

Governance

University Appeals Committee

The Constitution of the University Appeals Committee.

This committee operates in accordance with the [UWA Principles for the Operation of Committees](#) and [UWA Rules for the Operation of Committees](#). Members must act in accordance with the [University Committee Members' Code of Conduct](#).

Constitution

1 Committee of the Academic Board

The University Appeals Committee is a standing committee of the Academic Board.

2 Role

The role of the Committee is to —

- (1) consider appeals by all students, including higher degree by research students, undertaking units in coursework courses in relation to the outcomes of reviews of —
 - (a) assessment outcomes;
 - (b) final grades or final marks;
 - (c) progress status; and
 - (d) academic decisions;
- (2) consider appeals by students in higher degree by research courses in relation to the outcomes of reviews of—
 - (a) management of candidature or enrolment status;
 - (b) HDR examination and classification; and
 - (c) Award and management of University controlled Scholarships.
- (3) determine an appropriate outcome in accordance with its powers set out in Clause 3.

3 Powers

- (1) In considering an appeal referred to in 2(1) and (2) the Appeals Committee may —
 - (a) confirm the decision of the reviewer; or
 - (b) uphold the appeal as appropriate; and/or
 - (c) take any other decision relevant and appropriate to the case.
- (2) In the case of unsatisfactory progress where a student's enrolment has been terminated by the faculty or in the case of HDR students by the Graduate Research School, the Appeals Committee must only allow a student to continue in their course where it forms the view that the student has a credible and workable plan for academic improvement and has provided evidence in support of the grounds on which they appealed.
- (3) In determining an outcome, the Appeals Committee must preserve the academic integrity of courses and standards on behalf of the University.
- (4) The Appeals Committee:
 - (a) may follow any procedure that is fair and appropriate, including investigating the appeal matter, interviewing the student and relevant member of staff and conducting a hearing;
 - (b) may need to balance the rights of the appellant with the need for fair and impartial decision-making for all students;
 - (c) may provide a report and/or make recommendations to the member of the University Executive responsible for the relevant portfolio on matters of general concern arising from appeals.

4 Membership

- (1) The Appeals Committee comprises:
 - (a) the Chair of the Academic Board, or nominee, as Chair;
 - (b) the Academic Secretary, or nominee;
 - (c) at least four academic staff members (Level C and above) elected by the Academic Board of whom two are required to be present in an appeals hearing;
 - (d) at least two professional staff members (Level 9 and above) elected by the Academic Board of whom one is required to be present in an appeals hearing;
 - (e) The President of the Guild of Undergraduates for matters relating to undergraduate studies; and/or
 - (f) the President of the Postgraduate Students' Association for matters relating to postgraduate studies.
 - (g) Up to two co-opted members (academic / professional staff) for specific expertise.

5 Terms of office

- (1) The term of office of members elected under 4(1)(c), 4(1)(d) and 4(1)(g) is up to three years.
- (2) Members elected under 4(1)(c) and 4(1)(d) are eligible to be re-elected but must not serve for more than three consecutive terms.
- (3) Members co-opted under 4(1)(g) are eligible for co-option for a second consecutive term only.

6 Skills and/or qualifications of members and nominees

- (1) Members elected under 4(1)(c) must be senior academics of Level C and above.
- (2) It is desirable that members elected under 4(1)(d) have at least five years' experience as a member of staff of this or another tertiary institution

7 Quorum

- (1) The quorum for the committee is all members present.

8 Decisions

- (1) Each member has a vote.
- (2) The chair of the meeting has an ordinary vote and a casting vote.
- (3) All appeals which come before the Committee are decided by a majority of the members present and voting.

9 Frequency of meetings

- (1) The Appeals Committee meets when there are matters to be heard.

10 Delegations

- (1) The Chair has delegated authority to:
 - (a) progress an appeal to the Appeals Committee for a hearing;
 - (b) summarily dismiss an appeal if—
 - (i) the appeal is made on grounds other than those permitted in the relevant policy; and/or
 - (ii) the review process specified in the relevant policy has not taken place; and/or
 - (iii) the appeal lacks merit; and/or
 - (iv) the Chair considers that the appeal is frivolous or vexatious.
 - (c) explore other means of resolution in cases where an agreeable negotiated solution is regarded as likely and/or a hearing by the Committee is regarded as disproportionate in terms of time and cost.