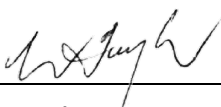
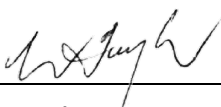
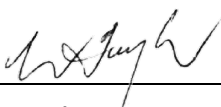


Policy Name	ACADEMIC APPEALS POLICY
Policy Number	A005_PO_VET (Academic)
Purpose	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> acknowledge the right of students to raise and have addressed academic grievances and appeals.
Scope	<p>This policy applies to all students, employees and contractors involved in the provision of teaching and learning in vocational education and training courses at the Whitehouse Institute of Design, Australia (Whitehouse).</p>
Policy Statement	<p>Whitehouse will work to ensure that an academic grievance and appeals process is conducted:</p> <ul style="list-style-type: none"> fairly impartially transparently, and in a timely manner. <p>All students have the right to lodge informal and/or formal grievances and appeals against academic or administrative decisions affecting them.</p> <p>Any grievances, complaints and appeals will be taken seriously and handled professionally and in accordance with the Whitehouse VET Academic Grievance and Appeals Procedures in order to achieve a prompt resolution.</p> <p>There is a clear and transparent step by step procedure for the resolution of grievances and appeals.</p> <p>A student may seek assistance and advice in relation to the appeals process from the Campus Wellbeing officer, which will direct them to the appropriate procedures.</p>
Relevant Legislation	<ul style="list-style-type: none"> Higher Education Support Act (2003) Standards for Registered Training Organisations (RTOs) 2015 Student Identifiers Act 2014 Australia Qualifications Framework (AQF) Education Services for Overseas Students Act 2000 (ESOS) Commonwealth Register of International Courses for Overseas Students (CRICOS) Department of Fair Trading (Victoria) (NSW) Administrative Appeals Tribunal
Key Related Documents	<p>Academic Appeals Procedure (VET)</p> <p>Code of Conduct</p> <p>Selection and Admission Policy (VET)</p> <p>Selection and Admission Procedure (VET)</p> <p>Assessment Policy (VET)</p> <p>Assessment Procedure (VET)</p> <p>Recognition of Prior Learning Policy (VET)</p>

	Recognition of Prior Learning Procedure (VET) Relevant Student Handbook					
Definitions						
Responsible Officer	Academic Director					
Approval Authority/ Authorities	Joint Executive Directors Academic Board					
Date Approved	17/08/2018					
Date of Commencement	17/08/2018					
Date for Review	17/08/2021					
Documents superseded by this Procedure	Academic Grievance & Appeals Policy and Procedure (23/03/2017)					
Amendment History	<p>08/2018 Policy re-branded, renamed and reformatted.</p> <p>02/2017 Policy and Procedures separated, and higher education and vocational education and training documents separated and updated.</p>					
Signed and dated for Whitehouse Institute Pty Ltd	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; text-align: center; vertical-align: middle;">  <hr style="width: 80%; margin: 0 auto;"/> Signature </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> <hr style="width: 80%; margin: 0 auto;"/> Les Taylor <hr style="width: 80%; margin: 0 auto;"/> Name </td> <td style="width: 30%; text-align: center; vertical-align: middle;"> <hr style="width: 80%; margin: 0 auto;"/> 18/08/2018 <hr style="width: 80%; margin: 0 auto;"/> Date </td> </tr> </table>			 <hr style="width: 80%; margin: 0 auto;"/> Signature	<hr style="width: 80%; margin: 0 auto;"/> Les Taylor <hr style="width: 80%; margin: 0 auto;"/> Name	<hr style="width: 80%; margin: 0 auto;"/> 18/08/2018 <hr style="width: 80%; margin: 0 auto;"/> Date
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INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Staff Students