

Purpose:

The Student Appeals Committee is the final avenue of appeal available to students within the [University](#), and is a committee of the [University](#) Council. This section describes the membership of the Student Appeals Committee, the cases it will hear, and the process for notifying decisions.

Relevant to:

All University of South Australia students, providing they are appealing against one of the areas listed in clause 11.1.1, and their appeal has not already been heard by the Student Appeals Committee, and they have exhausted other avenues of appeal.

Cross-references:

- [C – 17: Policy and procedures for the resolution of student grievances](#)
- [A - 49: Postgraduate coursework programs with a significant research component](#)
- [RES - 10: Higher degrees by research](#)
- [Academic regulations for Higher Degrees by Research](#)
- [Academic regulations for the research degree of Doctor of \(Discipline\)](#)
- [Academic regulations for the Degree of Doctor of Philosophy \(by Portfolio of Publications\)](#)
- [Section 4: Practicum, Field and Clinical Placements](#)
- [Section 5: Re-marking and Re-submission](#)
- [Section 6: Examination Procedures](#)
- [Section 7: Secondary Assessments](#)
- [Section 8: Final Grades and Notations](#)
- [Section 9: Academic Integrity](#)
- [Section 10: Academic Review](#)

11.1 Grounds for appeal

- 11.1.1 The following [assessment](#) decisions are eligible for consideration by the Student Appeals Committee:
- a) Decisions of the formal inquiry committee constituted under clause 9.6 to consider academic misconduct in a placement, [examination](#) or other forms of academic misconduct, including plagiarism (Sections [4: Practicum, Field and Clinical Placements](#), [6: Examination Procedures](#) and [9: Academic Integrity](#)).
 - b) Decision of the Pro Vice Chancellor regarding the appeal of a final grade (see clause 8.7), including a final honours grade, providing the student has:
 - a. fulfilled all of the [assessment](#) requirements, including where applicable any attendance requirements;
 - b. exhausted all of the avenues for resolving the appeal specified in [clause 8.7.2](#); and
 - c. is appealing on the grounds that:
 - i. [assessment](#) requirements specified in accordance with [University assessment](#) procedures were not adhered to; or
 - ii. that, having been formally notified of the student's requirements in terms of the [University's](#) provisions for students with disabilities, the [Course](#)

[Coordinator](#) has not given due consideration to these circumstances in the [assessment](#) process leading to the final grade.

- c) Decision of the division appeals committee to preclude a student following academic review (see [Section 10: Academic Review](#)), providing the appeal is based on the grounds that either:
 - a. Evidence is now available that supports previous claims made by the student in defence of their case. The evidence must be from the time period leading up to the date the case was heard by the division appeals committee, and must not have been available at the time the decision was made; or
 - b. The policy and/or procedures for academic review ([Section 10: Academic Review](#)) were not correctly observed.
- 11.1.2 The following [assessment](#) decisions are not eligible for consideration by the Student Appeals Committee but may be pursued as an appeal against a final grade (see [Section 8: Final Grades and Notations](#)):
- a) decisions regarding eligibility for a re-mark or re-submission made by the Head of School or Director: Regional Engagement or the mark received following a re-mark or re-submission (see [Section 5: Re-marking and Re-submission](#));
 - b) failure to award a [supplementary](#) or [deferred assessment](#), or make adjustment for a [special consideration](#) (see [Section 7: Secondary Assessments](#)); and
 - c) failure to award a conceded or terminating pass, or conversion of an interim notation 'incomplete' to a fail grade (see [Section 8: Final Grades and Notations](#)).
- 11.1.3 Students cannot appeal a determination regarding the eligibility of their appeal to be heard by the Student Appeals Committee. Where an appeal about academic review, academic misconduct, or a final grade is based on grounds other than those specified in clause 11.1.1, no further internal avenues of appeal remain.

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 ten working days of the notification of the decision against which the student is appealing. All appeals will be acknowledged in writing within two working days.
- 11.2.2 Where appropriate, the Director: Student and Academic Services or nominee may refer the case back to the previous person 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.
- 11.2.3 The Director: Student and Academic Services, or nominee, will determine whether or not the appeal meets the relevant criteria for appeal specified in clause 11.1.1 and notify the student in writing within five working days:
- a) that the appeal has been disallowed, and the grounds for denial; or
 - b) that the appeal has been forwarded to the Student Appeals Committee for consideration.
- 11.2.4 The Director: Student and Academic Services, or nominee, will also report their decision to the relevant division and the Student Appeals Committee.
- 11.2.5 The determination of the Director: Student and Academic Services, or nominee, regarding eligibility for appeal to the Student Appeals Committee will be final. If denied, no further avenues of appeal will be available within the [University](#).

- 11.2.6 Students may continue their program of study pending the outcome of an appeal, unless the University is of the view that to do so places the student at risk. (Where this occurs, appropriate documentary evidence is to be maintained on the student's file.) Should their appeal be denied, their course enrolment may be deleted or amended, depending on the outcome determined and whether or not prerequisite rules apply.

11.3 Committee membership

- 11.3.1 The Student Appeals Committee is a committee of the [University](#) Council consisting of five members:
- 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 nominated by [UniLife](#) (or, in the case of transnational students, a representative of the UniSA partner institution).

The quorum of the committee will be three, including the community member of Council.

11.4 Committee procedures

- 11.4.1 The committee will determine its own procedures for the conduct of hearings in accordance with the principles of [natural justice](#), including providing the student who is the subject of the appeal with a copy of all the documentation provided to committee members.
- 11.4.2 The committee will consider relevant reports and any further written submissions from:
- a) the student lodging the appeal (the appellant);
 - b) the relevant Head of School or Director: Regional Engagement;
 - c) the Chair or nominee of the committee that made the decision being appealed (where applicable); and
 - d) other staff or committees involved in the decision to be appealed, including the Academic Integrity Officer, where applicable.
- 11.4.3 The committee will invite the following people to attend the hearing:
- a) the appellant
 - b) the staff member responsible for the decision that is being appealed, which may be:
 - i. the relevant Head of School or Director: Regional Engagement; or
 - ii. the relevant Pro Vice Chancellor or nominee; or
 - iii. Chair of the division appeal committee or nominee; or
 - iv. Chair of the formal inquiry committee or nominee.
- Where the appellant is unable to attend the hearing, but wishes to participate, they may do so through teleconferencing.
- 11.4.4 Each staff member may be accompanied by a member of the [University](#) community. The student may be assisted or represented by [UniLife](#) or nominee (or, in the case of transnational students, a representative of the UniSA partner institution), or any staff member or student of the [University](#). None of the parties will be permitted to have legal representation at the appeals hearing.
- 11.4.5 The committee will provide for the special needs of appellants, such as an interpreter, and will take account of the impact of the outcome.

- 11.4.6 This committee, for the purpose of performing its functions, operates within the authority of the [University](#) Council and may confirm, amend, vary or overturn a determination of a school or division arising out of the process of inquiry of a student's progress in a course and related appeals, as listed in this section.
- 11.4.7 A decision of the Student Appeals Committee is final within the [University](#), and no further internal avenues of appeal exist. For external avenues of appeal see clause 11.6.
- 11.4.8 The presiding officer will submit an annual report to [University](#) Council providing information about the number of appeals received and determinations of the committee together with any additional comment which may be relevant.

11.5 Notification of decisions

- 11.5.1 The executive officer to the committee will notify the appellant of the committee's decision, and the basis for that decision, by registered mail. Copies of relevant correspondence will be forwarded to:
- a) the academic staff member concerned;
 - b) the Academic Integrity Officer, where applicable;
 - c) the staff member responsible for the decision that is being appealed, which may be:
 - i. the relevant Head of School or Director: Regional Engagement; or
 - ii. the relevant Pro Vice Chancellor or nominee; or
 - iii. the chair of the division appeal committee or nominee; or
 - iv. the chair of the formal inquiry committee or nominee; or
 - d) the Division Manager of the relevant division.

The Director: Student and Academic Services will amend the grade in the [University's](#) student records system if appropriate and ensure any notation required is entered on the student record.

11.6 Further avenues of appeal

- 11.6.1 Students have the right to appeal through external avenues in regard to a wide range of decisions made by the [University](#). These avenues include but are not limited to:
- a) the Office of the State Ombudsman;
 - b) the Equal Opportunity Commission of South Australia; and
 - c) the Administrative Appeals Tribunal.
- Details of how to contact these and other external avenues can be found in the [University](#) policy: [Policy and procedures for the resolution of student grievances](#).
- 11.6.2 Where an appeal against a decision to preclude following academic review, under clause 11.1.1 c), is lodged with an external body outlined in clause 11.6.1 above, a student's place in the program will be maintained pending the outcome of the external appeal. However, the student will not be permitted to enrol in any courses or incur any further fees.

Student resources:

[Appeal to Student Appeals Committee against Review of Final Grade \(form\)](#)

[Appeal to Student Appeals Committee against Academic Misconduct \(form\)](#)

[Appeal to Student Appeals Committee against Preclusion \(form\)](#)