

Faculty of Law
Statements on Grievance Procedures for Higher Degree by Research (HDR) Students

General

The Faculty of Law maintains systems and promotes practices which are designed to minimise the incidence of legitimate student grievances and to ensure that complaints by students are dealt with promptly and fairly.

HDR students are represented on the Research Committee and Faculty Board. Matters of general concern to students may be ventilated in these forums.

Complaints about general administrative matters and ones pertaining to the physical environment of the Law Building may be made to the HDR Officer who will refer the complaints to the relevant Committees or Managers within the Faculty for investigating and settling the complaints.

Student concerns of a general academic nature may be communicated to the HDR Convenor either personally or by the HDR Representative on the Research Committee or by the Chair of the HDR Student Group.

Individual Academic Complaints

The HDR Convenor is a first point of contact for HDR students who have a complaint about some academic matter that affects them personally, i.e. the quality of supervision being provided to them.

The HDR Convenor may advise the student to discuss the matter with the staff member concerned, and at the same time advise that staff member of the nature of the concern and what might be done to deal with it. Where it is not practical for a student to discuss the matter with the staff member concerned, the HDR Convenor will, in the first instance, relay the grievance to the staff member concerned and attempt to deal with the complaint directly without disclosing the identity of the complainant if non-disclosure is requested.

But the HDR Convenor is entitled to seek confirmation of the standing of the person lodging the complaint, and will not act on wholly anonymous complaints. If the matter remains unresolved and the student requires it to be dealt with more formally, he or she may be called upon to disclose his or her identity in the course of lodging a formal written complaint.

Where the issue raised relates to teaching, research, international students, or pertains to the allocation of resources within the Faculty, one of the Associate Deans with responsibility for the relevant area may be consulted. The HDR Convenor will seek to resolve the grievance through discussion, negotiation or mediation, unless he or she has advised the complainant in writing that the grievance is considered to be frivolous and/or vexatious.

The HDR Convenor may consider an unresolved complaint to be so serious that it should be referred to the Dean.

The Dean may convene a four-person ad hoc committee, to be known as the Faculty Grievance Committee for HDR Students, to resolve the grievance. The composition of the Committee will be:

- a senior member of staff nominated by the Dean to act as chair;
- two members of academic staff who are accredited as HDR supervisors;
- The HDR representative on the Research Committee or (if that person is the complainant) the Chair of the HDR Student Group or nominee.

The Faculty Grievance Committee for HDR Students will follow the procedures as specified in Chapter 8 “**Grievance and appeal, discipline and termination**” of the Monash Research Graduate School Handbook for Doctoral and MPhil Degree

<http://www.mrgs.monash.edu.au/research/doctoral/index.html>

and

what recommended in the University Policy on Student Academic Grievances which can be found at

- <http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.html>