



## Terms of Reference

# Non-Academic Appeals Committee

Trim Location	14/2097PL
Responsible Officer	Pro Vice-Chancellor (Student Services)
Approval Date	9/07/2015
Approval Authority	Vice-Chancellor

## 1 Purpose

The University will have a Non-Academic Appeals Committee to hear Appeals made by Students, or their Authorised Representative, about decisions relating to non-academic matters in accordance with the Non-Academic Appeal Procedure.

## 2 Responsibilities

The Non-Academic Appeals Committee shall, at the request of the Pro Vice-Chancellor (Student Services):

1. adopt oversight for the conduct of Non-Academic Appeals;
2. provide guidance and advice to Employees in relation to the Non-Academic Appeal Procedure and process;
3. hear student Non-Academic Appeals and recommend any consequential corrective and preventative action, in accordance with the University's policies and procedures.

## 3 Authority

The Pro Vice-Chancellor (Student Services) authorises the Committee to perform those responsibilities as outlined in the Terms of Reference.

## 4 Membership

### 4.1 Membership

Membership of the Non-Academic Appeals Committee shall be:

1. **Chair:** Pro Vice-Chancellor (Student Services) or nominee;
2. One academic staff member, appointed by the Chair;
3. One professional staff member, appointed by the Chair;

4. A student who is appointed by the Vice-Chancellor in consultation with the Student Guild;
5. A non-voting Secretary as determined by the Chair.

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

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

The Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.

## **4.2 Responsibilities of Committee Members**

No member of the Non-Academic Appeals Committee may sit on a Non-Academic Appeal hearing if they have a conflict of interest, if they were involved at any stage directly or indirectly in the decision under the Non-Academic Appeal, or if their substantive position is within the primary organisational unit involved in the Non-Academic Appeal.

## **4.3 Nominees**

Selected members of the committee may nominate an acting person to represent them as per section 4.1. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

# **5 Meetings, Reporting and Minutes**

**Frequency and Conduct of Meetings:** The Non-Academic Appeals Committee shall convene as necessary, normally at least once each semester, ie at the end of each of Semesters 1, 2 and 3, to hear any Non-Academic Appeals which have been submitted and accepted as proper Non-Academic Appeals.

The Non-Academic Appeals Committee meetings will be conducted in accordance with the University Code of Conduct Policy and the Non-Academic Appeals Procedure.

Students involved in a Non-Academic Appeal may be represented by an Authorised Representative or assisted by a Student Support Person or Student Advocate who, as per Section 4.8 of the Non-Academic Appeal Procedure, may accompany them to any relevant Appeal meeting.

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 Non-Academic Appeals Committees.

**Reporting:** The Non-Academic Appeals Committee will appoint a responsible officer to monitor and report back on any actions.

All parties involved in a Non-Academic Appeal must be kept informed regularly, in writing, by the Committee Secretary, of progress or outcomes, including the reasons for the outcome.

The Pro Vice-Chancellor (Student Services) will ensure that an annual report on the work of the Non-Academic Appeals Committee is submitted through the Vice-Chancellor to the Vice-Chancellor's Committee. 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.

**Minutes:** For all meetings, minutes shall be kept as provided for as per 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 Committee 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 in regard to the maintenance of confidentiality and privacy of information;
4. Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
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 Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.

## 7 Review of Terms of Reference

The Terms of Reference will initially be reviewed in 12 months, and on a two yearly basis thereafter by the Pro Vice-Chancellor (Student Services).

## 8 Modification History

<b>Date</b>	<b>Source</b>	<b>Details</b>
11/04/19	Pro Vice-Chancellor (Student Services)	Update position terminology