

# **Student Appeals Committee Terms of Reference**

## **Section 1 - Establishment**

(1) The Student Appeals Committee is established under the Academic Board Terms of Reference.

## **Section 2 - Functions and Responsibilities**

(2) The Student Appeals Committee will:

(3) Provide an avenue of appeal for students in relation to complaints or disciplinary matters;

(4) Promote and ensure the application of the principles of procedural fairness and confidentiality in relation to all Committee matters; and

(5) Promote quality improvement in policies and procedures related to complaints and disciplinary matters.

(6) The Student Appeals Committee will undertake the following functions:

- a. Hear, consider, and make determinations on appeals made by students arising out of formal complaints;
- b. Hear, consider, and make determinations on appeals made by students in relation to disciplinary matters; and
- c. Determine detailed procedures to govern its own operations.

## **Section 3 - Membership**

(7) The membership of the Committee will comprise the following:

- a. Chair, Deputy Vice-Chancellor, Students and VET;
- b. Deputy Chair, Pro Vice-Chancellor, Learning and Teaching;
- c. Dean (from a College not involved in the appeal);
- d. A senior VET or HE academic nominated by the Chair; and
- e. A student nominated by the Chair from the elected student members of Academic Board.

(8) The Student Policy & Complaints team will assist in a non-deliberative role, to provide information and support as required.

## **Section 4 - Chair**

(9) The Chair of the Committee will be the Deputy Vice-Chancellor, Students & VET.

## **Section 5 - Secretary**

(10) The Student Policy & Complaints team will provide the Committee with the support of an appropriately qualified Executive Officer.

## **Section 6 - Term of Office**

(11) The Chair will serve for the term of their tenure.

(12) The nominated staff member will serve for a two (2) year period from the date of appointment and is eligible for reappointment.

(13) The nominated student(s) will serve for the term of office as a student member on Academic Board.

## **Section 7 - Quorum**

(14) At a meeting of the Committee, a quorum is constituted by three of the members. Where quorum is lost due to conflicts of interest, the Chair may choose to hold a matter over or adjourn the whole meeting.

## **Section 8 - Meetings**

(15) The Student Appeals Committee will meet as required.

(16) Meetings will be conducted either face-to-face or by video conference.

## **Section 9 - Agenda**

(17) The agenda is to be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

## **Section 10 - Minutes**

(18) Meeting minutes will be taken and distributed within two weeks of the meeting.

## **Section 11 - Reporting**

(19) The Committee will provide a de-identified report on its proceedings to Academic Board. Such reports will note the general nature of the complaints and disciplinary matters, which were the subject of appeal, and whether or not the appeals were upheld.

(20) All matters related to appeals heard by the Student Appeals Committee are confidential and will be held in a limited access central database and disposed of in accordance with the University's Records Management Policy. De-identified trends will be reported annually to Academic Board.

## **Section 12 - Conflicts of Interest**

(21) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

## **Section 13 - Non-compliance**

(22) Non-compliance with Governance Documents is considered a breach of the Staff Code of Conduct or the Student Code of Conduct, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(23) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, Fraud and Corruption Control Policy and Whistleblower reporting (Improper Conduct) Procedures.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	17th November 2021
<b>Review Date</b>	17th November 2024
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	8th July 2022
<b>Expiry Date</b>	Not Applicable
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