Academic Appeals Procedure Flowchart

**RESOURCES**

Academic Appeals Policy
Academic Appeals Procedure
Governance, Legislation and Rules

**ACTIONS**

Student receives notification of an academic decision (an applicable decision)

- **ACTIONS**
  - Prepare written appeal and submit to DVC(S&R) within timeframe specified in the Academic Appeals Procedure
  - Appoint Chair of Academic Appeals Panel within 10 working days after receiving the notice of appeal
  - Review notice of appeal within 5 working days of being appointed
  - Appeal dismissed
  - Appellants may be given the opportunity to address the Panel if appropriate
  - Appellant's decision is affirmed
  - Applicable decision is affirmed and referred to a decision maker for reconsideration
  - Newly appointed decision maker
  - Applicable decision is set aside and a new decision is made
  - Student may complain to NSW Ombudsman
  - Academic Appeals Panel

- **RESPONSIBILITY**
  - Deputy Vice-Chancellor (Students and Registrar)
  - Chair of Academic Appeals Panel
  - Academic Appeals Panel

**ACADEMIC APPEALS**

Notifying the student, including a short statement of the reasons for the decision, within 5 working days

- **ACADEMIC APPEALS**
  - Appellants may be given the opportunity to address the Panel if appropriate

**DIVISION**

Academic Appeals Panel Terms of Reference

- **DIVISION**
  - Academic Appeals Panel
  - Governance, Legislation and Rules
  - Academic Appeals Panel

**REPORT & PROCEDURE**

- **REPORT & PROCEDURE**
  - Report to DVC(S&R)
  - Request appointment of a new decision maker to reconsider the applicable decision

- **OPTIONAL**
  - Student may complain to MQ Student Ombudsman

**CONNECTING DOCUMENTS**

Academic Appeals Procedure APPROVED: 1 November 2016

If you have difficulty accessing these documents, please contact the Policy Unit policy@mq.edu.au or 9850 4791.