

Schedule A: Requirements for Review of HDR Decisions

Type	Items	Management of candidature or enrolment status (Form: CAND – HDR)	HDR examination and classification (Form: CLASS – HDR)	University controlled Scholarships (Form: SCHOL – HDR)
First Action	Informal Resolution	Informal query & resolution with relevant Manger	Not applicable	Informal query & resolution with relevant Manger
Formal Review (proceed only if informal resolution is not satisfactory)	Grounds for Review	(a) The relevant rule, policy or process was not followed; or (b) The process by which the decision was reached was unfair; or (c) Additional information has become available that merits a different decision; or (d) A penalty has been applied as a consequence of a decision that is excessive, harsh or inappropriate.	(a) The examination and classification were conducted other than according to the relevant rules, policies and procedures or were otherwise unfair.	(a) The procedures for the assessment of scholarship application have not been observed; or (b) The decision to suspend or terminate a scholarship was not consistent with the Conditions of the scholarship
	Request for review must be submitted by HDR candidate	Graduate Research School (GRS), which undertakes the review investigation in consultation with the relevant school		
	Candidate's request for review must be submitted within:	25 University working days from the day after notification of decision*		
	Decision-maker:	Pro Vice-Chancellor (Research Training), who may refer the matter to the Board at their discretion		
	Notification of review outcome ⁺ must occur within:	20 University working days from the day after receipt of the request for review		

Schedule B: HDR Appeal Requirements

Appeal (cannot proceed without undertaking a Review)	Grounds for Appeal	(a) Review process has been procedurally irregular or unfair OR (b) Availability of new information that could not have been provided in the review decision-making process and that in all likelihood would have affected the review outcome.
	Written Appeal to be submitted to GRS by candidate within:	25 University working days from the day after notification of the decision*. Further to receipt, Graduate Research School (GRS) processes the Appeal for submission to the Academic Secretariat
	If Appeal is summarily dismissed, candidate is notified within:	10 University working days from the day after the Chair of the University Appeals Committee has summarily dismissed the Appeal
	If progressed to a hearing, it must occur within:	25 University working days from the day after the Chair has decided to refer the appeal to the University Appeals Committee for a hearing
	Notification of Appeal outcome must occur within:	10 University working days from the day after the University Appeals Committee hearing

*Failure to meet the relevant timelines set out in Schedule A and B results in an automatic decline of the request.

*For outcomes of review of HDR Candidature, see **Appendix 1**

Appendix 1: Outcomes of review of HDR candidature

Management of candidature or enrolment status	results in:	Possible consequences of review
1. Candidate is dissatisfied with the outcome of an application for variation of candidature, supervision or enrolment.	Application declined	(a) application approved; or (b) application approved with additional conditions; or (c) application declined.
2. Candidate is dissatisfied with the application of a penalty for non-submission of milestone documents or unpaid fine/fee that has resulted in the candidate missing auto-enrolment	Penalty applied	(a) penalty upheld; or (b) penalty upheld with additional conditions; or (c) penalty removed.
Progress status	results in:	Possible consequences of review
1. Candidature not confirmed	(a) candidate may apply for downgrade from higher level course to a lower-level course; this may be approved if appropriate supervision is available and school approves; or (b) voluntary withdrawal by candidate; or (c) termination of candidature	(a) continuation in the same course; or (b) downgrade from doctoral to a Master's research course is approved; or (c) voluntary withdrawal by candidate; or (d) candidature terminated.
	Three-month period of probation, after which: (a) candidate continues in same course; or (b) candidate may apply for downgrade from higher level course to a lower-level course. This may be approved if appropriate supervision is available and supported by the school; (c) voluntary withdrawal by candidate; (d) termination of candidature	(a) continuation in the same course; or (b) downgrade from doctoral to a Master's research course is approved; or (c) voluntary withdrawal by candidate; or (d) candidature terminated.