

Governance

Advisory/Management Committees



Student Grievance and Appeals Committee

Establishment

<i>When:</i>	2001 ¹
<i>By what authority:</i>	Vice-Chancellor & President
<i>For what period:</i>	A new committee is established for each appeal

Role/Terms of Reference

<i>Nature:</i>	Deliberative
<i>Terms of Reference:</i>	To hold a hearing/s and make a determination following the submission of an appeal under Stage Three of the Student Grievance Resolution Process
<i>Reporting line:</i>	Deputy Vice-Chancellor and Vice-President (Academic)
<i>Quorum:</i>	At least 3, including Chair and student member
<i>Procedures</i>	As set out in Stage Three of the Student Grievance Resolution Process
<i>Frequency of meetings:</i>	As required

Membership

<i>Membership</i>	<p>All members, including a Chair, appointed by the Deputy Vice-Chancellor & Vice-President (Academic) on advice of the Coordinator, Student Policy and Appeals within 5 business days of lodgement of an appeal</p> <p>Up to 3 members and not more than 5 members, who:</p> <ul style="list-style-type: none">• are not located in or associated with the appeal, or the School or Branch concerned in the appeal, and• were not involved in<ul style="list-style-type: none">○ previous attempts to resolve the grievance or○ the determination of the penalty which is the subject of the appeal, and• in the opinion of the Deputy Vice-Chancellor & Vice-President (Academic), have appropriate experience and expertise, given the nature of the appeal.
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¹ incorporates Fair Treatment Panels from 2009

Any categories prescribed: At least one currently enrolled student.
Where the student lodging an appeal is a higher degree by research student, the student member of the Committee must also be a higher degree by research student.

At least one male and one female member

Special provisions: The student lodging an appeal may object to any one member of the Committee within 3 business days of the date they are notified in writing of the composition of the Committee. In such a situation, a replacement member is appointed by the Deputy Vice-Chancellor & Vice-President (Academic) on the advice of the Committee Secretary.

Additional objections to member/s of the Committee may only be made on the grounds that the member/s have a significant conflict of interest or personal bias, and the objection must be stated in writing and accompanied by substantive evidence. The Deputy Vice-Chancellor & Vice-President (Academic) may accept or reject the objection after making such enquiries as they see fit.

Term of Office: For the duration of the relevant appeal

Attendance Secretary to the Committee (a Student Policy and Appeals officer)

Contact person and phone/email Student Policy and Appeals Office, phone 8303 7503 or 8303 7572

RMO File Number 2009/345