

# Student Appeal Type and Responsibilities Schedule



## 1 Purpose

To establish:

- The University's classifications for Appeals by Students (known as the Appeal Type);
- The committee structure for Appeals; and
- The responsibilities for the management of each Appeal Type.

## 2 Scope

This schedule must be read in conjunction with the Student Complaint and Appeal Policy and is subordinate to it.

## 3 Schedule

Appeal Type	Description	Procedure	Committee	Contact Officer(s)
Academic Appeal	Appeals by Students, or their Authorised Representative, in relation to academic matters where the relevant policy or procedure provides for recourse to the Academic Appeals Committee	Academic Appeal Procedure	Academic Appeals Committee	Pro Vice-Chancellor (Students)
Non-Academic Appeal	Appeals by Students, or their Authorised Representative, in relation to non-academic matters where the relevant policy or procedure provides for recourse to the Non-Academic Appeals Committee	Non-Academic Appeal Procedure	Non-Academic Appeals Committee	Pro Vice-Chancellor (Students)
University Appeal	Appeals by Students, or their Authorised Representative, in relation to Decisions by either the Academic or Non-Academic Appeals Committee or any other	University Appeal Procedure	University Appeals Panel	Vice-Chancellor

appeals committee established by the University which provides for recourse to the University Appeals Panel			
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## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Vice-Chancellor
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Academic)
<b>Policy Type</b>	Governance Policy
<b>Policy Suite</b>	Student Complaint and Appeal Policy
<b>Approved Date</b>	23/2/2015
<b>Effective Date</b>	20/7/2015
<b>Review Date</b>	20/7/2018
<b>Relevant Legislation</b>	<a href="#">Education Services for Overseas Students Act 2000</a> <a href="#">Higher Education Support Act 2003</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a> <a href="#">University of Southern Queensland Act 1998</a>
<b>Related Policies</b>	<a href="#">Employee Equity and Diversity Policy</a> <a href="#">Harassment and Discrimination Complaint Resolution for Students Policy and Procedure</a> <a href="#">Public Interest Disclosure Policy</a> <a href="#">Records and Information Management Policy</a> <a href="#">Refund of Student Fees Policy and Procedure</a> <a href="#">Research Code of Conduct Policy</a> <a href="#">Student Academic Integrity Policy</a>

	<a href="#">Student Code of Conduct Policy</a> <a href="#">Students with a Disability Policy and Procedure</a> <a href="#">Under 18 International Students Policy</a>
<b>Related Procedures</b>	<a href="#">Academic Appeal Procedure</a> <a href="#">Children on Campus Procedure</a> <a href="#">Credit and Exemption Procedure</a> <a href="#">Disciplinary Action for Misconduct or Serious Misconduct Procedure</a> <a href="#">Enrolment Procedure</a> <a href="#">Higher Degree by Research Student Progress Procedure</a> <a href="#">Higher Degree by Research Thesis Examination Procedure</a> <a href="#">Non-Academic Appeal Procedure</a> <a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a> <a href="#">Student Academic Misconduct Procedure</a> <a href="#">Student Academic Progress Procedure</a> <a href="#">Student Complaint Management Procedure</a> <a href="#">Student General Misconduct Procedure</a> <a href="#">Transfer Between Providers Procedure</a> <a href="#">University Appeal Procedure</a>
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Academic Appeal</a></p> <p>A formal, written request made by a Student to the Academic Appeals Committee to have a Decision, in relation to an academic matter, overturned.</p>

## [Appeal](#)

A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.

## [Appeal Type](#)

The classification of an Appeal in accordance with the Appeal Type and Responsibilities Schedule\* \*The Appeal Type and Responsibilities Schedule is subordinate to the Student Complaint and Appeal Policy

## [Authorised Representative](#)

A representative who has been authorised to represent or act on behalf of a Student and acknowledged as such by the University in writing and in compliance with relevant University policy.

## [Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

## [Pro Vice-Chancellor \(Students\)](#)

The person bearing that title including a person acting in that position.

## [Non-Academic Appeal](#)

A formal, written request made by a Student to a higher authority to have a Decision, in relation to a non-academic matter, overturned.

## [Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

## [University Appeal](#)

A formal, written request made by a Student or other eligible appellant who has recourse through the Academic Appeal Procedure and Non-Academic Appeal Procedure to the University Appeals Panel, to appeal a Decision made by any University committee which provides for recourse to the University Appeals Panel.

	<b>Definitions that relate to this schedule only</b>
<b>Keywords</b>	
<b>Record No</b>	15/266PL