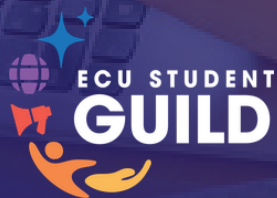


APPEALING TO THE STUDENT APPEALS COMMITTEE



WHAT IS THE STUDENT APPEALS COMMITTEE?

The Student Appeals Committee (SAC) is a University panel that considers appeals.

It is made up of a Chair, two or more academic staff, and the ECU Student Guild President. Panel members are not from the student's School.



WHAT DECISIONS CAN I APPEAL TO THE SAC?

Under ECU's Admission, Enrolment and Academic Progress Rules students may appeal to the SAC only against the following decisions

- A decision expressly stated in a University Statute, Rule, policy or procedure to be appealable directly to the SAC
- A refusal or cancellation of enrolment under Rule 3.5.1(a), 3.5.1(h), 3.5.1(i), 3.5.2, 3.5.3 (Inherent Requirements) or 3.5.6 (non-submission)
- Any decision made under Rule 3.5.5(b)–(g) (Fitness to Study), subject to the Fitness to Study Policy, and subject to restrictions on appeals set out in the Fitness to Study Policy
- A decision made under Rule 8 of the Academic Misconduct Rules (Students) in relation to a finding of Academic Breach or Academic Misconduct, or the Outcome imposed
- A direction to enter a Progression Plan
- A thesis classification of 'fail'
- Non-admission to a degree
- A final determination of a Formal Review
- A final determination of an Academic Progression Status Review

WHEN ARE SAC APPEALS DUE?

You must lodge your appeal **within 14 calendar days** of the decision date.

If the decision immediately results in Suspension, Exclusion or Expulsion, your appeal period is 30 calendar days. Some University Rules or policies may provide for a longer period.

In Exceptional Circumstances (including University-caused delays), the Vice-Chancellor may extend the Rule 17.2/17.4 deadlines at their sole discretion.

HOW DO I LODGE AN APPLICATION AND WHAT DO I NEED TO INCLUDE?

Lodge your application using the Prescribed Process (Student Portal → My Forms → Student Appeals Committee Appeal, or via the Student Hub if you cannot access the online form).

Your application must:

- Clearly identify the decision being appealed and the grounds
- Clearly state your submissions for each ground
- Provide all relevant supporting evidence

Applications that do not address the above will be rejected. See over for eligible grounds.



HOW CAN THE GUILD HELP ME?

Guild Advisory Officers (GAOs) provide confidential advice and advocacy at every stage of the SAC process—from checking your eligibility to attending your hearing as a support person.

They can explain the rules, provide a template letter to assist with your SAC supporting statement, organise evidence, advise on other options (e.g. complaints or referrals), and assist with The National Student Ombudsman (NSO) application if needed.

If you have questions about the SAC process, or are unsure about proceeding with an appeal, speak with a GAO first. They provide confidential, independent, and informed advice.

WHAT DO I DO IF MY APPEAL IS UNSUCCESSFUL?

If you've finished all University appeal steps and are unhappy with the outcome or how it was handled, you can lodge a complaint with the National Student Ombudsman.

This service is independent and free.

The Ombudsman reviews whether the University followed its policies and acted fairly; it can't remake academic decisions, but it may recommend the University reconsider.

TIPS FOR THE DAY:



- Stick to the facts and your eligible grounds.
- Take your time; ask for a break if needed.
- If you become upset, your support person can speak briefly for you.
- Prepare your statement in advance.

ELIGIBLE GROUNDS FOR ALL SAC APPEALS

The Grounds on which you permitted to appeal on the above decisions are set out in rule 17.3 of the Admission, Enrolment and Academic Progress Rules.

Academic Misconduct grounds are set out in rule 8 of the Academic Misconduct Rules (Students)

A Guild Advisory Officer can help you to determine whether the decision is appealable and the relevant ground for your appeal.

WHAT HAPPENS AFTER I LODGE MY APPLICATION?

SAC may return your appeal within 7 days if it's incomplete or doesn't address the required ground(s). You will then have 7 days to fix and resubmit.

If accepted: Your application is referred to the Director, Strategic and Governance Services Centre, and you'll receive an email inviting you to a SAC hearing.

The SAC Executive Office may contact you with questions before the hearing.

The SAC will hear your appeal within 21 days of submission (or resubmission), unless the Chair/Deputy Chair approves more time.

WHAT HAPPENS AT THE SAC HEARING?

You'll get an email to your ECU account with the hearing date/time. You'll receive at least 5 days' notice.

You may bring a Guild representative, friend, or family member (legal representatives are not permitted). If you want a GAO to attend, contact them early so they can be available.

How the hearing runs:

- The Chair opens the hearing and explains the process.
- You can add or clarify anything from your written statement.
- The University representative may respond.
- Committee members ask questions.
- Closing remarks: first the University representative, then you.
- You both leave while the Committee deliberates and decides on an outcome.

You'll receive the written decision and reasons within 7 days of the decision.

You can choose not to attend a hearing however the Guild advises against this as the SAC Panel can make a decision based on evidence before it and statements made by the relevant School.