

# Academic Appeals Procedure Flowchart

RESOURCES	ACTIONS	RESPONSIBILITY
<p><b>NOTIFICATION OF APPEAL</b></p> <ul style="list-style-type: none"> <li>Academic Appeals Policy</li> <li>Academic Appeals Procedure</li> <li>Governance, Legislation and Rules</li> </ul>	<pre> graph TD     Start([Student receives notification of an academic decision (an applicable decision)]) --&gt; Decision{Appeal?}     Decision -- No --&gt; End([End])     Decision -- Yes --&gt; Action[Prepare written appeal and submit to Registrar within timeframe specified in the Academic Appeals Procedure]     </pre>	<p>Any student enrolled in or seeking enrolment in a coursework or research program</p>
<p><b>REVIEW NOTICE OF APPEAL</b></p> <ul style="list-style-type: none"> <li>Academic Appeals Procedure</li> <li>Academic Appeals Panel Terms of Reference</li> </ul>	<pre> graph TD     Action[Appoint Chair of Academic Appeals Panel within 10 working days after receiving the notice of appeal] --&gt; Decision{Review notice of appeal within 5 working days of being appointed}     Decision -- Appeal dismissed --&gt; Action1[Provide written notice of dismissal of appeal to the student within 5 working days]     Decision -- Appeal to be heard --&gt; Action2[Within 5 working days, give notice to the student that the appeal will be heard by the Academic Appeals Panel]     </pre>	<p>Registrar</p> <p>Chair of Academic Appeals Panel</p> <p>Chair of Academic Appeals Panel</p>
<p><b>CONSIDER APPEAL</b></p> <ul style="list-style-type: none"> <li>Academic Appeals Panel Terms of Reference</li> </ul> <p><i>The student must be given reasonable opportunity to provide any relevant written material and a written submission to the Academic Appeals Panel. The student may be given the opportunity to address the Panel if appropriate.</i></p>	<pre> graph TD     Decision{Academic Appeals Panel to consider the Appeal within 20 working days}     Decision -- Appeal dismissed --&gt; Action1([Applicable decision is affirmed])     Decision -- Appeal upheld --&gt; Action2([Applicable decision is set-aside and referred to a decision maker for reconsideration])     </pre>	<p>Academic Appeals Panel</p>
<p><b>DECISION</b></p> <ul style="list-style-type: none"> <li>Correspondence templates</li> </ul>	<pre> graph TD     Action[Notify the student, including a short statement of the reasons for the decision, within 5 working days]     </pre>	<p>Academic Appeals Panel</p>
<p><b>REPORT / RECONSIDER</b></p>	<pre> graph TD     Action1([Report to DVC(A) / Registrar / Academic Senate])     Action2[Report to Registrar and request appointment of a new decision maker to reconsider the applicable decision]     Decision{A new decision-maker reconsiders the applicable decision}     Decision -- Applicable decision is affirmed and reported to Registrar --&gt; Action1     Decision -- Applicable decision is set-aside, a new decision is made and reported to Registrar --&gt; Action2     </pre>	<p>Registrar</p> <p>Newly appointed decision-maker</p>
<p><b>EXTERNAL COMPLAINT</b></p> <ul style="list-style-type: none"> <li>NSW Ombudsman</li> </ul>	<pre> graph TD     Action1([Applicable decision is affirmed and reported to Registrar]) -.-&gt; Decision{Student may complain to NSW Ombudsman}     Action2([Applicable decision is set-aside, a new decision is made and reported to Registrar]) -.-&gt; Decision     </pre>	<p>Coursework / Research Student</p>