UNIVERSITY APPEALS COMMITTEE
CONSTITUTION

Committee of Academic Committee
Established by Council:
Constitution last amended: 7.4.2015

ESTABLISHMENT

1. The University Appeals Committee was originally established under the Student Grievances and Appeals Policy approved by Academic Committee in 2001. It shall continue in accordance with this constitution.

INTERPRETATION

2. In this constitution, references to academic elements and academic management positions shall be as defined in Structure and Governance of Academic Groups of the University.

3. In this constitution, any reference to ‘the Committee’ shall mean the University Appeals Committee.

ROLE

4. The University Appeals Committee is the body within the University responsible for making a determination following the lodgement of certain appeals by students under the University’s Student Review and Appeals Policy and Student Review and Appeals Procedures.

FUNCTIONS

5. The Committee is responsible for making determinations on student appeals in relation to the following academic decisions at the University:
   (a) Exclusion for unsatisfactory progress;
   (b) Restricting a student’s participation or completion of required professional practice;
   (c) Penalties for academic misconduct for undergraduate and postgraduate coursework students;
   (d) Penalties for, and findings of, academic misconduct against Higher Degree Research students;
   (e) Honours classification or the grade awarded for the dissertation in Bachelor Honours degrees;
   (f) Termination of enrolment in a professional program due to restriction against the student undertaking professional practice;
   (g) Termination of Honours candidature;
   (h) Termination of Higher Degree Research candidature;
   (i) Eligibility to graduate.

6. The Chair of the Committee may act executively on behalf of the Committee in performing the above functions. The Chair’s executive decisions are reported to the next meeting of the Appeals Committee for ratification. The Chair has the authority to constitute the membership of the Appeals Committee for any meeting of the Committee.

MEMBERSHIP

7. The University Appeals Committee shall comprise six members as follows:
   (a) A senior academic staff member, appointed by the Academic Committee, as Chair;
   (b) Two academic staff members, appointed by the Academic Committee;
(c) Two students, one of whom is to be a postgraduate student, appointed by the Academic Committee from expressions of interest sought from the Student Representative Council, Gold Coast Student Guild and Griffith University Postgraduate Students Association; and

(d) A member of Council who is not a student or staff member, appointed by the Council.

The role of the members is to assist the Chair in carrying out the functions of the Committee on occasions when the Committee is convened.

8. The Committee shall also have the following reserve members, any of whom may participate in the University Appeals Committee whenever a member has to step aside or is not available:

(a) Two academic staff members, appointed by the Academic Committee, as reserve members;

(b) A number of students, appointed by the Academic Committee from expressions of interest sought from the Student Representative Council, Gold Coast Student Guild and Griffith University Postgraduate Students Association, as reserve members.

9. One of the academic staff members appointed under section 7 (b) is appointed as Reserve Chair, to act in the role of the Chair in appeals where the Chair has to step aside or is not available.

TERMS OF OFFICE

10. All members of the Committee shall normally serve for a period of 2 years, up to 31 December.

11. All members shall be eligible for reappointment.

CONFLICTS OF INTEREST

12. A Committee member who has a conflict of interest must declare the conflict of interest immediately upon becoming aware of it in accordance with the University’s Conflict of Interest Policy.

13. Where a member of the Committee (including the Chair), has a direct or indirect interest in an appeal, the member must advise the Secretary of the Committee. In this event, a reserve member is called upon.

SECRETARY

14. The Academic Registrar may nominate a Secretary to the Committee who shall have rights of audience and debate.

15. The Secretary’s functions include, but are not limited to:

(a) Calling meetings of the committee, including preparing the agenda for each meeting in consultation with the Chairperson;

(b) Keeping minutes of each meeting and recording apologies;

(c) Preparing the minutes for distribution post-meeting;

(d) Maintaining the register of members of the Committee.

MEETING PROCEDURES

16. The Committee shall be convened as required.

17. In determining the outcome of an appeal, the Committee has the power to take the following actions:

(a) Deem the appeal to be invalid;

(b) Dismiss the appeal and affirm the decision in its original form;

(c) Uphold the appeal and set aside the decision;
(d) Find that the appeal presented by the student constitutes sufficient justification to require the Dean (Learning & Teaching) or Senior Deputy Vice Chancellor to take certain actions in order to review the original academic decision and report back to Committee. In this case the appeal is held over to a future meeting of the Committee and the student must first be given access or an opportunity to inspect all further documents before the Committee and a reasonable opportunity to provide any written response;

(e) Request further information from the student, the Dean (Learning & Teaching), Senior Deputy Vice Chancellor or other relevant person. In this case the appeal is held over to a future meeting of the Committee and the student must first be given access or an opportunity to inspect all further documents before the Committee and a reasonable opportunity to provide any written response; and/or

(f) Take such other action which, in the opinion of the University Appeals Committee, will assist the resolution of the appeal.

18. The Chair of the University Appeals Committee, in acting executively on behalf of the Committee, has the power to take any of the above actions. The Chair may decide to refer the student’s appeal to the Committee where necessary.

19. The outcome of the Committee’s deliberations will be a report setting out the appeal decision, the modifications to the original academic decision where appropriate, and the reasons for the decision.

20. The decisions of the Committee are final and there is no further recourse to appeal within the University.

QUORUM

21. The quorum for a meeting of the University Appeals Committee shall be three persons, including one student.

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

ANNUAL REPORT

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