



## Terms of Reference

### Academic Appeals Committee

Trim Location	
Responsible Officer	University Secretary
Approval Date	16 April 2019
Approval Authority	Academic Board

## 1. Role

The Academic Appeals Committee is a Standing Committee of Academic Board and is responsible to Academic Board for hearing formal appeals made by Students, or their Authorised Representative, about decisions relating to academic matters in accordance with the Academic Appeal Procedure.

## 2. Functions

The Academic Appeals Committee shall, at the request of the Chair of Academic Board:

1. hear, consider and make determinations on Student Academic Appeals lodged by Students against decisions relating to academic matters, in accordance with the relevant University policies and procedures;
2. recommend to the relevant Senior Officer any consequential corrective and preventative action, in accordance with the University's policies and procedures;
3. report to Academic Board regarding identified trends and issues arising from appeal hearings.

## 3. Meetings, Reporting and Minutes

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

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

Students involved in an 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 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 Academic Appeals Committees.

#### **Reports to:** Academic Board

The Academic Appeals Committee will appoint a responsible officer to monitor and report back on any actions.

All parties involved in an 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 (Students Services) must ensure that an annual report on the work of the Academic Appeals Committee is submitted through the Vice-Chancellor to Academic Board, the Chancellor's Committee and Council. This report will be prepared in accordance with the requirements of the Academic Appeal Procedure and should inform continuous improvement of University policies, procedures and practices.

**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.

## **4. Membership**

### **4.1. Membership Structure**

The membership of the Academic Appeals Committee is:

1. Deputy Chair of Academic Board, or nominee (Chair);
2. One academic staff member from each Faculty, nominated by the Executive Dean of that Faculty and appointed by the Chair (to provide flexibility in circumstances where there may be 'conflict of interest' issues);
3. Two academic staff representatives, appointed by the Chair from the elected members of Academic Board;
4. One Aboriginal and/or Torres Strait Islander academic staff member, elected by and from the Aboriginal and/or Torres Strait Islander academic staff of the University;
5. Pro Vice-Chancellor (Student Services), or nominee;
6. One nominee, if required, chosen by the Deputy Vice-Chancellor (Research and Innovation);
7. Two elected Students, (one undergraduate and one postgraduate), nominated by the Student Guild;
8. One professional staff member, nominated by the Pro Vice-Chancellor (Student Services).

The quorum of the committee is three persons, one of whom must be the Chair and one of whom must be a Student representative.

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. Terms of Office

Ex officio members remain members for their term of office. Elected members, with the exception of student members, shall serve for a term that aligns with the term of Academic Board and shall be eligible for re-election, with no restriction on the number of renewable terms. Student members shall have one year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members shall be eligible for re-election after this period.

## 4.3. Responsibilities of Academic Appeals Committee Members

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

## 4.4 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.

## 5. Review of Terms of Reference

These Terms of Reference will be reviewed annually by Academic Appeals Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

## Modification History

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