

Student Appeals Committee

1. ESTABLISHMENT

- 1.1. The Student Appeals Committee is established under the [Academic Board Terms of Reference](#).

2. FUNCTIONS AND RESPONSIBILITIES

- 2.1. The Student Appeals Committee will:
- 2.2. Provide an avenue of appeal for students in relation to complaints or disciplinary matters;
- 2.3. Promote and ensure the application of the principles of procedural fairness and confidentiality in relation to all Committee matters; and
- 2.4. Promote quality improvement in policies and procedures related to complaints and disciplinary matters.
- 2.5. 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.

3. MEMBERSHIP

- 3.1. 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.
- 3.2. The Student Policy & Complaints team will assist in a non-deliberative role, to provide information and support as required.

4. CHAIR

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

5. SECRETARY

- 5.1. The Student Policy & Complaints team will provide the Committee with the support of an appropriately qualified Executive Officer.

6. TERMS OF OFFICE

- 6.1. The Chair will serve for the term of their tenure.
- 6.2. The nominated staff member will serve for a two (2) year period from the date of appointment and is eligible for reappointment.
- 6.3. The nominated student(s) will serve for the term of office as a student member on Academic Board.

7. QUORUM

- 7.1. 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.

8. MEETINGS

- 8.1. The Student Appeals Committee will meet as required.
- 8.2. Meetings will be conducted either face-to-face or by video conference.

9. AGENDA

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

10. MINUTES

- 10.1. Meeting minutes will be taken and distributed within two weeks of the meeting.

11. REPORTING

- 11.1. 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.
- 11.2. 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.

12. CONFLICTS OF INTEREST

- 12.1. 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](#).

13. NON-COMPLIANCE

- 13.1. 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.

- 13.2. 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](#).

GOVERNANCE

Responsible Executive	Chair, Academic Board	
Implementation Officer	Chair, Student Appeals Committee	
Category	Academic Governance	
Approving authority	Academic Board	
Effective date	17 Nov 2021	
Review date (every two year)	17 Nov 2024	
Version	3.01	ter - 001
Content enquiries	governance@cdu.edu.au	

DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	28 Jan 2011	Academic Board	Creation of original document and upload to CDU website.
1.01	28 Feb 2012	Governance	<ul style="list-style-type: none"> • Changes to membership titles due to changes in organisational chart • Addition of hyperlinks • Converted document to current template • Assigned document number • Minor changes to grammar and formatting. • Changes to title for consistency • Changed PVC, LTCE to PVCA due to new position title.
1.02	11 Sep 2017	Governance	<ul style="list-style-type: none"> • Conversion to new Governance template due to new University branding • Updated hyperlinks • Removedas per the relevant policies. Records will be disposed of according to the CDU Records



			<p>Disposal Policy.. from Reporting and replaced with.. and disposed of in accordance with the</p> <ul style="list-style-type: none">• University’s Records Management Policy to reflect accurate document title.
2.00	20 Nov 2019	Academic Board	<ul style="list-style-type: none">• Document reviewed• Updated membership to reflect current organisational structure, term of office and quorum
2.01	28 January 2021	Academic Board	<ul style="list-style-type: none">• Conversion to new Governance Template• Change to membership. Student member appointed from Academic Board student members.
3.00	26 May 2021	Academic Board	<ul style="list-style-type: none">• Changes of membership to reflect decision of Council 29 April 2021
3.01	17 Nov 2021	Academic Board	<ul style="list-style-type: none">• Names changed to Student Appeals Committee