

Purpose

The Student Appeals Committee is a committee of the University Council and is the final avenue of appeal available to students within the University.

This section describes:

- the membership of the Student Appeals Committee
- the process for lodging and hearing appeals, and
- the notification of the Student Appeals Committee decisions to students, schools, divisions and Campus Central or UniSA transnational administration office, as applicable.

Relevant to

All enrolled students (see [General Definitions](#))

Cross-references

- [C-17: Student Grievances Resolution](#)
- [A-49: Postgraduate Coursework Degrees with a significant research component](#)
- [APPM Section 8: Final Grades and Notations](#)
- [APPM Section 9: Academic Integrity](#)
- [APPM Section 10: Academic Review](#)

11.1 Grounds for appeal

- 11.1.1 Students are entitled to lodge an appeal with the Student Appeals Committee providing the following conditions are met:
- a. the student is appealing a decision of a University committee in relation to one of the areas listed in clause 11.1.2 below, and
 - b. the appeal has not previously been heard by the Student Appeals Committee, and
 - c. all other avenues of appeal within the University have been exhausted.
- 11.1.2 The following decisions are eligible for consideration by the Student Appeals Committee:
- a. A decision of a formal inquiry committee constituted to consider academic misconduct in relation to:
 - (i) an examination (see [Section 6](#) of this Manual)
 - (ii) a placement (see [Section 4](#) of this Manual)
 - (iii) plagiarism and other forms of academic misconduct (see [Section 9](#) of this Manual).
 - b. A decision of a Pro Vice Chancellor regarding an appeal against a final grade, including a final honours grade (see [clause 8.7](#)), providing the student:
 - (i) has fulfilled all of the assessment requirements, including any attendance requirements, and
 - (ii) has exhausted all other avenues for resolving the appeal as set out in [clause 8.7.2](#), and
 - (iii) is appealing on the grounds that:

- a) assessment policies and procedures, as set out in this Manual, were not correctly adhered to, or
 - b) the Course Coordinator did not give due consideration to the student's requirements in the assessment process leading to the final grade, after they had been formally notified of the student's requirements in accordance with the University's provisions for students with disabilities.
- c) A decision of a division appeals committee to preclude a student following academic review, providing the appeal is based on the grounds that either:
- (i) the policy and/or procedures for academic review were not correctly observed (see [Section 10](#) of this Manual), or
 - (ii) evidence is now available that supports previous claims made by the student to support their appeal. The evidence must be from the time period leading up to the date on which the appeal was heard, and must not have been available at the time the decision was made.

11.2 Lodging an appeal

- 11.2.1 The student must lodge an appeal in writing on the standard form, with supporting documentation, to the Director: Student and Academic Services, within 20 working days from the date specified in the letter notifying the student of the decision against which the student is appealing. Lodgement of all appeals will be acknowledged in writing within two working days.
- 11.2.2 The Director: Student and Academic Services or nominee, will decide whether or not the appeal meets the relevant criteria and will notify the student in writing within five working days of the lodgement of the appeal that:
- a. the appeal has been denied, including the grounds for denial, or
 - b. the appeal has been forwarded to the Student Appeals Committee for consideration.
- 11.2.3 In considering the grounds for appeal, the Director: Student and Academic Services or nominee may refer the case back to the relevant staff member or committee, in order to negotiate a satisfactory outcome for the student. This will not be used to deny a student access to the Student Appeals Committee where they meet the criteria for an appeal, but rather as an effective way to resolve issues locally, before proceeding to appeal.
- 11.2.4 The Director: Student and Academic Services or nominee will report the outcome of their decision to the relevant division, Campus Central, UniSA International (where it relates to an international student) and the Student Appeals Committee.
- 11.2.5 The decision of the Director: Student and Academic Services or nominee regarding eligibility for appeal to the Student Appeals Committee will be final. No further avenues of appeal exist within the University.
- 11.2.6 Students may continue their program of study pending the outcome of an appeal, unless the University considers that to do so places the student at risk. In these cases, appropriate documentary evidence must be retained on the student's file in Campus Central or UniSA transnational administration office, as applicable.
- 11.2.7 Should the student's appeal be denied, their current enrolment will be amended accordingly.

11.3 Student Appeals Committee membership

- 11.3.1 The membership of the Student Appeals Committee is as follows:
- a. a community member of the University Council, appointed by Council, who will preside over the Committee hearings
 - b. three University academic staff members, nominated and appointed by Academic Board, and
 - c. one student representative nominated by UniLife or, in the case of transnational students, a representative of the UniSA partner institution.

11.4 Student Appeals Committee procedures

- 11.4.1 Student Appeals Committee hearings will be conducted in accordance with the principles of natural justice. A copy of the documentation that is provided to the committee must also be provided to the student who has lodged the appeal.
- 11.4.2 The quorum of the committee will be three, and must include the community member of University Council.
- 11.4.3 The committee will consider relevant reports and any further written submissions from:
- a. the student lodging the appeal
 - b. the relevant Head of School
 - c. the Chair or nominee of the committee which made the decision under appeal, where applicable, and
 - d. other staff or committees involved in making the decision under appeal. This includes the Academic Integrity Officer, where applicable.
- 11.4.4 The committee will invite the following people to attend the hearing:
- a. the student lodging the appeal. Where the student is unable to attend the hearing but wishes to participate, they may do so through teleconferencing.
 - b. the staff member responsible for the decision which is under appeal. This may be the:
 - (i) relevant Head of School
 - (ii) relevant Pro Vice Chancellor or nominee
 - (iii) Chair of the division appeals committee or nominee
 - (iv) Chair of the formal inquiry committee or nominee.
- 11.4.5 Any staff member may be accompanied by a member of the University community.
- 11.4.6 The student may be assisted or represented by:
- a. a representative of UniLife, or in the case of transnational students, a representative of the UniSA partner institution, or
 - b. any staff member or student of the University.
- 11.4.7 No party will be permitted to have legal representation at the appeals hearing.
- 11.4.8 The committee will provide for any special needs of the student, such as an interpreter, and will take account of the impact of the outcome on the student.
- 11.4.9 The committee, operating under the authority of University Council, may confirm, amend, vary or overturn a decision of a school or division.

- 11.4.10 A decision of the Student Appeals Committee is final and no further avenues of appeal exist within the University. For external avenues of appeal see clause 11.6.
- 11.4.11 The committee will submit an annual report to University Council providing information about the number of appeals received and decisions, together with any additional comment as appropriate.

11.5 Notification of decisions

- 11.5.1 The executive officer to the committee will notify the student by registered mail within five working days of the committee's decision, and the basis for that decision. Copies of all relevant correspondence will be forwarded to:
- a. the academic staff member concerned
 - b. the staff member responsible for the decision that is under appeal
 - c. the Academic Integrity Officer, where applicable
 - d. the Division Manager of the relevant division, and
- a. Campus Central or UniSA transnational administration office, as applicable, to be retained on the student's file, and to notify UniSA International, where appropriate.
- 11.5.2 The Director: Student and Academic Services will amend the grade in the University's student record system if appropriate, and will ensure that any notation is entered on the student record.

11.6 Further avenues of appeal

- 11.6.1 Students have the right to appeal a wide range of decisions made by the University through external avenues. These avenues include but are not limited to:
- a. the Office of the State Ombudsman
 - b. the Equal Opportunity Commission of South Australia
 - c. the Administrative Appeals Tribunal.
- Details of how to contact these and other external avenues of appeal can be found in University Policy [C-17: Student Grievances Resolution](#).
- 11.6.2 Where a student decides to pursue their appeal through an external body:
- a. their place in the program will be held, pending the outcome of this action. However, the student will not be permitted to enroll in further courses, or incur further fees
 - b. the student must advise Campus Central or UniSA partner administration office in writing that an appeal has been lodged with an external body (and name the external body) within 10 working days from the date specified in the decision letter
 - c. the student must advise Campus Central or UniSA partner administration office in writing of the outcome of the appeal within 10 working days from the date specified in the decision letter from the appeal body.
- 11.6.3 If the appeal is unsuccessful, the University will take the appropriate action, irrespective of whether the student chooses to pursue further avenues of external appeal. In the case of international students, this will mean their Confirmation of Enrolment will be cancelled which may result in automatic cancellation of their student visa.