# 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:

a. provide an avenue of appeal for students in relation to complaints or disciplinary matters;
b. promote and ensure the application of the principles of procedural fairness and confidentiality in relation to all Committee matters; and
c. promote quality improvement in policies and procedures related to complaints and disciplinary matters.

(3) 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, as per the Complaints Policy - Students;
b. hear, consider, and make determinations on appeals made by students in relation to disciplinary matters;
c. determine detailed policies and procedures to govern its own operations and improve general operations and impact for students; and
d. make recommendations for improving the University's policies, procedures and operations that impact students.

(4) The Chair must ensure that the Student Appeals Committee reviews its terms of reference, performance, and membership at least annually. The results of this review must be captured in committee minutes.

# Section 3 - Membership

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

a. Chair, Provost;
b. Deputy Chair, Faculty or TAFE Pro Vice-Chancellor (from a Faculty (or TAFE) not involved in the appeal);
c. A vocational education and training (VET) academic, at least at academic level C or equivalent leadership position, nominated by the Chair;
d. A senior higher education academic, at least at academic level C, nominated by the Chair; and
e. A student nominated by the Chair from the elected student members of Academic Board.

(6) The Manager Student Policy and Complaints (or nominee) will assist in a non-deliberative role, to provide information and support as required.

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### Members' attendance

(7) Attendance by members will be monitored by the Secretary. If a member has three consecutive unexplained absences from Student Appeals Committee meetings the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

# Section 4 - Chair

(8) The Chair of the Committee will be the Provost.

# Section 5 - Secretary

(9) The Student Conduct & Complaints Management Unit will provide the Committee with the support of an appropriately qualified Executive Officer.

# Section 6 - Term of Office

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

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

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

(13) The Chair may terminate an individual's membership of the SAC if the Chair determines that their continued membership is not constructive to the operation and functioning of the SAC. The Chair will notify the individual in writing and give them an opportunity to respond before terminating the membership.

# 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.

### Member conduct

(16) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(17) Items of discussion must be treated with confidentiality as appropriate by members.

# Section 9 - Agenda

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

# Section 10 - Minutes

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

(20) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

# Section 11 - Reporting

(21) 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.

(22) 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 Records and Information Management Policy and Procedure.

(23) De-identified trends will be reported annually to Academic Board, in accordance with the Academic Board Comprehensive Reporting Framework.

# Section 12 - Conflicts of Interest

(24) 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

(25) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, 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 outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(26) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(27) 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 Policy and Whistleblower Reporting (Improper Conduct) Procedure.

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## Status and Details

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## Glossary Terms and Definitions

**"University"** - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

**"Governance document"** - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.