

**UNIVERSITY APPEALS COMMITTEE CONSTITUTION**

**AS AT 18 MARCH 2020**

**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](http://www.governance.uwa.edu.au/committees/principles/operation-principles) and [UWA Rules for the Operation of Committees](http://www.governance.uwa.edu.au/committees/principles/rules). Members must act in accordance with the [University Committee Members' Code of Conduct](http://www.governance.uwa.edu.au/committees/principles/code-of-conduct).

**Constitution**

1. **Committee of the Academic Board**

The University Appeals Committee is a standing committee of the [Academic Board](https://www.governance.uwa.edu.au/committees/academic-board).

1. **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 —
  1. assessment outcomes;
  2. final grades or final marks;
  3. progress status; and
  4. academic decisions;
     + 1. consider appeals by students in higher degree by research courses in relation to the outcomes of reviews of—
  5. management of candidature or enrolment status;
  6. HDR examination and classification; and
  7. Award and management of University controlled Scholarships.
     + 1. determine an appropriate outcome in accordance with its powers set out in Clause 3.

1. **Powers**
   * + 1. In considering an appeal referred to in 2(1) and (2) the Appeals Committee may —
   1. confirm the decision of the reviewer; or
   2. uphold the appeal as appropriate; and/or
   3. take any other decision relevant and appropriate to the case.
      * 1. 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.
        2. In determining an outcome, the Appeals Committee must preserve the academic integrity of courses and standards on behalf of the University.
        3. The Appeals Committee:
   4. 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;
   5. may need to balance the rights of the appellant with the need for fair and impartial decision-making for all students;
   6. 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.
2. **Membership**
   * + 1. The Appeals Committee comprises:
   1. the [Chair of the Academic Board](http://www.uwa.edu.au/people/cara.macnish), or nominee, as Chair;
   2. the [Academic Secretary](http://www.uwa.edu.au/people/kabilan.krishnasamy), or nominee;
   3. 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;
   4. 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;
   5. The [President of the Guild of Undergraduates](http://www.uwa.edu.au/people/elizabeth.oshea) for matters relating to undergraduate studies; and/or
   6. the [President of the Postgraduate Students' Association](mailto:psa@guild.uwa.edu.au) for matters relating to postgraduate studies.
   7. Up to two co-opted members (academic / professional staff) for specific expertise.
3. **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.
4. **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
5. **Quorum**
6. The quorum for the committee is all members present.
7. **Decisions**
8. Each member has a vote.
9. The chair of the meeting has an ordinary vote and a casting vote.
10. All appeals which come before the Committee are decide by a majority of the members present and voting.
11. **Frequency of meetings**
12. The Appeals Committee meets when there are matters to be heard.
13. **Delegations**
14. The Chair has delegated authority to:
    1. progress an appeal to the Appeals Committee for a hearing;
    2. summarily dismiss an appeal if—

the appeal is made on grounds other than those permitted in the relevant policy; and/or

the review process specified in the relevant policy has not taken place; and/or

the appeal lacks merit; and/or

the Chair considers that the appeal is frivolous or vexatious.

* 1. 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.