



FAQs: Lodging Appeals to the Student Academic Administrative Appeals Committee (SAAAC)

During your time at university, you may want to appeal a decision made by the University regarding an academic matter. This decision could relate to assessment, show cause, student loans and scholarships, or other study-related matters.

This guide answers the questions you may have regarding writing and lodging an appeal to the Student Academic Administrative Appeals Committee (SAAAC), and how UQ Union's Student Advocacy & Support (SAS) team can help you.

"I received a denied decision from the University and I don't agree with it. What's next?"

If you receive a University decision that you do not agree with, you can appeal that decision provided you can show grounds for your appeal. Grounds for appeal include:

- That new evidence has come to light, of which the decision-maker was not aware of at the time of the decision.
- That when the decision was made, procedure was not correctly followed.

"What is an appeal?"

An appeal is an application for a formal review of a decision made in accordance with the University's policies and procedures.

"Will my enrolment be maintained while I go through the appeal?"

While you are appealing a university decision as part of the University procedure, your enrolment will be maintained throughout the appeal processes. If you are appealing a university decision that affects your enrolment, then you will remain provisionally enrolled while your appeal is pending.

"Will I be charged money for lodging an appeal?"

No – lodging an appeal is one of your student rights and is free of charge.

"I want to lodge an appeal with SAAAC. Where do I start?"

Keep an eye on your university email inbox, and carefully read and review the university decision once you receive it. Your decision letter will mention your right to appeal the decision, and to whom you should direct your appeal.

"How long do I have to make an appeal?"

You have a limited time for disputing a University decision via an appeal. This varies depending on the type of University decision (check the decision letter received, the date will be noted on the letter or email).

- For example, for refusal of your Progression Improvement Plan (PIP), you have 10 business days to appeal.
- For a denied deferred exam, you have 5 business days to appeal.
- For other appeals, you generally have 28 calendar days to appeal.

"What does making an appeal require?"

Start by considering **why** you do not agree with the University result and decide if you have reasons to appeal it. Appeals are not about retelling what happened. You must identify your grounds for appeal, and you will need to back up your statements with evidence rather than highly-emotive reasoning.

Grounds for appeal means you can supply additional evidence or can clearly demonstrate how the decision did not comply with the existing University policies and procedures.

"How do I write my appeal?"

To lodge an appeal, you will need to write a formal letter and outline the following:

- The decision that the University made, and the reasons they stated as to why it was rejected. You'll need to identify and discuss the additional information and supporting documentation you have included, and explain why this demonstrates the decision should be reconsidered and approved. This should be the main body of your letter.
- If you are appealing against a decision related to a University rule, then you should demonstrate why that rule was applied unfairly to you and why the decision should be reversed.
- Additionally, you could briefly mention how it would negatively affect you if this decision was not approved.

Note: Most appeal letters are about 2–3 pages long.

"Who can help me with my appeal?"

UQ Union's free and independent service Student Advocacy and Support (SAS) can help you write and lodge an appeal against being denied:

- Re-enrolment following a Progression Improvement Plan (PIP).
- Re-mark.
- Removal of courses.
- Grievance.
- Cancellation/withdrawal of enrolment.
- Deferred examination.
- Extensions.

SAS can also help you prepare an appeal against the findings of a disciplinary hearing. You have the right to appeal a University decision if this is mentioned in your decision letter.

Important: You must have exhausted all avenues within your school and faculty before lodging an appeal.

By making an appointment with SAS, you can get advice for your appeal and discuss your options. You can book a free appointment online at uqu.com.au/student-advocacy-and-support

"What should I bring to my SAS appointment?"

Bring the following where possible when attending the SAS appointment:

- Letter/email that outlines the University decision.
- Draft of appeal letter (if you have one already).
- Any evidence that may be relevant to the appeal, such as correspondence with faculty, medical certificates, or police reports.

Note: This information is the information understood by the UQ Student Advocacy and Support (SAS) team accurate as of June 2024, and may not reflect subsequent UQ policy changes.



SAS

Student Advocacy
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SSAF
you asked.
we listened.

UQ YOUR
STUDENT
UNION

Example Appeal Letter

YOUR ADDRESS
PHONE NUMBER
STUDENT NUMBER
DATE OF APPEAL LETTER

To The Secretary
Senate, Student Academic Administrative Appeals Committee
University of Queensland
QLD 4072

Dear Senate Committee members,

Paragraph #1

Introduce yourself. Say who you are and which program you are doing. Include the course number/s that is/are relevant to the appeal.

Paragraph #2

State the reason/s you are writing.

I am writing to appeal the decision of the Associate Dean (Academic) <OR insert decision-maker's name> which denied my request to <what was your request/application for? Insert reason for the decision> (copy and paste from the email you received).

I would like to make an appeal against this decision.

Paragraph #3

The grounds for my appeal are as follows...

Explain your case. Include new information and additional evidence.

I believe I now have additional supporting documentation/argument which supports my application/request and which will enable consideration to be given to the circumstances affecting me as a current student.

Paragraph #4

Summarise.

Yours sincerely,

SIGN

PRINT NAME

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