



MORLING COLLEGE

GRIEVANCE PROCEDURE (ACADEMIC MATTERS): EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Chief Academic Officer	
Contact	Policy Coordinator, policy@morling.edu.au	
Approved by	Academic Board	
Approval date	8 May 2019	
Effective date	8 May 2019	
Review date	May 2022	
Superseded documents	Grievance (Academic Matters) Policy: Education and Counselling 2014 (includes procedures)	
Related documents	Grievance (Academic Matters) Policy: Education; Counselling, Chaplaincy and Spiritual Care.	
Procedure classification <i>Select a General OR an Academic option</i>	General	Academic Academic Governance

1. PURPOSE

To articulate the procedures for grievances relating to academic matters.

2. DEFINITIONS

Key Term - Acronym	Definition
MC	Morling College
Academic matters	Include, but are not limited to, matters relating to admissions, courses and units, review of a grade, credit transfer or advanced standing, quality assurance, student progression and eligibility for graduation.
Support Person	A person that a complainant or respondent elects to provide support during formal discussion meetings. They may include a co-worker, a family member or friend.
IHEA	Independent Higher Education Australia

3. STEPS

STEP 1 – PERSONAL RESOLUTION

Raise the concern or grievance with the academic staff member involved e.g tutor, lecturer, Head of Faculty. If the matter cannot be resolved proceed to the next step.

STEP 2 – SUBMIT GRIEVANCE IN WRITING TO REGISTRAR

Students submit details of the grievance in writing to the Registrar, copying the relevant Dean within 20 working days of notice of the academic decision that is being appealed.

STEP 3 – REGISTRAR ADDRESSES GRIEVANCE

The Registrar will acknowledge receipt of the grievance within 5 working days.

The Registrar, with the Dean, will then, if necessary, arrange a meeting seeking to clarify the outcome that the complainant hopes to achieve. The student may choose to be assisted or accompanied by a support person of his/her choosing.

The Registrar will endeavour to resolve the grievance and provide a written report to the complainant within fifteen working days of receipt of the grievance, including actions taken and reasons for the decision.

In the event of the outcome being favourable to the student, the Registrar will immediately implement any decision and/or corrective action required.

STEP 4 – UNRESOLVED GRIEVANCE TO THE CHIEF ACADEMIC OFFICER

If the complainant is not satisfied with the response, they may submit a written account of the grievance to the Chief Academic Officer requesting a review within 20 working days of receipt of the outcome of Step 3. The CAO will acknowledge the request within 5 business days. During the course of the review, the CAO will consult with the complainant and all other relevant parties. Where possible, such consultations will be face-to-face.

Within 20 working days of the receipt of the request for review, process, the Chief Academic Officer will provide a written report to the complainant on the decision, rationale for that decision and any actions undertaken during Step 4 of this procedure.

STEP 5 EXTERNAL REVIEW

Where the internal review process fails to resolve the grievance or complaint to the satisfaction of the complainant, the complainant can take the matter for independent, external review to Independent Higher Education Australia.

Contact details:

Chief Executive Officer
IHEA
Email: contact@ihea.edu.au
Tel: 03 9642 5212

The Principal will ensure that the recommendations by IHEA are implemented within 15 working days of receiving the recommendations.

4. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	8 May 2019	8 May 2019	Procedures extracted from Grievance (Academic Matters) Policy: Education and Counselling 2014. Amended to reflect changes in roles and names. IHEA contact details included. Removed 'who is not a practicing solicitor or barrister' from Step 3

Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Student Policies, as it may have changed