

	APPEALS AGAINST ACADEMIC EXCLUSION PROCEDURE
Endorsing Policy	Student Grievance Management Policy
Procedure Owner	University Registrar
Contact Officer	Manager, Academic Secretariat
Approval Authority	University Registrar
Date of Next Review	January 2027

1. PURPOSE AND OBJECTIVES

A student who is excluded from a coursework program of study under the Academic Progress Policy may appeal the academic exclusion to the University Appeals Committee (UAC). This Procedure sets out the processes relating to such an appeal.

2. AUDIENCE AND APPLICATION

Students enrolled in coursework programs at the University.

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Executive Dean of Faculty or Head of University Academic Unit (UAU), or delegate	<ul style="list-style-type: none"> Reviews a student's application to appeal against academic exclusion for unsatisfactory academic progress and may exercise discretion to allow the student to continue in their program (clause 4.4.1) Where discretion has not been exercised to allow the student to continue in their program, provides a brief statement to UAC rationalising support for academic exclusion (clause 4.4.2)
University Appeals Committee (UAC)	<ul style="list-style-type: none"> Considers and determines appeals against academic exclusion for unsatisfactory academic progress in a professional, impartial and consistent manner (clause 4.7)
Chair of UAC	<ul style="list-style-type: none"> Assesses appeal for validity (clause 4.5) Considers and determines appeals against academic exclusion for unsatisfactory academic progress in a professional, impartial and consistent manner (clause 4.6) Approves UAC minutes and outcome notifications to students
Secretary of UAC	<ul style="list-style-type: none"> Provides administrative support for the processes set out in this Procedure including: <ul style="list-style-type: none"> Checks that appeal submissions meet the requirements of this Procedure Queries authenticity of supporting evidence where necessary Ensures time limits set out in this Procedure are adhered to Collates all information relevant to an appeal and circulates to the Executive Dean of Faculty or Head of UAU or delegate for review (clause 4.4) including any previous history of academic progress concerns Where the Faculty or UAU review affirms the academic exclusion decision, provides the Chair of UAC with all relevant appeal documentation including the appeal submission (clause 4.4.2) Convenes a hearing when required, disseminates agenda papers and keeps a record of the proceedings by way of minutes Disseminates the outcome notification to a student Advises relevant stakeholders of the outcome Keeps a written record of the appeal including the minutes of any hearing, the outcome and the reasons for the outcome Advises staff and students regarding University policies and procedures relevant to student enrolment and progression

4. PROCEDURE

4.1 Time Limits

A student may submit an appeal in accordance with this procedure as follows:

- Domestic students: within 10 business days of receipt of an academic exclusion notification; and
- International students: within 20 business days of receipt of an academic exclusion notification.

With consideration to clause 4.3, a student who fails to submit their appeal within the prescribed time limit will forfeit their right to submit an appeal and will be withdrawn from their program of study. No extension to the appeal submission deadline will be permitted.

4.2 Eligibility and Criteria for Appeal Submission

The University will not accept an appeal submission from a student based solely on their disagreement with the academic exclusion decision.

An appeal may only be submitted on the ground that *‘there were extenuating circumstances that prevented the student from completing their studies successfully’*. The student is responsible for establishing that the exclusion for unsatisfactory academic progress should be set aside and that, if they were to continue, they would be able to progress with their studies successfully.

An appeal will only be deemed valid where the student has adhered to clauses 4.2.1 and 4.2.2.

4.2.1 Application to Appeal Against Academic Exclusion

- The appeal must be submitted by the student, not a third party, using the [application form](#).
- The student must outline the extenuating circumstances that prevented them from completing their studies and how those circumstances will not impede future academic performance.
- This must not exceed three (3) A4 pages without prior approval from the Chair of UAC.

4.2.2 Relevant Supporting Documentation

- Relevant documentation may be required to support the statements made in the appeal submission (e.g. medical certificates from AHPRA-registered medical practitioners, legal documents).
- If the student’s extenuating circumstances referenced in their appeal are based on medical grounds, the student must submit supporting documentation completed by an AHPRA-registered Australian healthcare practitioner stating:
 - the date or dates in which the practitioner examined the student;
 - the severity and duration of the complaint expressed as a professional opinion (certificates merely reporting the student’s account of an illness will not be accepted);
 - the practitioner’s opinion that the student was unable to complete their studies successfully because of the complaint; and
 - the practitioner’s opinion that the complaint had been resolved to the extent that it would no longer impede the student’s future academic performance.
- An application will not be approved if the medical certificate submitted by the student has been provided by:
 - a family member who is a doctor; or
 - an online provider without a medical consultation (unless exceptional circumstances exist to the satisfaction of the assessor).
- Medical certificates received from non-AHPRA registered healthcare practitioners will only be accepted in exceptional circumstances subject to approval by the University Registrar or delegate.
- The documentation must not exceed ten (10) A4 pages without prior approval from the Chair of UAC.
- Unsupported statements will not be considered when determining the appeal. For example, where a student claims to have a medical condition that is not supported by an official diagnosis by an AHPRA-registered medical practitioner, that information will not be considered as part of the appeal.
- Documentation provided in support of an appeal must be in English or translated by a NAATI-certified agent. Such documentation may be verified for authenticity. A student who provides falsified or fraudulent documentation will be referred to the University’s disciplinary processes.

The submission should be emailed as a combined pdf file to studentassist@bond.edu.au.

4.3 Enrolment Status During Appeal

Normally, where an appeal against academic exclusion is submitted to UAC for consideration, enrolment in the current semester will continue until a determination is reached by the UAC. Some exceptions apply and students will be advised in accordance with the relevant Rules of Assessment and Progression for their program of study where applicable.

4.4 Review by Faculty / UAU

4.4.1 The appeal submission will be reviewed by the Executive Dean of the Faculty or Head of UAU or a delegate within the relevant Faculty or UAU who may exercise discretion to allow the student to continue in their program on such conditions as the Faculty or UAU deems appropriate. Where the review determines that the student be permitted to continue in their program, the Faculty or UAU will notify the Secretary of UAC of the decision and any conditions of enrolment. The Secretary of UAC will then notify the student of the determination and seek the student's acceptance of any conditions set, and confirmation that the appeal is to be withdrawn.

Conditions of enrolment may include, but are not limited to, the student being required to:

- a) accept a reduced study load; and/or
- b) meet regularly with a delegated University officer; and/or
- c) undertake academic support, wellbeing support and/or other support or remediation as deemed appropriate by the Faculty or UAU.

4.4.2 Where the review determines that the academic exclusion be affirmed, the Faculty or UAU will advise the decision to the Secretary of UAC and include the rationale for the decision. The Secretary of UAC will refer the review decision and associated rationale, the appeal submission and other relevant information to the Chair of UAC to be dealt with under clause 4.5.

4.5 Assessing the Appeal Submission

The Chair of UAC will assess the submission to ensure it meets the criteria set out in clause 4.2 and will:

- a) deem the appeal submission to be invalid (i.e., the appeal submission fails to meet the eligibility and submission criteria set out in clause 4.2) and arrange for the student to be notified in writing; or
- b) deem the appeal submission to be valid and proceed under clause 4.6 Determinations without a Hearing; or
- c) deem the appeal submission to be valid and proceed under clause 4.7 Determinations with a Hearing.

Where an appeal submission is deemed invalid by the Chair of UAC, the student has the option to seek an external review of that decision in accordance with the Student External Review Procedure.

4.6 Determinations without a Hearing

Where an appeal submission has been deemed valid by the Chair of UAC under clause 4.5b, the Chair of UAC will:

- consider the ground of the appeal and evidence provided;
- reach a determination (refer to clause 4.8); and
- notify the student in writing of the outcome under the provisions in clause 4.9.

4.7 Determinations with a Hearing

Where an appeal submission has been deemed valid by the Chair of UAC under clause 4.5c, the Chair of UAC will direct the Secretary to convene a hearing usually in week 2 or week 4 of semester. The hearing will be conducted in accordance with the UAC Terms of Reference (set out in the Student Grievance Management Policy) and as set out in this procedure.

Reasonable notice of the hearing should be given to the student in writing, setting out:

- an invitation for the student to attend the hearing and advice that they are not compelled to do so;
- the date, time and venue of the hearing;
- details of the decision maker who will hear the matter;
- advice to the student that they will be given an opportunity to formally present their case; and
- advice to the student that they may be accompanied by a support person (not acting as legal counsel or solicitor).

The UAC will:

- consider the ground of the appeal and evidence provided;
- reach a determination (refer to clause 4.8); and
- notify the student in writing of the outcome under the provisions in clause 4.9.

The Secretary of UAC will maintain a record of the proceedings of each appeal containing a summary of the evidence submitted to or obtained by UAC and other minutes of its proceedings necessary to show the way in

which it conducted its inquiry. The Chair of UAC is responsible for confirming the final minutes of the UAC hearing and the outcome notification to the student.

4.8 Decision of UAC

In determining an appeal, the UAC must affirm, set aside or vary the academic exclusion. The UAC may rely upon such evidence it requires to determine the appeal including, but not limited to, previous information about the student's academic progress, feedback from the Faculty or UAU, and any other information available to it.

Where the academic exclusion decision is:

- a) affirmed, the academic exclusion will be implemented.
- b) set aside, the student will be permitted to re-enrol without conditions.
- c) varied, the student will be permitted to re-enrol with conditions as determined by the UAC which may include that the student is required to:
 - accept a reduced study load; and/or
 - meet regularly with a delegated University officer; and/or
 - undertake academic support, wellbeing support and/or other support or remediation as deemed appropriate by the UAC.

Once UAC has reached a determination on a student appeal, it will not consider any additional information or documentation submitted by the student in relation to the appeal unless the determination was subject to the provision of such information or documentation.

Any member of the UAC involved in the review of a particular academic exclusion will be recused from determining the appeal of that matter.

4.9 Written Notification of Outcome

The Chair of UAC (or delegate) will advise the student of the UAC's decision in writing as soon as is reasonably possible and within the time frames prescribed under clause 4.10. A copy of such notice must be provided to appeals@bond.edu.au.

The notification must include:

- Clarification as to whether the appeal was determined under clause 4.6 or clause 4.7;
- Where the appeal was determined under clause 4.7, the date on which the UAC met;
- The program from which the student was excluded;
- A list of the information that was considered in determining the appeal;
- The UAC's determination (i.e., the academic exclusion is either affirmed, set aside or varied);
- Detailed reasons for the decision;
- Advice regarding the availability of external support services; and
- A copy of the Academic Progress Policy.

Where a student's appeal is unsuccessful, the notification must also include:

- For international students, notice that the student will be reported in the national Provider Registration and International Student Management System (PRISMS);
- Information on external review options.

4.10 Summary of Procedural Timelines

Action	Responsible Party	Timeframe
Lodge formal written appeal	Student	Domestic students: within 10 business days of receipt of the exclusion notification International students: within 20 business days of receipt of the exclusion notification
Assessment of appeal submission	Chair of University Appeals Committee	Within 10 business days of receipt of the appeal submission
Consider appeal, finalise decision and advise outcome	Chair / Secretary of University Appeals Committee	Normally within 20 business days of receipt of the accepted appeal (the outcome to be advised within 10 business days of the decision being made)

5. SUPPORT FOR STUDENTS

5.1. Support and Advocacy

It is recognised that students accessing this Procedure may require personal support. Bond University offers advice and support tailored to individual student needs. This may include academic support, counselling support, assistance with welfare issues, and referrals to off-campus support programs. Access to such support is available to students whether or not an appeal is lodged. Students are encouraged to contact the Student Success & Wellbeing Team for a confidential and free consultation to identify the advice and support required. A comprehensive list of services that are available can be accessed [here](#).

A student may seek the assistance of the Student Advocacy services provided by the Bond University Student Association (BUSA) to navigate any stage of the review and appeals process and may be accompanied by a Student Advocate or other support person (not acting as legal counsel or solicitor) at any stage of the process. Where the student intends to bring an accompanying person to a meeting or hearing, they should provide advance notice to the Chair of UAC of this. While the University encourages students to advocate for themselves, at the discretion of the Chair of UAC, a Student Advocate or other support person may assist the student in articulating a component of their response.

5.2. Independent Professional Advice

Students may seek independent professional advice in preparation for an interview, meeting or hearing, or in considering decision and appeal documentation.

6. WITHDRAWAL OF APPEAL SUBMISSION

A student who has submitted an appeal under this procedure, may withdraw their appeal, in writing, at any stage of the process and will be withdrawn from their program.

7. EXTERNAL REVIEW

The decision of UAC is final and there is no other avenue of appeal within the University. However, domestic students may seek a review of the outcome of the appeal from the Student Ombudsman. International and domestic students may also submit a complaint to the National Student Ombudsman. Refer to the Student External Review Procedure for further information.

8. RELATED DOCUMENTS

[Academic Progress Policy \(SS 5.4.5\)](#)

[Student External Review Procedure](#)

[Student Grievance Management Policy \(SS 5.8.1\)](#)

[Appeal Against Academic Exclusion Form](#)

9. MODIFICATION HISTORY

Date	Sections	Source	Details
23 December 2025	Entire document	University Registrar	Separate from Student Review and Appeals Procedure and update
14 December 2023	4.1, 4.2		V 2 Academic Governance Interim Review
19 December 2022			Regulations to Procedure