

# Tables of Decision-Makers



## Table A – Student Grievances

It is expected that a Student Grievance will seek to show that a shortcoming in University practices, or similar, has negatively impacted your studies (e.g. grades or results).

STUDENT GRIEVANCE	Informal resolution	Stage 1 – Formal Grievance	Stage 2 - Review of Decision	Stage 3 - Appeal
<b>Honours Program</b>	Supervisory team	Honours Program Coordinator	Associate Dean (Learning, Teaching and Student Success)	Deputy Vice-Chancellor (Academic Affairs)
<b>HDR Student Supervision</b>	Supervisory team	Associate Dean (Graduate Research School)	Dean (Graduate Research School)	Deputy Vice-Chancellor (Research and Innovation)
<b>Assessment</b>	Course Examiner	Associate Head (Learning, Teaching and Student Success)	Head of School	Deputy Vice-Chancellor (Academic Affairs)
<b>Programs and Courses</b> <ul style="list-style-type: none"> <li>• Coursework</li> <li>• HDR</li> </ul>	Approach the person concerned directly, e.g. Course Examiner	<ul style="list-style-type: none"> <li>• Associate Head (Learning, Teaching and Student Success)</li> <li>• Associate Dean (Graduate Research School)</li> </ul>	<ul style="list-style-type: none"> <li>• Head of School</li> <li>• Dean (Graduate Research School)</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Academic Affairs)</li> <li>• Deputy Vice-Chancellor (Research and Innovation)</li> </ul>

**Table B – Decisions made by the University**

DECISIONS – ACADEMIC	Stage 2 - Review of Decision	Stage 3 - Appeal
<p><b>Program Admission</b></p> <ul style="list-style-type: none"> <li>• Coursework students</li> <li>• HDR students</li> <li>• Honours</li> </ul> <p><i>See Decisions – Administrative/Other for Admission decisions based on <u>Genuine Temporary Entrant (GTE)</u> assessment</i></p> <p><b>Re-admission following exclusion for unsatisfactory academic progress</b></p> <ul style="list-style-type: none"> <li>• Coursework students</li> <li>• HDR students</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Academic Affairs)</li> <li>• Dean (Graduate Research School)</li> <li>• Deputy Vice-Chancellor (Academic Affairs)</li> </ul> <ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Academic Affairs)</li> <li>• Dean (Graduate Research School)</li> </ul>	<p>Student Academic Appeals Committee</p> <p>Student Academic Appeals Committee</p>
<p><b>Credit for previous formal, informal or non-formal study</b></p> <ul style="list-style-type: none"> <li>• Coursework students</li> <li>• HDR students</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Academic Affairs)</li> <li>• Dean (Graduate Research School)</li> </ul>	<p>Student Academic Appeals Committee</p>
<p><b>Exclusion for unsatisfactory academic progress</b></p> <ul style="list-style-type: none"> <li>• Coursework students</li> <li>• HDR students</li> </ul>	<p><i>‘Show Cause’ process is deemed equivalent to a Stage 2 Review of Decision</i></p>	<p>Student Academic Appeals Committee</p>
<p><b>Placement on conditional academic standing (HDR students)</b></p>	<p>Dean (Graduate Research School)</p>	<p>Student Academic Appeals Committee</p>

<b>Termination of candidature for unsatisfactory progress (HDR students)</b>	<i>'Show Cause' process is deemed equivalent to a Stage 2 Review of Decision</i>	Student Academic Appeals Committee
<b>Discontinuation of candidature (HDR students)</b>	Deputy Vice-Chancellor (Research and Innovation)	Student Academic Appeals Committee
<b>Approval of a Thesis for examination</b>	Dean (Graduate Research School)	Student Academic Appeals Committee
<b>Review of Final Grade</b>	Course Examiner / Associate Head (Learning, Teaching and Student Success)*	Head of School
<b>Substantiated finding of Academic Misconduct (Coursework students) where the penalty does not include Suspension or Expulsion</b>	<i>Associate Dean (Learning and Teaching)</i>	Student Academic Misconduct Appeals Committee
<b>Substantiated finding of Academic Misconduct (Coursework students) where the penalty is Suspension or Expulsion</b>	<i>Proceed directly to Stage 3 – Appeal</i>	Student Academic Misconduct Appeals Committee

\*The Associate Head of School (Learning, Teaching and Student Success) will be the Decision Maker for the Review of Final Grade in instances where the Course Examiner has already made a decision on an Assessment Mark Recheck Request. Assessment Mark Recheck and Review of Final Grade requests are administered by the Assessment Support team.

DECISIONS – ADMINISTRATIVE/OTHER	Stage 2 - Review of Decision	Stage 3 - Appeal
<b>Withdrawal without penalty (financial and/or academic) (WWP)</b>	Deputy Academic Registrar and Director (Student Administration)  <i>Note: Review of WWP Decision requests are lodged via Student Centre.</i>	Student may contact the Administrative Appeals Tribunal (AAT) and/or Office of the Queensland Ombudsman (QO)
<b>Assessment extensions (Coursework students)</b>	Associate Head (Learning, Teaching and Student Success)	Head of School
<b>Deferred assessment</b>	Associate Head (Learning, Teaching and Student Success)	Head of School
<b>International Student transfer between Providers in first six months of enrolment</b>	Pro Vice-Chancellor (International)	Associate Provost
<b>Disability adjustments</b>	Associate Head (Learning, Teaching and Student Success)	Head of School
<b>Leave of absence and other leave types (HDR students)</b>	Dean (Graduate Research School)	Deputy Vice-Chancellor (Research and Innovation)
<b>International Student visa cancellation for not meeting attendance requirements in non-award programs</b>	Head, UniSQ College	Associate Provost
<b>Substantiated finding and/or penalty for Student General Misconduct</b>	<i>Proceed directly to Stage 3 - Appeal</i>	Student General Misconduct Appeals Committee
<b>Program Admission - Assessment of Genuine Temporary Entrant (GTE) status</b>	Associate Provost	Student may contact the Administrative Appeals Tribunal (AAT) and/or Office of the Queensland Ombudsman (QO)