The Director, Griffith English Language Institute's decision is final
Request for refund of student contribution, remission of HECS HELP, FEE-HELP debt or re-crediting of Student Learning Entitlement in accordance with Student Administration Policy	Officer upon the request of the Director, Student Administration	Director, Student Administration Review is to be initiated no later than four weeks from the notification of the outcome.	Administrative Appeals Tribunal (AAT) Appeal within 28 days from the notification of the decision by the Director, Student Administration.

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Request for refund of tuition fees as part of request to withdraw after the census date due to special circumstances in accordance with Student Administration Policy	Manager, Student Administration Centre	Director, Student Administration Review request must be initiated no later than four weeks from the notification of the outcome	No appeal - The Director, Student Administration's decision is final.
Assessment of fee liability, fee refund or penalty for non-payment – Domestic Students	Officer upon the request of the Director, Student Administration	Senior Manager, Enrolment and Fees Student Administration	Director, Student Administration
Assessment of fee liability, fee refund or penalty for non-payment – International Students	Griffith International Officer upon the request of the Vice President (Global)	Associate Director International Administration, Griffith International	No appeal - The Associate Director, International Administration's decision is final.
Suspension of Federal Aid in accordance with the Satisfactory Academic Progress (SAP) for USA Direct Loan Program Requirements	Griffith International Officer upon the request of the Vice President (Global)	Associate Director, International Administration, Griffith International	Vice President (Global)
Withdrawal of accommodation, welfare and support in accordance with Under 18 International Student Policy and Procedures	Associate Director, International Administration. For English language students at GELI, Director, Griffith English Language Institute	Vice President (Global)	No appeal - The Vice President (Global)'s decision is final
*Breach of residential community standard in accordance with Resolution of Breaches of Residential Community Standards and other Grievances with the Griffith University Residential Colleges Policy	Residential Life Coordinator	Director Campus Life	No appeal - The Director Campus Life's decision is final.
¹ Allocation of residential college members to rooms in accordance with Resolution of Breaches of Residential Community Standards and other Grievances with the Griffith University Residential Colleges Policy	Residential Life Coordinator	Director Campus Life	No appeal - The Director Campus Life's decision is final.
Withdrawal of membership of the Griffith Honours College in accordance with the Griffith Honours College Policy	Manager, Griffith Honours College	Academic Registrar	No appeal - The Academic Registrar's decision is final
Termination of a scholarship in accordance with the Academic Excellence Scholarships Policy , Aboriginal and Torres Strait Islander Scholarships Policy , Equity Scholarships Policy and Sports Excellence Scholarship Policy	Scholarships Manager	Academic Registrar	No appeal - The Academic Registrar's decision is final

¹ Some decision types have different timeframes for submission of the review of a decision; please check the policy which directly relates to the decision type.

Decision Type	Step 1 Decision-Maker	Step 2 Review Officer <i>Use Review of Decision Form</i>	Step 3 Appeal Body <i>Use Review of Decision Form</i>
Termination of a scholarship (Griffith University & Commonwealth funded) in accordance with the Higher Degree Research Scholarship Policy	Dean Griffith Graduate Research School	Senior Deputy Vice Chancellor	No appeal - The Senior Deputy Vice Chancellor's decision is final
Termination of a scholarship (Group or Element funded) in accordance with the Higher Degree Research Policy	Dean (Research)	Dean Griffith Graduate Research School	No appeal - The Dean Griffith Graduate Research School's decision is final
Ineligible for the Aboriginal and Torres Strait Islander Tutorial Assistance Program (ATSTAP) in accordance with the Aboriginal and Torres Strait Islander Tutorial Assistance Program	Learning Assistance Officer GUMURRII SSU	Director, GUMURRII SSU	No appeal - The Director, GUMURRII SSU's decision is final.
Assessment			
Application for Alternate Examination Sitting of Central End of Trimester Exams	Senior Manager, Examinations & Timetabling	Dean (Learning & Teaching)	No appeal - The Dean (Learning & Teaching)'s decision is final.
Application for Deferred Central End of Trimester Exams as provided for in the Assessment Policy .	Senior Manager, Examinations & Timetabling	Dean (Learning & Teaching)	No appeal - The Dean (Learning & Teaching)'s decision is final.

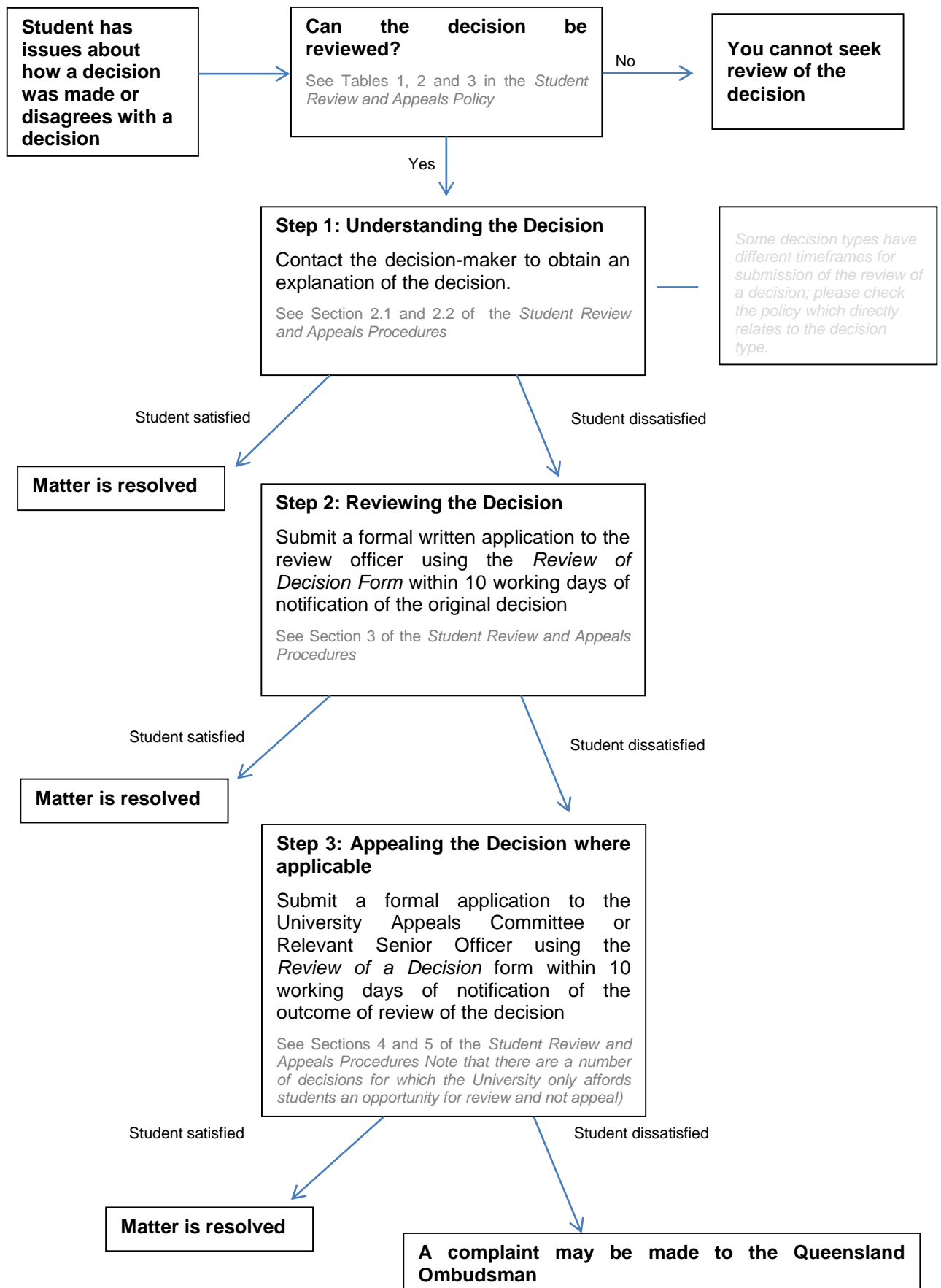
3.3 Process

The process of applying for a review and/or appeal of a decision is governed by the *Student Review and Appeals Procedures*. The process has two or three required steps depending on the particular decision:

- *Step 1 Understanding the Decision*
- *Step 2 Reviewing the Decision*
- *Step 3 Appealing the Decision* (for certain decisions only)

The process is illustrated as a flow chart in [Diagram 1](#) below, which is intended to be a useful guide for students on the process. However, students who have applied for a review and/or appeal of a decision must have reference to the *Student Review and Appeals Procedures*, which governs the process of applying for a review and/or appeal of a decision and time limits for seeking a review and/or appeal. A failure to comply with time limits may result in the request for review and/or appeal being deemed invalid.

DIAGRAM 1 – PROCESS FOR APPLYING FOR A REVIEW AND APPEAL OF DECISIONS



3.4 Onus of Proof

In applying for the review or appeal of a decision, the student bears the onus of proof and is responsible for establishing that the decision in the first instance was an unreasonable decision. The student is required to present their case in writing and provide the review officer or appeal body with all information relevant to the decision. The review officer or appeal body can only base their decision on the material before them.

It is the responsibility of the student to identify fully the grounds on which they believe the decision was an unreasonable decision and provide all relevant evidence from the beginning of the review or appeal process. New grounds for review or appeal or new evidence should not be introduced during the process unless:

- there has been a major change in circumstance since the student initiated the review or appeal;
- the new information or evidence was not reasonably available to the student at the time the review or appeal was initiated; and
- the new information or evidence has a material effect on the review or appeal.

Where new information or evidence relating to a matter is accepted the review officer or appeal body may refer the matter back to the decision-maker or person who undertook initial review of the matter.

3.5 Confidentiality

All documentation relating to student reviews and appeals will be kept confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role in the review or appeal process, or as required by law.

3.6 Student Enrolment

A student is entitled to continue their enrolment in their program of study, while the internal University review or appeal process is ongoing, with the exception of decisions related to:

- the student undertaking professional practice; and
- failure in a designated course.

In the case where a student's enrolment is suspended in the above cases and the review and appeals process find in favour of the student, the student's enrolment in their program of study is to be reinstated as soon as practicable.

While an internal University review or appeal process is ongoing a student is not entitled to enrol in courses or programs which are the subject of or consequential to the decision under review and require the decision be set aside. A student is also prohibited from making an application to Student Administration for withdrawal from a course with special circumstances while the internal review or appeal process is ongoing if this course is the subject of the decision under review or appeal. In those cases where the decision is set aside and a new decision made the actions arising from the new decision are to be implemented as soon as practicable.

3.7 Outcome of Review or Appeal

In making an application for the review or appeal of a University decision, the student may request that the decision-maker, review officer or appeal body:

- sets aside the decision and/or
- makes a new decision.

3.8 Finality of Review or Appeal Decision

Where the student remains dissatisfied with the outcome of a final decision under this policy the student may lodge a complaint with the Queensland Ombudsman.

The review and appeals process within the University should be exhausted before a complaint is lodged with the Ombudsman.

4. DEFINITIONS

Terms defined in the *Student Review and Appeals Procedure* have the same meaning when used in this policy.
