Appeals Committee Charter

Section 1 - Purpose

(1) Appeals Committee responds to formal appeals made by students on a range of academic and administrative decisions. Within the University, the decision of Appeals Committee is final.

Section 2 - Accountability

(2) Appeals Committee is a governance committee accountable to QUT Council, through University Academic Board.

Section 3 - Responsibilities

(3) Appeals Committee undertakes the following:

a. Admission to a course:
    i. considers appeals against refusal of admission to a course;
    ii. considers appeals against refusal of readmission following exclusion.
b. Academic progress and exclusion from studies:
    i. reviews decisions to exclude from a course due to unsatisfactory academic progress or failure to complete an award within time limits (Time Limits for Completion of an Award Course Policy), made by the Faculty Academic Board (Academic Progress Policy);
    ii. considers appeals by higher degree research students against termination of candidature or exclusion from enrolment;
    iii. considers appeals by students where mandatory leave, suspension or other conditions have been imposed under the Suitability to Study Policy;
    iv. considers appeals by students against a Suitability for Professional Experience Policy decision made by an Executive Dean;
c. Student misconduct:
    i. considers appeals arising from the imposition of penalties for all categories of student misconduct, on grounds set out in the University's Management of Student Misconduct Policy.
d. Scholarships:
    i. considers student appeals arising from scholarship matters.
e. Continuous improvement:
    i. identifies issues concerning policies, procedures, practices or systems relating to student academic or administrative matters within its responsibilities, and makes recommendations to University Academic Board on opportunities for improvement arising from systemic issues.

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Section 4 - Delegations

(4) Appeals Committee has delegated responsibility to make final determinations on student appeals.

(5) Refer to Register of Authorities and Delegations (C127, C128, C129, C165) (QUT staff access only).

Section 5 - Membership

(6) Membership categories:

a. An academic staff member nominated by the Chair of University Academic Board, as Chair;
b. Vice-President (People) and Chief People Officer, or nominee with relevant expertise;
c. Director, Student Success and Teaching Advancement or nominee with relevant expertise;
d. One member nominated by and from Council;
e. Two members of academic staff from different faculties, who are members of University Academic Board, nominated by University Academic Board;
f. One student, nominated by and from QUT Student Guild;
g. A postgraduate student nominated by the Head of Research Portfolio following consultation with Executive Deans, who is only a member when the Committee is considering research higher degree student appeals, or appeals from honours or coursework masters students which involve theses or research projects;
h. A member of academic staff with research supervisory experience nominated by University Academic Board, who is only a member when the Committee is considering research higher degree student appeals, or appeals from honours or coursework masters students where the appeal relates to theses or research projects.

(7) Alternate members may be nominated in each membership category with full membership rights. Alternate members may attend a meeting when the ordinary member is unable to attend a meeting.

(8) Nominated members of the Committee serve a term of office of up to two years. The length of a nominated member's term of office is recommended to the nominator by the Chair, on advice from the Secretariat.

Section 6 - Attendance

(9) The Student Ombudsman is an attendee of the Appeals Committee, as defined in section 36 of Council Procedure 1 - Committee Operations, who listens and contributes to discussion of agenda items, but is not eligible to vote.

Section 7 - Meeting Frequency

(10) Appeals Committee meets monthly or as required.

Section 8 - Reporting and Communication

(11) Appeals Committee provides feedback to decision-makers on overturned decisions, from a continuous improvement perspective.

(12) Appeals Committee reports to University Academic Board after each meeting.

(13) Appeals Committee provides a summary annual report to University Academic Board on matters within its

responsibilities. This report is provided by University Academic Board to Council.

Section 9 - Procedures

(14) Appeals Committee is established in accordance with the Committee Governance Policy and operates in accordance with Council Procedure 1 - Committee Operations. Due to the nature of its business, Appeals Committee has an Appeals Committee Operating Procedure to assist with its operation.

Section 10 - Secretariat

(15) A nominee of the Vice-President (Administration) and University Registrar is secretary.

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Status and Details

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