



Terms of Reference

University Appeals Panel

Trim Location	15/1730PL
Responsible Officer	Vice-Chancellor
Approval Date	6 July 2015
Approval Authority	Council

1 Purpose

The University Appeals Panel will review University Appeals referred to it by the Vice-Chancellor. Such Appeals can only be lodged against Decisions made by any University committee which provides for recourse to the University Appeals Panel in accordance with the University Appeal Procedure.

2 Responsibilities

The University Appeals Panel shall, at the request of the Vice-Chancellor:

1. review Appeals and recommend to the Vice-Chancellor:
 - a. a determination relative to the grounds of Appeal
 - b. any consequential corrective and preventative action, in accordance with the University's policies and procedures; and
2. adopt oversight for the conduct of Appeals referred to the University Appeals Panel.

3 Authority

The Vice-Chancellor authorises the Panel to perform those responsibilities as outlined in the Terms of Reference.

4 Membership

4.1 Membership

Membership of the University Appeals Panel shall be:

1. **Chair:** Vice-Chancellor or nominee;
2. A nominated external legal representative appointed by the Vice-Chancellor;
3. An appropriately qualified member or external representative as appointed by the Vice-Chancellor, with demonstrated expertise in the area of the Appeal.

To ensure the University Appeals Panel has access to the expertise or knowledge necessary to determine Appeals before it, the Vice-Chancellor, in consultation with the Chair of the Panel as appropriate, may co-opt other suitable persons as additional members.

The quorum of the Panel is three persons, one of whom must be the Chair.

4.2 Responsibilities of Panel Members

No member of the University Appeals Panel may sit on a University Appeal Panel if they have a conflict of interest in relation to the Appeal, if they were involved at any stage directly or indirectly in the Decision under Appeal, or if their substantive position is within the primary organisational unit involved in the University Appeal.

5 Meetings

5.1 Frequency and Conduct of Meetings

The University Appeals Panel shall be convened as necessary to review any Appeals which have been submitted to and accepted by the Vice-Chancellor as proper Appeals.

The University Appeals Panel review meetings will be conducted in accordance with the University Code of Conduct Policy and the University Appeal Procedure.

The Chair of the University Appeals Panel has the authority to call for documentary and/or other evidence related to the Appeal.

Students involved in a University Appeal may be represented by an Authorised Representative or assisted by a Student Support Person or Student Advocate who, as per Section 4.5 of the University Appeal Procedure, may accompany them to any relevant review meetings.

The University shall not be liable for any expenses incurred by the Student, their Authorised Representative, any Student Support Person or Student Advocate, Employee or other attendees at meetings of University Appeals Panels.

5.2 Correspondence

All correspondence should be addressed to the Secretary of the Panel.

5.3 Reporting

Reporting will be undertaken as per Sections 4.5, 4.9 and 4.10 of the University Appeal Procedure.

All parties involved in a University Appeal must receive regular Notice from the Secretary, of progress or outcomes, including the reasons for the outcome.

As per Section 4.10 of the University Appeal Procedure, the Vice-Chancellor (refer Section 7 below) will prepare an annual summary on the work of the University Appeals Panel. This report will include, for each case, as strictly de-identified information, the type of Appeal; the grounds of Appeal; the outcome of the Appeal; the type of Student or Employee involved and the primary organisational unit involved. This will include determinations not to proceed with an Appeal.

5.4 Minutes

For all review meetings, minutes shall be kept as provided for in University policy and procedure. The Secretary will be responsible for the record-keeping of all Decisions and reasons for the Decisions.

6 Ethical Practices, Confidentiality and Independence

Members of the Panel are to:

1. Exercise objectivity and integrity in the discharge of their duties and responsibilities;
2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly with regard to the maintenance of confidentiality and privacy;
4. Exercise judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Panel;
5. Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to, a conflict of interest; and
6. Disclose to the Panel any matter which could compromise, or be seen to compromise, the performance of their duties on the Panel or give rise to a perception of a conflict of interest.

7 Secretary

The Vice-Chancellor will appoint a Secretary to the Panel.

8 Review of Terms of Reference

These Terms of Reference will initially be reviewed in 12 months, and on a two yearly basis thereafter by the University Secretary, to ensure they remain consistent with the Panel objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Council for approval.

Modification History

Date	Source	Details
08/12/2014	Council	Approved University Appeals Committee Terms of Reference
23/02/2015	Council	Approved University Appeals Panel Terms of Reference (to replace the University Appeals Committee Terms of Reference approved by Council on 8 December 2014)
06/07/2015	Council	Approved revised University Appeals Panel Terms of Reference as originally approved by Council on 23 February 2015