



Australian
**Chiropractic
College**

1. TITLE OF BOARD

Student Academic Appeals Committee

STUDENT ACDEMIC APPEALS COMMITTEE

TERMS OF REFERENCE

2. ESTABLISHMENT

The Student Academic Appeals Committee is a non-standing sub-committee of the Academic Board and will provide reports and/or advice to the Academic Board in relation to Student Appeals.

3. FUNCTIONS AND RESPONSIBILITY

The Committee's functions and responsibilities are to:

3.1 Consider ACC student appeal applications to determine their eligibility for an academic appeal hearing in accordance with the 'Grounds for Appeal' and other relevant sections of the Student Academic Appeals Procedure.

3.2 Hear and determine appeals from ACC students on academic matters as defined within the Student Academic Appeals Procedure.

3.3 Ensure appeals from students are heard by the Appeals Committee acting in a timely and independent manner, applying the rules of natural justice.

3.4 Be the final internal appeal body for ACC students on these matters.

4. MEMBERSHIP AND TERMS OF OFFICE

Membership of the Committee shall be comprised of a minimum of four appointed (4) members:

- a member of the Academic Board (but not the Chair)
- one (1) member of the Board of Directors, or nominee
- Academic Dean
- Student support.

Nominated members who may be called upon during Appeal Committee hearings include:

- academic staff representatives from subjects other than that involved in the appeal from a student;
- Staff members with operational expertise relevant to the nature of the appeal which is involved with the matter before the Committee;
- Any relevant expert staff, as required.

Any nominated member who has had involvement, made a determination or has a conflict of interest in the matter which is the subject of the appeal, shall be ineligible to sit as a member of the Appeals Committee convened to hear that same matter. The appointed members will then select a new representative for the nominated seat.

Any appointed member who has a conflict of interest with a matter before the Committee, will be asked to nominate a representative to sit in their place.

5. TERM

The term of appointment of all members, excluding student representatives, shall be two (2) years, unless otherwise stated by the Chair of the Academic Board.

6. CHAIR

The Chair shall be the Academic Board Chair or their nominee. They shall have the casting vote in Committee deliberations.

7. REMOVAL OF A MEMBER

The Chair may terminate a person's membership for misconduct following consultation with the Academic Dean and fellow members of the Academic Board.

8. QUORUM

The quorum for a Committee meeting shall be 100% of the appointed membership. Where quorum is not achieved, the meeting shall be adjourned until a time determined by the Chair.

9. MEETINGS AND HEARINGS

As a non-standing Committee of the Academic Board, the Committee will meet as and when required.

Committee meetings and hearings may be held face-to-face, by telephone, videoconference or other electronic means.

Decisions made by the Committee may be made at a called and constituted meeting or hearing, or by a resolution in writing to all members and physically or electronically signed by at least a quorum of members.

Members are required to be fully prepared for each meeting or hearing, reading all documentation in advance and by making every reasonable effort to attend each meeting and hearing.

10. CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member cannot attend that meeting.

Further details on identifying and dealing with a conflict of interest are provided in the Conflict of Interest Policy.

11. RIGHTS OF AUDIENCE

With prior approval of the Committee Chair, observers are welcome to attend Committee meetings.

Observers are entitled to see and hear proceedings of a meeting but have no voting rights and no right to speak at the meeting, unless invited to do so by the Chair.

Observers must leave the meeting, immediately if asked to do so by the Chair, or if any matters are to be considered in closed session.

12. AGENDAS AND MINUTES

All documentation relevant to appeals procedures will be received and distributed in accordance with Appeals Policy and Procedure.

Members will be notified by email of the location and availability of materials pertinent to the appeal. Members are encouraged to bring laptops, iPad or similar to meetings and hearing to view all documentation.

A decision notification will be prepared for each committee meeting and hearing. The draft notification of each meeting will be reviewed by the Chair. A summary report of the Committee's decisions, excluding personal details, will be provided to each Academic Board meeting.

13. EVALUATION AND REVIEW

To ensure the Committee is fulfilling its function and responsibilities, it will undertake an annual self-assessment against these terms of reference and provide that information to the Academic Board along with any additional information the Academic Board deems necessary to facilitate its review of the Committee's performance.

14. AMENDMENT, MODIFICATION or VARIATION

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Academic Board.

Version: 1.0

Date: 4th October 2018

Approval Date 15th October 2018

Approved by: Academic Board

Review: October 2019