

Academic Appeals Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Academic Appeals Committee

2. ESTABLISHMENT

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

3. FUNCTIONS AND RESPONSIBILITIES

The Academic Appeals Committee will:

- Provide an avenue of appeal for students in relation to academic grievances or disciplinary matters;
- Promote and ensure the application of the principles of procedural fairness and confidentiality in relation to all Committee matters; and
- Promote quality improvement in policies and procedures related to student academic grievances and student academic misconduct.

The Academic Appeals Committee will undertake the following functions:

- Hear, consider and make determinations on appeals made by students against decisions in relation to academic matters;
- Hear, consider and make determinations on appeals made by students against decisions in relation to breaches of academic integrity; and
- Determine detailed procedures to govern its own operations.

4. MEMBERSHIP

The membership of the Committee will comprise the following:

- Chair, Academic Board (Chair);
- Pro Vice-Chancellor, Academic (Deputy Chair);
- A senior VET or HE academic nominated by the Chair; and
- A student nominated by the Chair.

The Director, Leadership and Organisational Culture will assist in a non-deliberative role, to provide information and support as required.

5. CHAIR

The Chair of the Committee will be the Chair of Academic Board. In the Chair's absence, the Deputy Chair will preside over meetings of the Committee.

6. SECRETARY

Administrative support will be provided by the Office of Leadership and Organisational Culture.

7. TERM OF OFFICE

N/A

8. QUORUM

At a meeting of the Committee, a quorum is constituted by 75% of the members.

9. MEETINGS

The Academic Appeals Committee will meet as required.

10. RESOLUTIONS OF THE ACADEMIC APPEALS COMMITTEE

N/A

11. AGENDA

N/A

12. REPORTING

The Committee will provide brief, de-identified reports on its proceedings to Academic Board noting the general nature of the complaint, which was the subject of the appeal, and whether or not the appeal was upheld.

All matters related to appeals heard by the Academic 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.

13. RELEVANT DEFINITIONS

In the context of this document:

N/A

Document History and Version Control

Last amendment:	30 Nov 2017
Sponsor:	Chair, Academic Board
Contact Officer:	Chair, Academic Board

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 • Removed <i>....as per the relevant policies. Records will be disposed of according to the CDU Records Disposal Policy..</i> from Reporting and replaced with <i>.. and disposed of in accordance with the University's Records Management Policy</i> to reflect accurate document title.