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, Student Engagement and Success;
• Pro-Vice-Chancellor, Education Strategy;
• A senior VET or HE academic nominated by the Chair; and
• A student nominated by the Chair

The Complaints Management Unit 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.
6. SECRETARY

The Complaints Management Unit will provide the Committee with the support of an appropriately qualified Executive Officer.

7. TERM OF OFFICE

The Chair will serve for the term of their tenure as Chair of the Academic Board.

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

The nominated student will serve for a one (1) year term.

8. QUORUM

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.

9. MEETINGS

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

10. RESOLUTIONS OF THE ACADEMIC APPEALS COMMITTEE

N/A

11. AGENDA

An agenda will be distributed a minimum of three (3) working days before the meeting.

12. REPORTING

The Committee will provide a de-identified report on its proceedings to Academic Board. Such report will note the general nature of the complaints, which were the subject of appeal, and whether or not the appeals were 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
### Governance Document History and Version Control

**Last amendment:** 20 Nov 2019  
**Sponsor:** Chair, Academic Board  
**Contact Officer:** Chair, Academic Board

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>28 Jan 2011</td>
<td>Academic Board</td>
<td>Creation of original document and upload to CDU website.</td>
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<tr>
<td>1.01</td>
<td>28 Feb 2012</td>
<td>Governance</td>
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  - 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 |  
  - Conversion to new Governance template due to new University branding  
  - Updated hyperlinks  
  - Removed "as per the relevant policies. Records will be disposed of according to the CDU Records Disposal Policy. From Reporting and replaced with.. and disposed of in accordance with the University’s Records Management Policy."
  - Changed document title |
| 2.00    | 20 Nov 2019   | Academic Board |  
  - Document reviewed  
  - Updated membership to reflect current organisational structure, term of office and quorum |