

Student Review and Appeals

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 Process steps for students | 3.2 Timeframes | 3.3 Consideration of reviews and appeals | 3.4 Student support | 3.5 Multiple reviews/appeals | 3.6 Schedule of decision-makers, review officers and appeals bodies

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 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.

2.0 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.

3.0 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 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.

3.1 Process steps for students

3.1.1 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:
 - a. the Decision-maker sets aside the decision
 - b. the Decision-maker affirms the decision
2. The student, with a better understanding of the grounds upon which the decision was made, either:
 - a. does not seek a Review of the decision
 - b. submits a formal application to Review or Appeal the decision.

3.1.2 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:
 - a. the Review Officer Upholds the original decision
 - b. the Review Officer deems the application to be invalid, leaving the original decision unchanged
 - c. 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.
4. The student, following notification of the Review decision, may:
 - a. with a better understanding of the grounds upon which the decision was made, accept the Review decision
 - b. submit a new Review of Decision form selecting the Appeal option (for decisions where an Appeal to an Appeal Body is available)
 - c. 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).

3.1.3 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:
 - a. the Appeal Body deems the application to be invalid
 - b. the Appeal Body sets aside, substitutes or varies the decision and/or penalty
 - c. the Appeal Body affirms the decision.
5. The student, following notification of the Appeal decision, may:
 - a. accept the Appeal decision as they now have a better understanding of the grounds upon which the decision was made
 - b. 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.

3.1.4 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*.

3.2 Timeframes

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

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	<p>The student lodges a Review of Decision form, selecting the Review option.</p> <p>Students receive an acknowledgement email on submission of the form and a case reference number.</p>	<p>The Review Officer acknowledges receipt of the form and advises on the timeframe for reviewing the decision.</p> <p>The Review Officer commences a Review of all relevant material provided.</p>	<p>The Review Officer provides written advice to the student on the outcome of the Review, with reasons.</p> <p>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.</p> <p>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.</p>
APPEAL	<p>The student must lodge a new Review of Decision form selecting the Appeal option.</p>	<p>The Appeal Body acknowledges receipt of the Form and the timeframe for the Appeal process.</p> <p>The Appeal Body commences a Review of all relevant material provided.</p>	<p>The Appeal Body provides written advice to the student on the outcome of the Appeal, with reasons.</p> <p>The Appeal Body advises the student of their rights to make a complaint about the decision to external appeal bodies if relevant.</p>

3.3 Consideration of Reviews and Appeals

3.3.1 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.

3.3.2 Consideration of Appeal

1. On considering the student's Appeal, the Relevant Senior Officer or Chair of the University Appeals Committee may:
 - a. evaluate the Appeal application and make a preliminary assessment as to whether there is sufficient information to make a decision
 - b. 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
 - c. request to interview the student
 - d. 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.
2. 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:
 - a. 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
 - b. request further information from the student, the Dean (Learning and Teaching), Dean (Research), Deputy Registrar or other relevant Officer of the University
 - c. 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.

3.3.3 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.

3.4 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.

3.5 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.

3.6 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.

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, or nominee

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

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

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	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

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

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

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 or nominee
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
---	--	-----------------------------------	------------------------------

4.0 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.

5.0 Information

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

6.0 Related Policy Documents and Supporting Documents

Legislation

Higher Education Support Act 2003
Higher Education Standards Framework (Threshold Standards) 2021
Education Services for Overseas Student (ESOS) Act 2000
National Code of Practice for Providers of Education and Training to Overseas Students 2018

Policy

Admission Policy
Assessment Policy
Credit and Recognition of Prior Learning Policy
Inability to Complete Required Components of Professional Qualification Policy
Higher Degree by Research Policy
International Students Under the Age of 18 Policy
Overseas Student Extension of Study (CoE) Policy and Procedure
Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Residential Colleges Policy
Student Charter Framework
Student Academic Integrity Policy
Student Complaints Policy
Student Conduct, Wellbeing and Safety Policy

Procedure

Academic Progress Procedure
Admission Procedure
Assessment Procedure for Students
Dissertation Management Procedure
Enrolment Procedure
Fees and Charges Procedure
Graduations Procedure
Higher Degree by Research Admission Procedure
Higher Degree by Research Academic Decisions Schedule
International Students Under the Age of 18 Procedure
International Study Provider Transfer Request Policy and Procedure

[Student Breaches of Academic Integrity Procedure](#)

[Student Complaints Procedure](#)

[Student General Conduct Procedure](#)

Local Protocol

[Griffith English Language Institute: How attendance is monitored](#)

[Griffith University Privacy Statement](#)

Form

[Review of Decision form](#)
