

# Terms of Reference

## Student Academic Appeals Committee



University of  
Southern  
Queensland

<b>Responsible officer</b>	University Secretary	<b>Approval Date</b>	16 October 2024
<b>Committee Services Officer</b>	Governance Officer (Academic Board)	<b>Approval Authority</b>	Academic Board

### 1. Role

The Student Academic Appeals Committee is a Standing Committee of Academic Board and is responsible to Academic Board for considering formal appeals relating to academic matters made by students against the outcome of a Stage 2 Review, in accordance with the Student Grievance Resolution Procedure and the Student Appeals Procedure.

### 2. Functions

The Student Academic Appeals Committee will:

1. consider and make determinations on appeals relating to academic matters lodged by students against the outcome of a Stage 2 review, in accordance with the relevant University policies and procedures;
2. promote and ensure application of the principles of Procedural Fairness in relation to all Committee matters;
3. report annually to Academic Board regarding identified trends and issues arising from appeal applications and meetings, in accordance with the Student Grievance Resolution Procedure.

### 3. Meetings, Reports and Minutes

<b>Frequency of Meetings:</b>	The Student Academic Appeals Committee will convene as necessary, at least four (4) times per year, to consider academic appeals as meeting the grounds for appeal, in accordance with the Student Appeals Procedure.
<b>Conduct of Meetings:</b>	<p>Students do not normally attend meetings of the Committee however, at the Chairperson's discretion, the Student may be invited to attend (for example, where the Chairperson determines that the case is sufficiently complex). When a Student is invited to attend a meeting of the Committee, the provisions of section 4.5 of the Student Appeals Procedure will apply, including the right for the student to be accompanied by a Student Support Person.</p> <p>Students and Student Support Persons may attend via electronic means.</p>
<b>Reports To:</b>	The Student Academic Appeals Committee must report twice-yearly to Academic Board, via an interim report and an annual report. The annual report will include a summary of self-evaluation as per Section 5 below.
<b>Minutes:</b>	For all meetings, confidential minutes will be kept as per University policy and procedure.



## 4. Membership

### 4.1 Membership Structure

The membership of the Student Academic Appeals Committee is:

1. Deputy Chairperson of Academic Board, or nominee of the Chair of Academic Board (Chairperson) (ex officio);
2. Nominee of Academic Board drawn from the elected members of Academic Board (Deputy Chairperson (ex officio)).
3. Three academic staff members from different schools, selected by the Chairperson from the Student Academic Appeals Committee Panel of Academic Members (refer to section 4.3);
4. Two students who have received relevant training, one undergraduate and one postgraduate, drawn from a pool which includes:
  - student representatives on other academic committees at University and Divisional level; and/or
  - the University of Southern Queensland Student Guild Board; and/or
  - or nominated by the Provost.
5. One nominee, chosen by the Deputy Vice-Chancellor (Research and Innovation);
6. Deputy Academic Registrar and Director (Student Administration) (ex officio).

The quorum of the committee is five persons and must include the Chairperson, at least two academic staff members, and at least one student representative.

The Committee will be supported by an Executive Officer who will provide advice on University policy and procedure and the requirements of the Higher Education Standards Framework and the Higher Education Support Act and related guidelines. The Executive Officer will be a nominee of the Provost.

The Committee may co-opt other persons to provide advice and assistance in respect of specific issues being considered, when specialist expertise is required or when a conflict of interest exists.

### 4.2 Chairperson

The Chairperson of the Committee is the Deputy Chairperson of Academic Board, or another member of Academic Board appointed by the Chair of Academic Board. The Chairperson has the casting vote in Committee deliberations.

The Deputy Chairperson will act as Chairperson if the Chairperson is unable to attend a meeting.

### 4.3 Student Academic Appeals Committee Panel of Academic Members

The Committee will have on the panel a pool of academic staff members who have undergone training, one from each school, appointed for a term of two years by the Provost, in consultation with the Deputy Vice-Chancellor (Academic Affairs). Three members will be selected from this panel for each sitting of the Committee. Selection will be by the Chairperson of the Committee and will depend on availability and any conflicts of interest that academic members may have.

All panel members may be renewed for further terms on approval of the Deputy Vice-Chancellor (Academic Affairs).

#### 4.4 Terms of Office

Ex officio members remain members for their term of office. Elected members, with the exception of student members, will serve for a term that aligns with the term of Academic Board and will be eligible for re-election, with no restriction on the number of renewable terms. Student members will have one-year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election.

Vacancies of elected members will be addressed by an Expression of Interest process.

#### 4.5 Conflicts of Interest

In accordance with the Conflict of Interest Policy, members are required to declare to the Chair as soon as possible any real, perceived or potential conflict of interest they may have with any item on the agenda.

Any member who has had involvement or made a determination about, or has a conflict of interest in, the academic matter which is the subject of an appeal will be ineligible to sit as a member of the Student Academic Appeals Committee when that item is being considered by the Committee.

#### 4.6 Responsibilities of Student Academic Appeals Committee Members

Committee members are required to fully prepare for each meeting, read the documents in advance and make every reasonable effort to attend each meeting.

Members of the Committee are to maintain appropriate standards of conduct, in accordance with the Code of Conduct policy, including:

1. Exercising objectivity and impartiality in the discharge of their duties and responsibilities, guided by the highest personal standards of integrity in all matters relating to membership of the Committee.
2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and impartially;
3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information; and
4. Undertake any mandatory training.

### 5. Evaluation and Review

The Student Academic Appeals Committee will undertake an annual self-evaluation of its performance against its Terms of Reference and provide a summary report to Academic Board by the date specified in the Academic Board Business Schedule. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

#### Modification History

Date	Source	Details
19/04/2022	AB	Establishment of new Student Academic Appeals Committee
06/06/2023	AB	Changes to Committee Services Officer and Membership Structure

21/02/2024	AB	Changes resulting from the Review of Student Appeals Committees.
16/10/2024	Editorial	Update to membership due to realignment of organisational units to add Deputy Academic Registrar and Director (Student Administration) in place of Dean (Students) and Academic Registrar. Change to Conduct of Meetings to remove reference to 'in person' attendance.