



University Appeals Committee Constitution

Committee of Academic Committee established by Council: 7 April 2015.

As per the Academic Committee constitution, the Academic Committee has the authority to approve changes to the constitutions of its sub-committees.

Previous version approved by Academic Committee: 05/2023 (16 November), 2023/0000327.

Current version approved by Academic Committee: 01/2024 (21 March), 2024/0000777.

Interpretation

1. In this constitution, references to academic elements and academic management positions are as defined in the Structure and Governance of Academic Groups of the University.
2. In this constitution, any reference to 'the Committee' means the University Appeals Committee.

Role

3. The University Appeals Committee is the body within the University responsible for making a determination following the lodgment of specified appeals by students under the University's Student Review and Appeals Policy and Student Review and Appeals Procedures.
4. In undertaking its role, the Committee contributes to the University meeting the requirements of the following Standards of the Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021):
 - a) Domain 2 Learning Environment
Standard 2.4
 - b) Domain 4 Research and Research Training

14. Where a member of the Committee (including the Chair) has a direct or indirect interest in an appeal, the member shall not participate in the decision. In the event of a conflict of interest, the Secretary of the Committee shall advise the member of the conflict. In this event, a reserve member is available to act.

Secretary

15. The Registrar shall be the Secretary to the Committee. The Secretary shall ensure the rights of audience and debate.
16. The Secretary shall perform the following duties, which are not limited to:
- Calling meetings of the Committee, including providing notice of each meeting in accordance with the rules of procedure and consultation with the Chair.
 - Keeping minutes of meetings and recording decisions.
 - Preparing the minutes of meetings for the Chair to sign.
 - Maintaining the register of appeals.

Meeting Procedures

17. The Committee will be convened as follows:
18. In determining the outcome of an appeal, the Committee shall take the following actions:
- Deem the appeal to be invalid.
 - Dismiss the appeal and affirm the decision in its original form.
 - Uphold the appeal and set aside, substitute or vary the original decision.
 - Find that the appeal presented by the student constitutes a substantial injustice and refer the appeal back to the original Decision-maker to take certain actions in order to rectify the injustice.



23. As far as reasonably practicable, the postgraduate student member should be present when the University Appeals Committee is considering an appeal from a postgraduate student.

Annual Report

24. The University Appeals Committee will prepare an Annual Report, which will include a statistical summary of its business at the end of each financial year, for consideration by the Academic Committee.