

POLICY TITLE: Academic Appeals

Purpose

The purpose of this policy is to maintain an effective, timely, fair and equitable approach to academic appeals lodged by students and to ensure that the academic integrity of Photography Studies College (Melbourne) and the student are protected.

Policy

Photography Studies College (Melbourne) is committed to ensuring that all students have the right to appeal **academic matters**, including student progress, results and assessment, curriculum and awards in a course of study and the quality of education provided and these will be treated in accordance with the *Fair Treatment and Equal Benefits and Opportunity Policy* and the *Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)*. Where an appeal is determined to be frivolous, vexatious, or lacking in substance, a student's appeal may be dismissed.

Procedures

Academic appeals procedures for students follow those given in the *Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)*.

Definitions

Academic matters

Refers to student progress, assessment and results, curriculum and awards in a course of study.

Complainant

The complainant is the aggrieved student.

Student Grievance:

This refers to a formal written notice given by a student regarding an unresolved complaint, which initiates action under the *Grievance Handling Policy & Procedure (for Academic and Non Academic Matters)*.

Internal appeals process

Refers to the process available if the complainant is not satisfied with the outcome of their formal grievance.

External appeals

Refers to the process available if the complainant is dissatisfied with the outcome of the internal appeals process where they may make a written request to Photography Studies College (Melbourne) that they wish the matter be dealt with through an external dispute resolution process

Related Documentation

Policies

Grievance Handling Policy and Procedure (for Academic and Non Academic Matters)
Fair Treatment and Equal Benefits and Opportunity
Academic Integrity

Procedures, Forms & Documents

Student Handbook/s
PSC Grievance Handling Log Register

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Julie Moss - Managing Director

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