



Student Appeals Committee Procedure

Context and Purpose

This Procedure sets out the matters which can be appealed to the Student Appeals Committee and the process for lodging such appeals. The Student Appeals Committee is a committee of the University Council and is the final avenue of appeal available within the University.

Complaints regarding decisions for which the University has not specified a formal review or appeal mechanism may be dealt with under the [Student Complaints Resolution Policy and Procedure](#).

Responsibility

The Provost and Chief Academic Officer and Deputy Vice Chancellor: Research & Enterprise are jointly responsible for organisation-wide adherence to this Procedure.

Confidentiality

Refer to [M-1 Privacy Policy](#).

Procedure

A. Matters considered by the Student Appeals Committee

1. The Student Appeals Committee will consider eligible appeals from students relating to the following matters:
 - a. A decision of a Formal Inquiry Committee relating to academic misconduct of a coursework student (refer to Academic Integrity Procedure).
 - b. A decision of an Executive Dean relating to a final grade (refer to [Final Grades and Notations Procedure](#)).
 - c. A decision of the Preclusion Appeals Committee to preclude a student following academic review (refer to [Academic Review Procedure](#)).
 - d. A decision of a Formal Review of Academic Progress Panel relating to the suspension of a research degree student (refer to [Procedure AB-58 P3: Research Degrees Student Progression](#)).
 - e. A decision of the Research Degree Examinations and Quality Panel relating to a research degree student's thesis examination (refer to [Procedure AB-58 P6: Research Degrees Thesis Preparation and Examination](#)).
 - f. A decision of a Formal Inquiry Panel relating to research misconduct of a research degree student (refer to [Procedure AB-58 P7: Research Degrees Student Research Misconduct](#)).

- g. A decision of a Student Misconduct Committee established under [Statute 7](#).

B. Eligibility for appeal to the Student Appeals Committee

2. A student is entitled to lodge an appeal with the Student Appeals Committee if the following conditions are met:
- the student is appealing a decision referred to in section A; and
 - the student has exhausted all other relevant avenues for appeal within the University specific to the matters listed in section A; and
 - the appeal has not previously been heard by the Student Appeals Committee; and
 - the appeal meets one or more of the grounds for appeal set out in clause 3.¹

If the appeal relates to a final grade the student must also have completed all of the assessment requirements for the course, including any participation requirements.

3. Grounds for appeal to the Student Appeals Committee are:

For matters relating to a final grade

- The relevant policy and/or procedures were not correctly followed and this resulted in disadvantage to the student; and/or
- due consideration was not given to the student's requirements during assessment processes following notification of these requirements in accordance with the University's [Students with Disabilities Policy and Procedures](#).

For other matters

- The relevant policy and/or procedures were not correctly followed and this resulted in disadvantage to the student; and/or
- new information that supports the student's case for appeal has become available that was not available at the time the decision was made and which should be taken into consideration; and/or
- evidence of factual errors made can be provided, that affected the decision given to the student.

C. Process for lodging an appeal to the Student Appeals Committee

4. An appeal must be lodged, in writing, within 20 working days of the date of the communication notifying the student of the decision being appealed. The appeal must be lodged with the relevant responsible officer (refer to Table 1) and must set out the grounds for appeal.

¹ Note that this does not apply to Student Misconduct Committee matters.

Table 1. Process for lodging appeals to Student Appeals Committee

decision made by:	Responsible Officer to review eligibility:
Formal Inquiry Committee (coursework students)	Registrar and Director: Student and Academic Services
Executive Dean (final grades)	Registrar and Director: Student and Academic Services
Preclusion Appeals Committee	Registrar and Director: Student and Academic Services
Formal Review of Academic Progress Panel	Registrar and Director: Student and Academic Services
Research Degree Examination and Quality Panel	Lodge with Registrar and Director: Student and Academic Services for review by Deputy Vice Chancellor: Research and Enterprise
Formal Inquiry Panel (research degree students)	Dean of Graduate Studies
Student Misconduct Committee	Executive Officer, Student Misconduct Committee

5. The responsible officer (or delegate) will determine if the appeal meets the eligibility criteria specified in section B. In considering the grounds for appeal, the responsible officer (or delegate) may consult with the relevant decision maker (staff member, committee or panel chair) for consideration of possible alternative outcomes that would avoid the need for an appeal. However, this option will not be used to deny a student access to the Student Appeals Committee if their appeal is eligible.
6. The decision of the responsible officer (or delegate) regarding eligibility for appeal to the Student Appeals Committee is final. Ineligible appeals will not be forwarded to the Student Appeals Committee for consideration and the decision being appealed will be implemented (unless clause 13 below applies). No further avenues of appeal are available within the University.
7. The responsible officer (or delegate) must notify the student in writing, within 5 working days of the lodgement of the appeal, as to whether the appeal is eligible. This written notification must include information about any impact of the decision on the student's enrolment and, in the case of international students, any potential impact on their Confirmation of Enrolment and student visa. If the responsible officer determines the appeal is not eligible, the written notification must include detailed reasons for the outcome and advice about the option to make a complaint to a relevant external agency (see section E).

8. The responsible officer (or delegate) will report their decision regarding eligibility as follows:
 - a. For matters relating to coursework students, the relevant Academic Unit, UniSA Online, Campus Central, UniSA International (if applicable), and the Student Appeals Committee will be informed.
 - b. For matters relating to research degree students, the relevant panel chair and Dean of Research (or delegate) will be informed, and a copy of all correspondence provided to Student and Academic Services for inclusion on the student record.
9. Students may continue their program of study or research pending the outcome of an appeal, unless the University considers that this places the student, others or the University at risk. In such cases the student will be notified as to which of the University's processes for managing risk are relevant to their situation, and this may impact the student's enrolment.

D. Student Appeals Committee consideration and outcome

10. Matters forwarded to the Student Appeals Committee will be considered in accordance with the procedures set out in its [Terms of Reference](#).
11. If the student's appeal is denied, the decision being appealed will be implemented (unless clause 13 below applies). Written notification to the student about the outcome of the appeal must include information about any impact of the decision on the student's enrolment and, in the case of international students, any potential impact on their Confirmation of Enrolment and student visa. It must also include advice about the option to make a complaint to a relevant external agency (see section E).
12. International students who have been suspended or expelled for academic misconduct will be reported to the Australian Government immediately following the outcome from the Student Appeals Committee, and the Confirmation of Enrolment will be cancelled irrespective of whether the student intends to lodge an external complaint (see section E). This may affect their student visa.
13. International students who have been precluded from their coursework degree or who have been suspended due to making unsatisfactory academic progress in their research degree, and who wish to make an external complaint, must notify the University as per clauses 15 and 16 below that they have lodged an external complaint in order for their Confirmation of Enrolment to be maintained for the duration of the external complaint process.

E. Further avenues for complaint

14. Students have the right to lodge a complaint about decisions made by the Student Appeals Committee with a relevant external agency. The purpose of the external complaints process is generally to consider whether the University has followed its policies and procedures, rather than make a decision in place of the University. Contact details for relevant external agencies can be found on the [University's website](#).

15. International students who have been precluded from their coursework degree or who been suspended due to making unsatisfactory academic progress in their research degree are entitled to access and receive the outcome of one complaint lodged with an external agency before their preclusion or suspension will be reported to the Australian Government.
16. In cases where an external complaint is lodged, the University must be notified of this in writing by the student within 10 working days from the date the student was advised of the outcome of their appeal to the Student Appeals Committee. In such cases the student's place in the program will be held pending the outcome of the complaint. However, such students will not be permitted to enrol in further courses and any existing future enrolments will be cancelled. If the University is not notified within the specified timeframe, the student's Confirmation of Enrolment will be cancelled which may affect their student visa.

F. Institutional learning

17. Learnings from matters considered by the Student Appeals Committee will be documented and shared with relevant academic and professional units to ensure continuous improvement in the University's decision making processes.

Further Assistance:

[Student and Academic Services Policy Team](#)

[USASA Academic Advocacy Team](#)

Related Documentation:

Policy AB-58: [Research Degrees](#)

Policy C-17: [Student Complaints Resolution](#)

Procedure AB-58 P3: [Research Degrees Student Progression](#)

Procedure AB-58 P6: [Research Degrees Thesis Preparation and Examination](#)

Procedure AB-58 P7: [Research Degrees Student Research Misconduct](#)

[Assessment Policy and Procedures](#)

[Academic Integrity Policy and Procedure](#)

[Statute 7, Student Misconduct](#)

[Student Appeals Committee Terms of Reference](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

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History: This procedure was previously referenced as Chapter 11 in the Assessment Policies and Procedures Manual, and Procedure AB-58 P8: Research Degrees Appeals and Grievances.

This Procedure was amended by Academic Board on 23 June 2023.