Student Review and Appeals

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# Purpose

This Procedure supports the *Student Review and Appeals Policy* and provides the mechanism for a student to request a Review and/or Appeal of a decision of the University.

# Scope

This Procedure applies to all students of the University in all career levels, modes of study and locations, physical or digital, participating in activities organised by or under the auspices of the University.

It applies when students request, on specified grounds, a Review of the way:

* an academic decision (the exercise of Academic Judgement) of the University was made in relation to their studies or
* an administrative decision (the application of policy and process) of the University in relation to the student.

Some specified processes of the University also provide an opportunity for a student to Appeal if relevant grounds are met. An Appeal differs from a Review in that an Appeal has the ability to reconsider the matter on its merits and come to a different conclusion than the original Decision-maker. Typically, Appeals are available only for processes that carry potentially serious consequences and penalties for students.

For the purpose of this procedure, the term “student” includes:

* all enrolled students and Higher Degree Research (HDR) candidates at the University
* students with Active Enrolment Status, including those who are not ‘carrying load’ and students on approved leave, including leave of absence, deferment or between enrolment periods and
* those persons seeking a Review or Appeal (within the required timeframe) of a decision type specified in section 3.6 (Schedule of Decision-makers, Review Officers and Appeal Bodies).

This policy also applies to:

* applicants for admission to the University
* a graduate of the University where the University has made a decision to revoke an award or prevent future enrolments by a person due to misconduct uncovered after graduation.

# Procedure

To formally apply for a Review of a decision or to Appeal a decision by the University, a student’s application must:

* be submitted using the Review of Decision [form](https://www.griffith.edu.au/students/student-review-appeal/review-and-appeal-intro) and
* be made within 10 working days of the decision and
* comply with the *Student Review and Appeals Policy* and this procedure.

If the application is not submitted in accordance with these requirements, the application may be deemed invalid. The Review Officer or Appeal Body will advise, within 10 working days, that the application is invalid and which of the above requirements the application failed to meet.

The application will not be further considered unless the Review Officer or the Appeal Body waives non-compliance in their absolute discretion.

## Process steps for students

### Understanding the decision (Pre-Review)

1. The student informally contacts the Decision-maker in person or in writing to obtain an explanation of the decision and any additional information about the decision, check any details and correct any misunderstandings. The outcomes may include:
2. the Decision-maker sets aside the decision
3. the Decision-maker affirms the decision
4. The student, with a better understanding of the grounds upon which the decision was made, either:
5. does not seek a Review of the decision
6. submits a formal application to Review or Appeal the decision.

### Reviewing the decision (Review)

1. The student submits a formal application to the Review Officer who has not been involved in making the decision. The Review Officer is set out in the Schedule of Decision-Makers, Review Officers and Appeal Bodies.
2. In applying for a Review of a decision to a Review Officer, the student must specify the grounds using the Review of Decision form and attach copies of all documents relevant to the decision.
3. The outcomes of a Review may include:
4. the Review Officer Upholds the original decision
5. the Review Officer deems the application to be invalid, leaving the original decision unchanged
6. the Review Officer sets aside the original decision on grounds specified in the *Student Review and Appeals Policy* and refers it back to the original Decision-maker for new consideration.
7. The student, following notification of the Review decision, may:
8. with a better understanding of the grounds upon which the decision was made, accept the Review decision
9. submit a new Review of Decision form selecting the Appeal option (for decisions where an Appeal to an Appeal Body is available)
10. if no Appeal within the University is available, the student may lodge a complaint with an agency external to the University (where relevant and available).

### Appealing the decision (Appeal)

1. The student submits a formal application for Appeal if they believe they meet the grounds specified in the *Student Review and Appeals Policy*. The appropriate internal Appeal Body is set out in the Schedule of Decision-makers, Review Officers and Appeal Bodies.
2. To apply for an Appeal of a decision to an Appeal Body under the *Student Review and Appeals Policy*, a student must complete a new Review of Decision form, choosing the Appeal option.
3. The student should provide copies of all relevant documentation, including documentation from earlier steps. A student must attach all correspondence from the Review Officer, including the letter advising the student of the outcome of the Review process.
4. The outcomes of an Appeal may include:
5. the Appeal Body deems the application to be invalid
6. the Appeal Body sets aside, substitutes or varies the decision and/or penalty
7. the Appeal Body affirms the decision.
8. The student, following notification of the Appeal decision, may:
9. accept the Appeal decision as they now have a better understanding of the grounds upon which the decision was made
10. in some circumstances, have external appeal avenues to bodies outside the University.

If this is the case, students will be notified of the relevant external appeal body at the time the appeal outcome is delivered. External appeals do not constitute part of the University’s process, and students should seek direction from the relevant body about the process for making an appeal to them.

### Honesty in application

A student who provides false or misleading information will have their application to Review or Appeal the decision deemed invalid and may be dealt with in accordance with the University’s *Student Conduct, Safety and Wellbeing Policy*.

## Timeframes

The normal timeframe for Review and/or Appeal of a decision is outlined in the following table.

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| --- | --- | --- | --- |
| TIMEFRAME | Within 10 working days of the decision | Within 10 working days of lodgement of the Review of Decision Form | Within 20 working days of lodgement of the Review of Decision Form |
| REVIEW | The student lodges a Review of Decision form, selecting the Review option. Students receive an acknowledgement email on submission of the form and a case reference number. | The Review Officer acknowledges receipt of the form and advises on the timeframe for reviewing the decision. The Review Officer commences a Review of all relevant material provided.  | The Review Officer provides written advice to the student on the outcome of the Review, with reasons. If the decision is upheld, the Review Officer advises the student of any rights to Appeal the decision, including external avenues of appeal and the timeframe for the Appeal process. If the decision is Set Aside, the original Decision-maker provides written advice to the student on the outcome of new consideration of the decision, with reasons, within 10 working days.  |
| APPEAL | The student must lodge a new Review of Decision form selecting the Appeal option.  | The Appeal Body acknowledges receipt of the Form and the timeframe for the Appeal process. The Appeal Body commences a Review of all relevant material provided. | The Appeal Body provides written advice to the student on the outcome of the Appeal, with reasons.  The Appeal Body advises the student of their rights to make a complaint about the decision to external appeal bodies if relevant.  |

## Consideration of Reviews and Appeals

### Consideration of Review

If new material is presented to a Review Officer, and the decision is made to Set Aside the decision and refer it back to the original Decision-maker, the new material should be forwarded to the original Decision-maker for their use.

### Consideration of Appeal

1. On considering the student’s Appeal, the Relevant Senior Officer or Chair of the University Appeals Committee may:
2. evaluate the Appeal application and make a preliminary assessment as to whether there is sufficient information to make a decision
3. request further information from the student or staff member or the Deputy Registrar in relation to the application of policies and procedures of the University
4. request to interview the student
5. decide to refer the Appeal to a relevant staff member to inquire into the matter and make a recommendation to the Relevant Senior Officer or Chair of the University Appeals Committee.
6. If the student's Appeal is referred for a decision in a meeting of the University Appeals Committee, the Committee may take the following actions in addition to the range of actions available under the Student Review and Appeals Policy:
7. find that the Appeal presented by the student constitutes sufficient justification to require the original Decision-maker to take certain actions in order to reconsider the original decision and report back to the Committee
8. request further information from the student, the Dean (Learning and Teaching), Dean (Research), Deputy Registrar or other relevant Officer of the University
9. if the Appeal is held over to a future meeting of the Committee, the student must first be given access or an opportunity to inspect all further documents before the Committee and a reasonable opportunity to provide any written response.

### Response to student

Once a decision has been made, the Relevant Senior Officer or Chair of the University Appeals Committee will notify the student of the outcome of the consideration of the Review or Appeal with reasons in writing. This correspondence is provided to the student, the Review Officer and/or the original Decision-maker as relevant.

## Student support

1. Students may seek assistance and advice from the student representative organisations (the Griffith University Student Representative Council, the Gold Coast Student Guild and the Griffith University Postgraduate Students Association), GUMURRII Student Support, Student Connect Centres, Student Services, HDR Advocates and Griffith International.
2. Students may be accompanied by a support person when they are requested to attend meetings with a Decision-maker, Review Officer or an Appeal Body. The student must notify the Decision-maker, Review Officer or an Appeal Body in writing of their intention to have a support person in attendance. The support person must not act as a legal representative. The role of the support person is to bear witness to the meeting and what is discussed and act as a supportive presence for the student.
3. In extenuating circumstances, the support person may assist the student in the presentation of their case. This must be permitted in writing by the Decision-maker, Review Officer or Appeal Body prior to the meeting, outlining the extenuating circumstances.

## Multiple Reviews/Appeals

1. As a general principle, where a student is requesting a Review and/or Appeal of more than one decision at a time, the matters are conducted separately.
2. If there is any uncertainty or dispute about how multiple Reviews/Appeals are to be conducted, including whether they be conducted simultaneously or consecutively (and if so, in which order), the matter shall be referred to the Deputy Registrar for advice.

## Schedule of Decision-makers, Review Officers, and Appeal Bodies

NB: Where a person holding a position specified in the Schedule is unable to fulfil the role required for a particular matter (including because the person has an actual or perceived conflict of interest), the Deputy Registrar appoints a suitably qualified person to act in the specified position for the purpose of considering that particular matter.

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| Review only: Academic decisions |
| decision type | decision-maker | Review Officer |
| ADMISSION |
| Rejection of application for admission to Bachelor (Honours) AQF Level 8 program (end-on and embedded) as per the Admissions Policy | Honours Program Director  | Dean (Learning and Teaching)   |
| Rejection of application for admission to HDR programs as per the HDR Academic Decisions Schedule  | Dean (Research)Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research) |
| Academic progress: Readmission after Exclusion as per the Academic Progress Procedure   | Program Director    | Dean (Learning and Teaching)    |
| Assessment and Academic Misconduct (Educational Response) |
| Educational response to a finding of academic misconduct: Coursework students as per the Student Breaches of Academic Integrity Procedure | Course Convenor   | Dean (Learning and Teaching)   |
| Educational response to a finding of academic misconduct: HDR candidates– as per the Student Breaches of Academic Integrity Procedure  | Dean (Research) | Dean Griffith Graduate Research School |
| decision type | decision-maker | review officer |
| Application for deferred central end of trimester exams as per the Assessment Procedure for Students   | Senior Manager, Examinations and Timetabling  | Dean (Learning and Teaching)  |
| Application for Alternate Examination Sitting of Central End of Trimester Exams as per the Assessment Procedure for Students     | Senior Manager, Examinations and Timetabling | Dean (Learning and Teaching)  |
| Any academic decision made by the Dean Griffith Graduate Research School related to HDR candidature and progress review as per the HDR Academic Decisions Schedule  | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)  |
| Credit |
| Award of specified or unspecified credit towards a course as per the Credit and Recognition of Prior Learning Policy   |  Program Director    | Dean (Learning and Teaching)     |
| Review only: Administrative decisions |
| decision type | decision-maker | review officer |
| accommodation |
| Withdrawal of accommodation, welfare and support as per the International Students Under the Age of 18 Policy and Procedure | Deputy Director, Griffith International  | Vice President (Global)  |
| Withdrawal of accommodation, welfare and support for English language students at GELI as per the International Students Under the Age of 18 Policy and Procedure | Director, Griffith English Language Institute   | Vice President (Global)  |
| decision type | decision-maker | review officer |
| Breach of residential community standard as per the Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Residential Colleges Policy | Manager, Griffith Accommodation   | Associate Director (Campus Services)  |
| Allocation of residential college members to rooms as per Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Residential Colleges Policy | Manager Griffith Accommodation   | Associate Director (Campus Services)  |
| conduct |
| Student misconduct in Professional Placement or WIL (excluding cases of sexual harm and other serious misconduct): Non-award, Undergraduate and Postgraduate students as per the Student General Conduct Procedure | Dean (Learning and Teaching) | DVC (Education) |
| Student misconduct in Professional Placement or WIL (excluding cases of sexual harm and other serious misconduct): HDR Candidates, as per the Student General Conduct Procedure | Dean (Research) | Dean Griffith Graduate Research School  |
| Student misconduct in Residential Colleges (excluding cases of sexual harm and other serious misconduct) as per the Student General Conduct Procedure | Director, Campus Life | DVC (Education) |
| All other student misconduct (excluding cases of sexual harm and other serious misconduct) as per the Student General Conduct Procedure | Deputy Registrar | DVC (Education) |
| decision type | decision-maker | review officer |
| ENROLMENT AND ATTENDANCE |
| Request to withdraw after the census date due to special circumstances as per the Enrolment Procedure   | Manager, Student Connect  | Registrar    |
| Request for Confirmation of Enrolment extension as per the Overseas Student Extension of Study (CoE) Policy and Procedure  | Griffith International Officer | Deputy Director, Griffith International     |
| Request for issue of a Letter of Release from Griffith University as per the International Study Provider Transfer Request Policy and Procedure   | Griffith International Officer | Deputy Director, Griffith International     |
| Request for issue of a Letter of Release from Griffith English Language Institute (GELI) as per the International Study Provider Transfer Request Policy and Procedure | Griffith International Officer | Director, Griffith English Language Institute   |
| Request to Review unsatisfactory attendance status of English language international student as per Griffith English Language Institute (GELI): How attendance is monitored  | Griffith International Officer | Director, Griffith English Language Institute   |
| FEES |
| Request for refund of tuition fees as part of request to withdraw after census date due to special circumstances as per the Enrolment Procedure | Manager, Student Connect   | Deputy Director, Student Connect   |
| Request for refund of student contribution, remission of HECS HELP, FEE-HELP debt or re-crediting of Student Learning Entitlement  | Fees Officer, upon the request of the Director, Student Business Services    | Director, Student Business Services |
| decision type | decision-maker | review officer |
| Assessment of fee liability, fee refund or penalty for non-payment: International Students International Students as per the Fees and Charges Procedure | Griffith International Officer  | Deputy Director, Griffith International   |
| SCHOLARSHIPS |
| Termination of a scholarship awarded to an Undergraduate or Postgraduate domestic coursework student    | Scholarships Manager   | Registrar |
| Termination of a scholarship awarded to an international Undergraduate or Postgraduate coursework student   | Manager, International Finance | Deputy Director, Griffith International   |
| Termination of an HDR scholarship (Griffith University and Commonwealth funded) as per the HDR Academic Decisions Schedule  | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)   |
| Termination of an HDR scholarship (Group or Element funded) as per the as per the HDR Academic Decisions Schedule  | Dean (Research)  | Dean Griffith Graduate Research School  |
| Withdrawal of membership of the Griffith Honours College as per the Griffith Honours College Membership Local Protocol  | Manager, Griffith Honours College   | Director, Student Success   |

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| Review and Appeal: Academic decisions |
| Decision Type   | Decision-maker   | Review Officer   |  Appeal Body   |
| Credit |
| Granting advanced standing for a successfully completed prior qualification or approving credit for a successfully completed component of learning as per the Credit and Recognition of Prior Learning Policy   | Senior Manager, Domestic Admissions where based on an articulation arrangement or established credit precedent | Program Director   | Dean (Learning and Teaching)   |
| Assessment and Academic Misconduct (Penalty response) |
| Penalty for more serious academic misconduct: Undergraduate and Postgraduate coursework Students | Dean (Learning and Teaching)   | Deputy Vice Chancellor (Education) | University Appeals Committee |
| Penalty for more serious academic misconduct: HDR Candidates | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)  | University Appeals Committee |
| Revocation of award for academic misconduct: Graduates  | Deputy Vice Chancellor (Education) | Provost | University Appeals Committee |
| Error in the calculation of a final course grade as per the Assessment Procedure | Course Convenor   | Chair, School Assessment Board   | Dean (Learning and Teaching)  |
| Honours Classification or the grade awarded for the dissertation as per the Dissertation Management Procedure    | Honours Program Director   | Dean (Learning and Teaching)  | University Appeals Committee |

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| decision type | decision-maker | review officer | Appeal Body   |
| Application for Deferred Assessment or Assignment Extension as per the Assessment Procedure  | Course Convenor   | Chair, School Assessment Board   | Dean (Learning and Teaching)  |
| Application for Special Consideration as per the[Assessment Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Assessment%20Procedure%20for%20Students.pdf)    | Course Convenor   | Chair, School Assessment Board   | Dean (Learning and Teaching)  |
| Action taken in relation to the inability to locate student assessment item as per the Assessment Procedure | Course Convenor   | Chair, School Assessment Board   | Dean (Learning and Teaching)  |
| Academic Progress   |
| Academic Progress: Exclusion as per the Academic Progress Procedure   | Program Director   | Dean (Learning and Teaching)  | University Appeals Committee |
| Restricting participation or completion of required professional practice as per the Inability to Complete Required Components of Professional Qualification Policy   | Program Director   | Dean (Learning and Teaching)  | University Appeals Committee  |
| Unfit to Study and involuntary leave of absence imposed: Non-award, Undergraduate and Postgraduate coursework students as per the Student General Conduct Procedure   | Program Director   | Dean (Learning and Teaching)  | University Appeals Committee |

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| decision type | decision-maker | review officer | Appeal Body   |
| Unfit to study and enrolment in the program is terminated: Non-award, Undergraduate and Postgraduate coursework students as per the Student General Conduct Procedure   | Deputy Registrar | Deputy Vice Chancellor (Education) | University Appeals Committee |
| Unfit to Study and involuntary leave of absence imposed: HDR Candidature as per the Student General Conduct Procedure   | HDR Convenor  | Dean (Research)   | University Appeals Committee |
| Unfit to study and enrolment in the program is terminated: HDR Candidature, as per the Student General Conduct Procedure   | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)    | University Appeals Committee |
| Any academic decision made by the HDR Convenor related to HDR candidature and progress review as per the HDR Academic Decisions Schedule  | HDR Convenor | Dean (Research)   | Dean Griffith Graduate Research School  |
| Any academic decision made by the Dean (Research) related to HDR candidature and progress review as per the HDR Academic Decisions Schedule  | Dean (Research)  | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)  |
| GRADUATION |
| Eligibility to graduate: HDR thesis examination outcome as per the HDR Academic Decisions Schedule  | Dean Griffith Graduate Research School | Deputy Vice Chancellor (Research) | University Appeals Committee |

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| Review and Appeal: Administrative decisions |
| Decision Type   | Decision-maker   | Review Officer   | Appeal Body   |
| Admission   |
| Refusal of admission: Undergraduate domestic student as per the Admission Policy | Domestic Admissions Officer  | Senior Manager, Domestic Admissions   | Registrar   |
| Refusal of admission: Undergraduate international student as per the Admission Policy   | International Admissions Officer | Deputy Director, Griffith International   | Vice President (Global)  |
| Refusal of admission: Postgraduate domestic students as per the Admission Policy   | Program Director or Domestic Admissions Officer  | Senior Manager, Domestic Admissions   | Registrar   |
| Refusal of admission: Postgraduate international students as per the Admission Policy   | Program Director or International Admissions Officer | Deputy Director, Griffith International   | Vice President (Global)  |
| Conduct |
| Serious General Misconduct (penalties) as per the Student General Conduct Procedure  | Deputy Vice Chancellor (Education) | Provost | University Appeals Committee |
| Cases referred by other Decision-makers as per the Student General Conduct Procedure  | Deputy Vice Chancellor (Education)  | Provost  | University Appeals Committee  |

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| Decision Type   | Decision-maker   | Review Officer   | Appeal Body   |
| Enrolment and attendance  |
| Termination of enrolment in a professional program due to restriction against the student undertaking professional practice as per the Inability to Complete Required Components of Professional Qualification Policy   | Program Director   | Dean (Learning and Teaching)   | University Appeals Committee |
| Termination of Honours candidature as per the Dissertation Management Procedure   | Honours Program Director   | Dean (Learning and Teaching)   | University Appeals Committee |
| Termination of HDR candidature as per the HDR Academic Decisions Schedule  | Dean Griffith Graduate Research School | Deputy Vice Chancellor (Research) | University Appeals Committee |
| Any academic decision related to course enrolment  | Course Convenor   | Program Director   | Dean (Learning and Teaching)  |
| Fees |
| Assessment of fee liability, fee refund or penalty for non-payment: Domestic Students   | Officer, upon the request of the Director Student Business Services    | Senior Manager, Enrolment and Fees Student Business Services   | Director, Student Business Services    |
| Graduation   |
| Eligibility to graduate: Undergraduate and Postgraduate Coursework   | Program Director   | Dean (Learning and Teaching)  | University Appeals Committee |
| Eligibility to graduate: HDR as per the HDR Academic Decisions Schedule  | Dean Griffith Graduate Research School  | Deputy Vice Chancellor (Research)  | University Appeals Committee |

# Definitions

**Academic Judgement** refers to the considered application of academic expertise to matters by an academic staff member of the University. It is a judgement that is made about a matter where only the opinion of an academic expert will suffice.

**Active Enrolment Status** refers to a student who has:

* accepted an offer of admission to a program and shall have completed the enrolment procedures prescribed by the University;
* paid such fees and charges as the University may require to be paid as a condition of enrolment;
* fulfilled the conditions prescribed for Commonwealth supported students, in the case of a student admitted to a program as a Commonwealth supported student; and
* completed any other procedures which may be required as a condition of enrolment.

**Appeal** means a reconsideration of a decision by an officer or body specified in section 3.6 (Schedule of Decision-makers, Review Officers, and Appeal Bodies).

**Appeal Body** refers to the relevant senior officer or University Appeals Committee who is authorised to hear appeals in relation to decisions made by academic and professional staff on academic or administrative matters specified in the Schedule of Decision-makers, Review Officers, and Appeal Bodies.

**Course Convenor**is the academic staff member appointed by the Head of School to be responsible for the management of teaching and assessment of a course.

**Dean Griffith Graduate Research School** is the academic staff member responsible for providing leadership in developing and implementing strategies and policies affecting all aspects of graduate research training. The Dean Griffith Graduate Research School is a Decision-maker and a review officer in these procedures.

**Dean (Learning and Teaching**) is the academic staff member within each Group responsible for matters relating to learning and teaching in non-award, undergraduate and postgraduate programs. The Dean (Learning and Teaching) is a Review Officer or an Appeal Body as specified in these procedures.

**Dean (Research)** is responsible for matters relating to research and research training within the Academic Group and for providing academic leadership in these activities. The Dean (Research) is a Decision-maker in these procedures.

**Decision-maker** refers to academic and professional staff members who, through their role or position, are authorised as the responsible officer within a University policy or delegation schedule to make decisions about those matters.

**Higher Degree by Research (HDR)** refers to a Research Masters or Research Doctorate where:

* Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study.
* Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

**Program Director** is the academic staff member appointed by the Group Board to provide curriculum leadership for and quality enhancement of one or a suite of the University’s programs while ensuring an effective and positive student learning experience. The Program Director is a Decision-maker or Review Officer as specified in these procedures.

**Relevant Senior Officer** for each decision refers to the officer/s identified in the Schedule of Decision-Makers – Student Reviews and Appeals.

**Review** means a review of a decision by an officer specified in the Schedule of Decision-Makers – Student Reviews and Appeals.

**Review Officer** is an academic or professional staff member not involved in making the original decision who is designated as the review officer in the Schedule of Decision-Makers – Student Reviews and Appeals.

**Set Aside** the decision refers to a determination that the original decision shall be set aside, in which case the review officer or the appeal body, as the case may be, may substitute their own decision or refer the matter back to the Decision-maker to make the decision afresh.

**Uphold** the decision refers to a determination that the original decision shall stand.

# Information

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| Title | Student Review and Appeals Procedure |
| Document number | 2024/0000010 |
| Purpose | This procedure supports the Student Review and Appeals Policy and provides the mechanism for a student to request a Review and/or Appeal of a decision of the University.  |
| Audience | Students |
| Category | Academic |
| Subcategory | Student Services |
| UN Sustainable Development Goals (SDGs) | This document aligns with Sustainable Development Goal/s:4: Quality Education |
| Approval date | 21 February 2024 |
| Effective date | Trimester 1 2024 |
| Review date | 2029 |
| Policy advisor | Registrar |
| Approving authority | Vice Chancellor |

# Related Policy Documents and Supporting Documents

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| Legislation | [Higher Education Support Act 2003](https://www.legislation.gov.au/C2004A01234/latest/text)[Higher Education Standards Framework (Threshold Standards) 2021](https://www.legislation.gov.au/Details/F2021L00488) [Education Services for Overseas Student (ESOS) Act 2000](https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Act/Pages/default.aspx)[National Code of Practice for Providers of Education and Training to Overseas Students 2018](https://www.legislation.gov.au/Details/F2017L01182) |
| Policy | [Admission Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Admission%20Policy.pdf) [Assessment Policy](http://policies.griffith.edu.au/pdf/Assessment%20Policy.pdf)[Credit and Recognition of Prior Learning Policy](https://policies.griffith.edu.au/pdf/Credit%20and%20Recognition%20of%20Prior%20Learning%20Policy.pdf)[Inability to Complete Required Components of Professional Qualification Policy](http://policies.griffith.edu.au/pdf/Inability%20to%20Complete%20Required%20Components%20of%20Professional%20Qualification%20Policy.pdf)  [Higher Degree by Research Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Policy.pdf) [International Students Under the Age of 18 Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/International%20Students%20Under%20the%20Age%20of%2018%20Policy.pdf)[Overseas Student Extension of Study (CoE) Policy and Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Extension%20of%20Study%20Policy.pdf) [Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Residential Colleges Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Resolution%20of%20Breaches%20within%20GU%20Residential%20Colleges.pdf) [Student Charter Framework](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Charter%20Framework.pdf) [Student Academic Integrity Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Academic%20Integrity%20Policy.pdf) [Student Complaints Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Complaints%20Policy.pdf)[Student Conduct, Wellbeing and Safety Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Conduct%20Safety%20and%20Wellbeing%20Policy.pdf)  |
| Procedure | [Academic Progress Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Academic%20Progress%20Procedure.pdf)[Admission Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Admission%20Procedure.pdf)[Assessment Procedure for Students](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Assessment%20Procedure%20for%20Students.pdf)[Dissertation Management Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Dissertation%20Management%20Procedure.pdf) [Enrolment Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Enrolment%20Procedure.pdf)[Fees and Charges Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Fees%20and%20Charges%20Procedure.pdf)[Graduations Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Graduations%20Procedure.pdf)[Higher Degree by Research Admission Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Admission%20Procedure.pdf)[Higher Degree by Research Academic Decisions Schedule](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Higher%20Degree%20by%20Research%20Academic%20Decisions%20Schedule.pdf)[International Students Under the Age of 18 Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/International%20Students%20Under%20the%20Age%20of%2018%20Procedure.pdf)[International Study Provider Transfer Request Policy and Procedure](http://policies.griffith.edu.au/pdf/Institutional%20Transfer%20Request%20Policy.pdf)[Student Breaches of Academic Integrity Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Breaches%20of%20Academic%20Integrity%20Procedure.pdf) [Student Complaints Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20Complaints%20Procedure.pdf) [Student General Conduct Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Student%20General%20Conduct%20Procedure.pdf)  |
| Local Protocol | [Griffith English Language Institute: How attendance is monitored](https://www.griffith.edu.au/__data/assets/pdf_file/0020/843500/Attendance-Notice-to-students-2021.pdf)[Griffith University Privacy Plan](https://search.griffith.edu.au/s/redirect?collection=on-campus-search&url=https%3A%2F%2Fwww.griffith.edu.au%2Fabout-griffith%2Fcorporate-governance%2Fplans-publications%2Fgriffith-university-privacy-plan&auth=Tb8k5XkYz0k9mt8j2l2OwA&profile=_default&rank=1&query=privacy) |
| Form | [Review of Decision form](https://www.griffith.edu.au/students/student-review-appeal/review-and-appeal-intro) |