

Academic Board Appeals Committee's Procedures

Section 1 - Definitions

(1) For the purpose of these Procedures, refer to the [Definitions \(Academic\) Policy](#). In addition, the following definitions apply to these Procedures:

- a. Chair means the Chair, Academic Board Appeals Committee; and
- b. Committee means the Academic Board Appeals Committee.

Section 2 - Procedures

(2) Upon receipt of an appeal, the Secretary, Academic Board Appeals Committee will ensure that the appeal is in the appropriate format and has been submitted in accordance with the relevant University Rule. The Secretary will also verify that the procedure and timeframes have been followed in accordance with the relevant Rule.

(3) If the appeal is received out of time, the Chair (under [Rule 2](#), Section 10, clause (125) and [Rule 3](#), Section 16, clause (98)) may grant an extension if the student can satisfy the Chair that the late lodgement is due to no fault of the student.

(4) The Secretary will write to the student confirming receipt of the appeal and clarifying or stating grounds of appeal. If the student has not first made an official query to the Associate Dean (Education) or other delegated officer as specified in the relevant Rule, the student will be requested to do so before the appeal can be considered.

(5) An appeal will not be regarded as having been 'received' until:

- a. the grounds of appeal are clarified with the student, and
- b. there is written evidence that the student has already queried the matter with the appropriate person.

(6) The Secretary will request from the relevant work unit any relevant information, including:

- a. the date of grade publication or date of notification of exclusion to the student;
- b. the date of formal notification of the determination;
- c. the student's academic transcript;
- d. the relevant Unit Outline;
- e. the Specific Award Rules for the Course in which the student was enrolled at the time;
- f. any University Rules, Policies or Procedures that apply to the appeal;
- g. details regarding the student's performance in the unit;
- h. a copy of any special consideration documentation; and
- i. any other documentation considered relevant to the appeal.

(7) The Secretary will forward a copy of the appeal to the relevant Associate Dean (Education) or other delegated officer requesting them to provide written reasons for their decision, which has led to the appeal, and inviting written comment on the appeal. The Associate Dean (Education) or other delegated officer must respond within five working

days of this request.

(8) The Secretary will forward the appeal plus all relevant documentation to the Chair within ten working days of receipt of the appeal.

(9) The Chair will review the appeal and determine whether it will proceed to a hearing by the Committee. The Chair may only reject an appeal under the following reasons:

- a. the appeal is deemed to be frivolous or vexatious; or
- b. the academic decision seems to the Chair to have been properly taken and the student has not presented sufficient evidence to justify further consideration of the appeal.

(10) The Secretary, on behalf of the Chair, will notify the student in writing within ten working days of receipt of the appeal by the Chair, informing them of the Chair's determination and their rationale.

(11) Should the Chair require further information prior to making a determination under clause (9), they may contact the student in writing requesting further information. The student must provide any additional information within ten working days of the Chair's request. Upon receipt of the additional information, the Chair will then decide if the appeal is rejected or if it will proceed to a hearing by the Committee.

(12) The Chair's determination of whether the appeal proceeds to the Committee is final within the University.

(13) The Chair may also refer any appeal to the relevant Associate Dean (Education) or other delegated officer with an invitation to reconsider the matter raised and to conduct discussions with relevant staff to ensure that all options for resolution have been considered prior to proceeding to an appeal hearing.

(14) If the Chair approves an appeal to proceed to the Committee hearing the student must be notified of this decision within 20 working days of receipt of the Appeal by the Secretary. The Appeal must be heard within 30 working days of receipt of the Appeal by the Secretary.

(15) A copy of the appeal, the Associate Dean (Education)'s or other delegated officer's comments and relevant documentation will be marked "Confidential" and distributed to Committee members prior to the hearing. All documentation must be returned to the Secretary at the conclusion of the hearing.

(16) The student will be invited to present their case at the hearing in person or via phone/video conference if attendance in person is not reasonably convenient.

(17) At the appeal hearing, the student may be accompanied by a friend or elected student representative for support, at the Chair's discretion.

(18) The student is permitted to nominate a representative to speak on their behalf at the hearing. No legal representation will be permitted at the hearing.

(19) Should the student be unable to attend the appeal hearing, they may nominate a person to attend in their place, at the Chair's discretion.

(20) An Academic Board Appeals Committee, once established and the student notified, may continue to hear the appeal in the absence of the student.

(21) Committee members, including the Chair, must notify the Secretary of conflicts of interest. Where appropriate they may be required to stand down.

(22) The relevant Associate Dean (Education), Course Coordinator, Unit Assessor or Dean, Graduate Studies will be required to attend the Committee hearing to provide information or answer questions on the matter. They may be

accompanied by another appropriate person as they deem necessary.

(23) The Committee may establish further grounds for Appeal that have not been covered by the student. These will be considered when making a determination.

(24) In making its determination, the Committee may do the following:

- a. confirm the original decision of the Associate Dean (Education) or other delegated officer; or
- b. quash the original decision of the Associate Dean (Education) or other delegated officer and make such orders as it deems necessary to resolve the appeal, including a change of grade.

(25) In addition, the Committee may make a recommendation to the Faculty, College or the Graduate School to review its processes.

(26) The student shall be advised in writing of the Committee's determination within five working days of the hearing.

(27) Copies of the determination shall be provided to the Associate Dean (Education) or Dean, Graduate Studies, Pro Vice Chancellor (Academic Quality), Director, Student Administration Services and any other member of staff immediately involved in the appeal.

(28) The student may request that a copy of the determination be provided to a student organisation recognised by the University.

(29) The decision of the Committee will be by majority, with the Chair having a casting vote.

(30) The Committee is the final University decision-making body with regard to appeals under the University's Rules Relating to Awards.

(31) Taking into account all of the above an appeal normally will be heard by the Committee or resolved in some other way no later than 45 working days from receipt of the Appeal by the Secretary.

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Responsible Executive	Andrew Rose Chair, Academic Board +61 2 66203189
Head of Work Unit	Mark Dixon Director, Governance Services
Enquiries Contact	Governance Services