

# Academic Appeals Procedure

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## Contents

1.	Associated Policy.....	2.....
2.	Scope.....	2.....
2.1	Grounds for Academic Appeals.....	2.....
3.	Procedure.....	3.....
3.1	Information to students.....	3.....
3.2	Informal Appeals Process.....	3.....
3.3	Formal Appeals Process.....	4.....
3.4	Independent External Referral.....	7.....
4.	Supporting Documents.....	7.....
4.1	Related Legislation/Regulation.....	7.....
4.2	Related Policy and Procedures.....	7.....
4.3	Related Documents.....	7.....
5.	Definitions.....	7.....



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Step	Action	Responsibility
	The advocate/support person will not be a CIT staff member and will not be a person attending in a legal capacity regardless of the person's age	
7	<p>Panel meets and makes decision within 10 working days of receipt of submission of appeal</p> <p>Note: Academic appeals are to be finalised within 10 business days from the date of lodgement of the <a href="#">Academic Appeals Application Form</a>. The timeframes can be varied with agreement of all parties. Where college director considers more than 10 working days</p>	

### 3.4 Independent External Referral

Step	Action	Responsibility
1	Contact the College Director if the matter is not resolved.	Appellant Student
2	Advise the appellant student of their options to seek an independent external review and advise the student that costs associated with the student using the services of an external reviewer will not be borne by CIT.  Refer: <i>Student and Community Members Complaint Policy</i>	College Director

## 4. Supporting documents

### 4.1 Related legislation/regulation

- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Education Services for Overseas Students ACT 2000 OS Standards](#)
- [ACT Board of Senior Secondary Studies 2016](#)
- [FEE HELP/Student Loans and VET FEEHELP](#)
- [ACT Standards Compliance Guide](#)

Appellant