

REVIEW & APPEALS

SCOPE

- A review or appeal of an academic decision (the exercise of academic judgement) of the University in relation to the student's studies.
- A review or appeal of an administrative decision (the application of policy and process) of the University in relation to the student.



[Click here](#) for a list of decisions that can be put under review and appeal.

PROCESS

Step 1
Understanding the Decision.
Student informally contacts the decision maker (in-person or writing to obtain explanation of decision).

Step 2
(if unhappy by the step 1 result)
Reviewing the Decision.
Students can submit a formal written application to the review officer lodged online.

Step 3
(if unhappy by the step 2 result)
Appealing the Decision
(certain decisions only).

ONUS OF PROOF

In applying for the review or appeal of a decision, the student bears the onus of proof and is responsible for establishing that the decision in the first instance was an unreasonable decision.

POSSIBLE OUTCOMES

The decision maker can:

- **Deem the application to be invalid.**
- **Set aside the decision and/or affirm decision.**
- **Make a new decision.**

If unsatisfied with the outcome of final decision, you may lodge a complaint with the Queensland Ombudsman.

TIMEFRAMES

Within 10 working days of the original decision the student is to lodge Review of Decision Form.

Within 10 working days of lodgement of review the student will receive letter of acknowledgement.

Within 20 working days of lodgement the student will receive a written advice to the student on the outcome of the review.



You can request and appeal on certain decisions. An appeal must be lodged within **10 working days** of review decision