

# Appeals Committee Operating Procedure

## 1 Membership of Appeals Committee

Appeals Committee's membership provisions are specified in its charter (MOPP E/1.2).

### 1.1 Necessary expertise

To ensure Appeals Committee has access to the expertise, or knowledge necessary to determine appeals before it, the Committee may invite University officers to attend for particular agenda items, or may coopt members in accordance with Council Procedure 1 (Committees).

### 1.2 Quorum

Quorum is determined in accordance with Council Procedure 1 (Committees), and changes as appropriate when the Committee considers research higher degree or postgraduate student appeals, items for which additional research members are required.

### 1.3 Research higher degree or postgraduate student appeals

Appeals Committee's membership provisions require research members when the Committee considers research higher degree appeals, or appeals from postgraduate students that involve thesis or research projects. Where the research member is unable to attend the meeting, written comments on the relevant item/s should be provided to the Chair for consideration by the Committee.

### 1.4 Provision of written comment

If a member is unable to attend a meeting of Appeals Committee, or send a nominee if appropriate, that member may send written comment on the relevant item/s. Such members are then counted for quorum purposes as if present.

## 2 Appellant attendance at meetings of Appeals Committee

Appellants do not attend meetings of the Appeals Committee.

## 3 Declaration of Conflict of Interest

Conflicts of interest are dealt with in accordance with the University's Conflict of Interest policy (MOPP B/8.7) and the Council Procedure 1 (Committees) (12.8). Committee members advise of any connection they have, or communications they may have had, with students and appeals under consideration. The Committee determines whether these connections or communications comprise a conflict of interest and how they should be treated. The name of the member, the nature of the conflict and the manner in which it was dealt with is recorded in the minutes.

## 4 Electronic meetings

With approval of the Chair, Appeals Committee may use a secure online discussion space for electronic meetings, in situations where a small number of routine appeals require consideration.

## 5 Treatment of Late Information

Timeframes for provision of information in support of student appeals are specified in relevant policy, for example:

- for appeals against exclusion appeals must be lodged by the date specified in the letter which advised the student of the exclusion, and the University is not obliged to consider an appeal lodged after this date (MOPP E/6.7.9);
- for appeals against penalties imposed under the University's management of student misconduct policy (MOPP E/8.1), an appeal must be in writing and submitted to the secretary of the Appeals Committee within 20 working days of receiving final written notice of the decision of the Vice-President (Administration) and University Registrar or Executive Dean;
- for research higher degree student appeals against exclusion for unsatisfactory progress, failure to submit an Annual Progress Report or failure to complete an award within time limits, appeals must be lodged by the date specified in the letter that advises the student their response to the show cause has been unsuccessful (MOPP D/5.3.10 and Show Cause Guidelines).

However, with approval of the Chair, Appeals Committee may accept late information.

## **6 Decision-making**

The Committee bases its determinations on written material provided by the student, and documentation provided by the relevant organisational area, which should be located from the University's corporate recordkeeping system. The Committee does not routinely consult on information provided in support of an appeal, however it may choose to do so, in situations the Committee deems appropriate.

If documentation provided by an organisational area has not previously been provided to the appellant, the Committee adjourns and defers its determination on the appeal in order to give the appellant an opportunity to respond to the documentation.

## **7 Processes for excluded students (unsatisfactory academic progress)**

Student Business Services has developed a set of principles to guide the handling of student enrolment through the exclusion and appeal process, and to implement decisions taken by the Committee. In particular these address the context of interfaculty courses and appeals against exclusion, particularly where the recommendation is that a student be allowed to continue in the successful part of course. These are provided as an item for information at the time the Committee considers unsatisfactory academic progress appeals.

## **8 Notification of outcomes**

The Committee issues an outcomes report to key internal stakeholders and action officers within 1 business day of a meeting, consistent with practices for all QUT committees. This outcomes report relates to all categories of appeal.

Appeal outcomes are provided to the appellant in a letter that outlines the matters taken into account in determining the appeal. Correspondence to the appellant also includes information about further avenues which the student may pursue, for example, the Queensland Ombudsman.

In practice, notification to appellants regarding outcomes for all categories of appeals is normally sent within 5 working days of the Committee meeting. For student misconduct appeals, this is a requirement set out in MOPP E/8.1.10.