

# HOW TO LODGE AN APPEAL



Student Help  
on Campus

Education  
& Equity



# WHAT IS AN APPEAL?

If a student is not satisfied with a decision made by the university, they may appeal the outcome. Timeframes to lodge an appeal and the decision makers for appeals differ, according to the matter being appealed (See graphs over page).

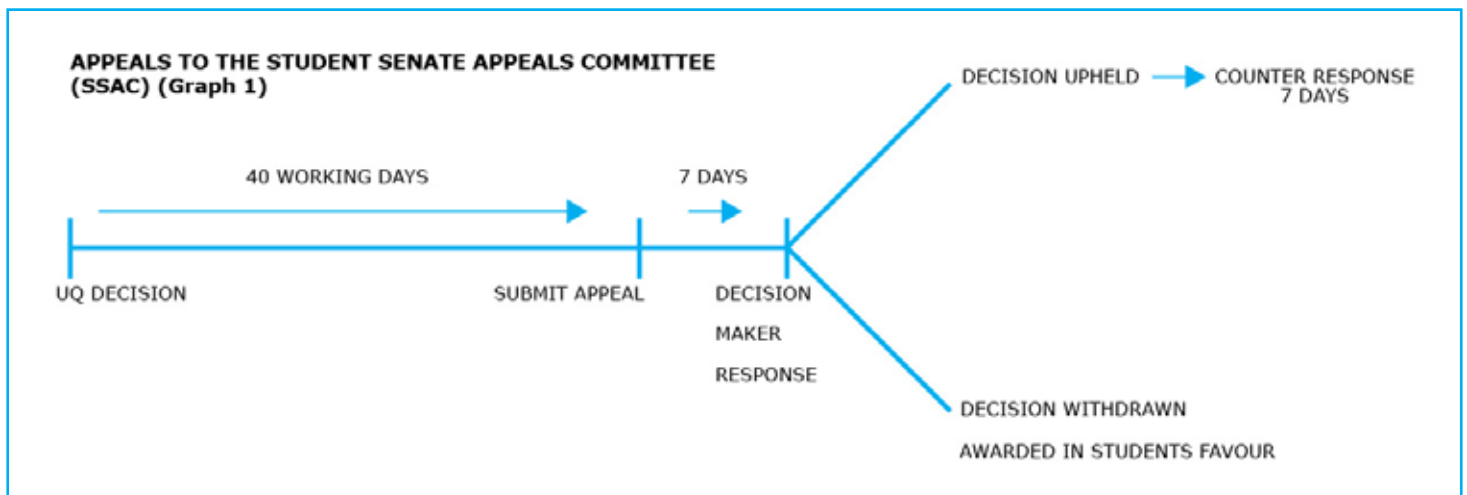
For an appeal to succeed, you must be able to show grounds and articulate a sound academic argument. This might include:

- New or additional supporting documentation and/or information
- Information which shows how the original decision did not comply with university policies, rules or procedures.  
The university will give you 20 working days from the date of the notification to submit a response.

Based on the information you provide, a decision will be made whether the rules or policies were applied to you fairly.

**Note:** *an appeal must be in response to a formal decision made by the university which impacts you. It is different to a grievance or a complaint about an incident, occurrence, general policy etc.*

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**ALL OTHER APPEALS (Graph 2)**

CREDIT TRANSFER	40 DAYS TO APPEAL
REMOVAL OF FINANCIAL LIABILITY	28 DAYS TO APPEAL
SHOW CAUSE	10 DAYS TO APPEAL
DEFERRED EXAM	5 DAYS TO APPEAL

To lodge an appeal to Senate you should:

1. Submit your appeal to: The Secretary, Senate Student Appeals Committee, University of Queensland 4072
2. Ensure the appeal is submitted within the timeframe (not more than 40 days)
3. Ensure your appeal contains all relevant information, a sound academic argument and all supporting documentation.

**Note:** To lodge all other appeals, you should appeal to your relevant faculty.  
For assistance with your appeal, make an appointment with a SHOC Education & Equity advocate.