



# Guide to Academic Appeals

This resource is a guideline for students who wish to submit an academic appeal against a decision for:

- Admission and readmission
- Academic Integrity
- Special Consideration
- Recognition of prior learning
- Grade Appeal
- Enrolment, Leave of Absence, Suspension of Studies, and Withdrawal
- Fitness to Practice Requirements
- Academic Pause and Exclusion
- Exclusion under the General Coursework Rules
- Termination of Higher Degree Research candidature
- Decisions relating to the award of PhD, MPhil or MRes degree

This resource should be read alongside the [Academic Appeals Policy](#) and [Procedure](#).

The purpose of an appeal is to dispute a decision because you believe that the University has made an error. For example, the University may not have correctly applied a policy or procedure when processing your application. You need to consider whether you meet the grounds for appeal. Simply disagreeing with a decision or saying that it feels unfair are not grounds for an appeal. If you meet the grounds for appeal, then you need to outline the potential University error in detail.

## Grounds for appeal

An academic appeal is an application to overturn a University decision (eligible decisions are listed above). An academic appeal needs to address the grounds for appeal which are:

### ***Academic Appeals Policy (6)***

- A. the procedure for dealing with the matter was unfair in the circumstances because one or more of the following things occurred:
  - i. the required procedure for making the decision was not followed
  - ii. there was a lack of procedural fairness (see FAQ page)
  - iii. new information has become available that was not able to be obtained at the time of the decision and which should be taken into consideration; and
- B. as a result, the student affected suffered substantial injustice

**Things to consider when writing your academic appeal**

- Can you identify the steps that were not followed in the processing of your application?
- Can you identify which information or evidence was overlooked by the decision-maker?
- Do you have any new information or evidence that you did not present at the time of your application? Why should this be considered?
- Procedural Fairness may include:
  - Have you been given clear reasoning for the decision?
  - Do you think that your evidence was considered when the decision was made?

**Academic appeals timeframes**

To appeal:	Made under the following policy:	Deadline:
Admission and Re-admission	<u>Admission Policy</u>	Ten (10) Working Days
A breach or a sanction decision	<u>Academic Integrity Policy</u>	Ten (10) Working Days
Special Consideration	<u>Special Consideration Policy</u>	Ten (10) Working Days
Recognition of Prior Learning	<u>Recognition of Prior Learning Policy</u>	Ten (10) Working Days
Grade Appeal	<u>Assessment Procedure</u>	Ten (10) Working Days
Enrolment, Leave of Absence, Suspension of Studies, and Withdrawal	<u>Enrolment Policy, Leave of Absence and Suspension of Studies Procedure, and Withdrawal Procedure</u>	Ten (10) Working Days
Academic Pause and Exclusion	<u>Academic Progression Policy</u>	Twenty (20) Working Days
Exclusion	<u>General Coursework Rules</u>	Twenty (20) Working Days
Fitness to Practice requirements	<u>Fitness to Practice Procedure</u>	Twenty (20) Working Days
Suspend or Exclude	<u>Academic Integrity Policy</u>	Twenty (20) Working Days
Termination of Higher Degree by Research candidature	<u>Higher Degree Research Rules</u>	Twenty (20) Working Days
Award of PhD, MPhil or MRes degrees	<u>Higher Degree Research Thesis Preparation, Submission and Examination Policy</u>	Twenty (20) Working Days
Research degree enrolment, Leave of Absence and Withdrawal	<u>Higher Degree Research Variations to Candidature Policy</u>	Twenty (20) Working Days

## What should I do if I have missed the academic appeals deadline?

If an academic appeal is lodged after the deadline, it may not be processed. If there were exceptional circumstances that prevented you from meeting the deadline then you might consider the following options:

### 1) Before the academic appeal deadline

Seek an extension before the due date by emailing [academic\\_appeals@mq.edu.au](mailto:academic_appeals@mq.edu.au) outlining these areas:

- The decision you are appealing
- If available, the reference number
- Reasons you could not meet the deadline (provide evidence)

### 2) After the academic appeal deadline

You can explain the exceptional circumstances that prevented you from submitting by the due date by including supporting documentation.

## How do I submit an appeal?

You can submit your academic appeal via the [University's appeal system](#).

## Feedback and support with your appeal

If you would like feedback on your appeal, complete the [Student CARE MQ Referral form](#) select "Advocacy support" as the reason for referral, and attach your draft appeal (with evidence) to your submission.

