

Which guide should I follow?

Page 1

To appeal a decision of the University regarding assessment, admission to a course, or other academic decision.

Page 2

If you have experienced, become aware of, or witnessed misconduct.

Review of decision and appealing a decision

Discuss the decision with a staff member at your College and/or complete a Review Request Form and submit to that staff member

It's helpful to read the policy relevant to the type of decision (see below).

Which staff member should I contact?

- For review of an assessment grade during the unit, contact your lecturer
- For review of published results, within 5 days contact:
 - Academic Dean at your College (Coursework students)
 - Dean of the School of Graduate Research (HDR students)
- For review of an admission decision, contact the Dean of Academic Programs
- For other contacts, see the relevant policy

Your College will process the Review Request

Your College will consult with you if needed and advise you of the outcome.

Second Review (Assessment or Admissions decisions only)

If you feel there are still grounds for a change to your assessment/admission decision, you can request a second review.

Submit a new Review Request Form to the relevant person. Include all details and reasons on the form.

Attach the first review.

Which staff member should I submit my second review form to?

- Second review of assessment: Dean of Academic Programs
- Second review of admission: Chair of the Academic Board

For all decisions:

If you still feel you have grounds for the decision to be changed, please submit an Appeal Notification Form to the University Secretary. Consult the Appeals Policy for details of the process.

Assistance or more information

Contact the University's Fair Treatment Coordinator at codeofconduct@divinity.edu.au

Relevant Policies

Academic Integrity Policy

Admissions Policy

Assessment Policy

Graduation Eligibility Policy

Human Research Ethics Policy

Minor Thesis Policy

Reporting an experience or incident of misconduct



Seek advice from, discuss with, or report the misconduct to a member of staff at your College

The College will initiate a response in accordance with the Conduct and Misconduct Policy.

Which College staff member should I contact?

Choose one of:

- Lecturer
- Academic Dean
- Registrar
- Research Coordinator
- Welfare Officer
- Principal

If you are not comfortable talking with a staff member from your College, you can contact:

- Dean of Academic Programs (Coursework Students)
- Dean of the School of Graduate Research (HDR students)
- University Fair Treatment Coordinator (all)



If the incident is serious, or if you feel it has not been addressed

Contact the University Fair Treatment Coordinator or University Secretary and/or submit a Complaint Notification Form. Consult the Complaints Policy for details of the process.



The complaints process has three stages:

1. Advice and informal resolution
2. Conciliation
3. Investigation and determination

In consultation with the complainant, any or all of the stages may be used. Consult the Complaints Policy for details of the process.

Assistance or more information

Contact the University's Fair Treatment Coordinator at codeofconduct@divinity.edu.au

Relevant Policies

Conduct and
Misconduct
Policy

Complaints
Policy