Academic Appeals Procedure Flowchart

**RESOURCES**
- Academic Appeals Policy
- Academic Appeals Procedure

**ACCTIONS**

1. **Student receives notification of an academic decision (an applicable decision)**
   - **No**
   - **Yes**

2. **Prepare written appeal and submit to DVC(A) & R within timeframe specified in the Academic Appeals Procedure**

3. **External Complaint**
   - **Report**
   - **/Reconsider**

4. **Internal Complaint**
   - **Notification of Appeal**
   - **Review Notice of Appeal**
   - **Consider Appeal**
   - **Decision**

5. **Appoint Chair of Academic Appeals Panel within 10 working days after receiving the notice of appeal**

6. **Review notice of appeal within 5 working days of being appointed**
   - **Appeal dismissed**
   - **Appeal to be heard**

7. **Academic Appeals Panel to consider the Appeal within 20 working days**
   - **Academic Appeals Panel Terms of Reference**
   - **Correspondence templates**

8. **Notify the student, including a short statement of the reasons for the decision, within 5 working days**

9. **Report to DVC(A) & R and request appointment of a new decision maker to reconsider the applicable decision**

10. **Newly appointed decision maker**
    - **Applicable decision is affirmed**
    - **Applicable decision is set aside and a new decision is made**

11. **Student may complain to NSW Ombudsman**

12. **Optional**

**RESPONSIBILITY**

- **Deputy Vice-Chancellor (Academic) and Registrar**
- **Chair of Academic Appeals Panel**
- **Academic Appeals Panel Terms of Reference**
- **Correspondence templates**

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

Academic Appeals Procedure APPROVED: 1 November 2016 – Amended 7 Nov 2017