

Academic Appeals Committee - Terms of Reference

Current Version	Previous Reviews	Next Review
28/06/12		2015

1 Introduction

The Academic Appeals Committee is responsible for determining the outcome of an appeal lodged by a student relating to:

- a An Independent Re-mark or equivalent review of a result *or*
- b A judgement by one or more professionals in assessing competency in a clinical/work place setting.

2 Membership

2.1 Appeals of Results in Academic / Theoretical Courses

- a The Chair appointed by the Director Academic and who shall be a member of the Academic Board or other appropriate academic staff member who is not from the Department from which the appeal originates.
- b Plus one other Academic Board member or other appropriate academic staff member appointed by the Director Academic who is not from the Department from which the appeal originates.
- c Plus one person external to Ara Institute of Canterbury¹ with educational/academic standing or relevant content expertise, who is appointed by the Director Academic in consultation with the Chair of the Appeals Committee.
- d The Complaints Coordinator provides secretarial services to the Academic Appeals Committee but is not a voting member of the Committee.

2.2 Reconsiderations and Appeals Involving Clinical/Work Placement

- a The Chair appointed by the Director Academic and who shall be a member of the Academic Board or other appropriate academic staff member appointed who is not from the Department from which the appeal originates.
- b Plus two members appointed by the Director Academic in consultation with the Chair of the Committee who are formally qualified in the area challenged, are currently employed or engaged in the profession, service, or industry, and are independent of Ara;
- c Plus an independent professional expert appointed by the Director Academic in consultation with the Chair of the Committee and the Head of Department to assist the Committee and who will:

¹ From herein referred to as Ara

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

- i Read through all documents.
 - ii Contact any persons, including the student involved, for clarification of any matters or request any further information as needed.
 - iii Prepare an independent report for the Committee summarising the facts and outlining the issues to be considered by the Committee.
- d The independent professional expert will attend meetings of the Committee and will provide advice but is *not* a voting member of the Committee.
 - e The Complaints Coordinator provides secretarial services to the Academic Appeals Committee but is *not* a voting member of the Committee.

3 Meetings

The Chair convenes the meetings as required.

4 Principles

- a The student lodging the appeal and any associated staff, have the right to support from the Student Advocate/staff union, legal representation and/or other nominated representative(s) throughout the process.
- b The provisions of the twelve Information Privacy Principles apply to each step of the Academic Appeals Committee operation.
- c Where possible appeals will be completed within three months. The student and others are advised of the outcomes of the appeal by the Chair of the Academic Appeals Committee.

5 Operating Guidelines for Appeals of Results in Academic / Theoretical Courses

- a On receipt of an appeal from a student, the Complaints Coordinator confers with the Director Academic to determine whether there are acceptable grounds for the appeal to be heard, and if so, the composition of the committee.
- b The Director Academic appoints a suitable staff member to chair the Academic Appeals Committee.
- c The Director Academic, in consultation with the Chair, appoints one other Academic Board member or other appropriate academic staff member who is not from the Department from which the appeal originates.
- d The Director Academic, in consultation with the Chair, appoints one person external to Ara with educational/academic standing or relevant content expertise.
- e The Chair ensures that all papers and information pertaining to the appeal, along with copies of all relevant policies, are forwarded to Committee members.
- f The Chair also ensures that the names of the Committee members and a list of the documents forwarded to them are sent to the student. The student may subsequently request copies of any not already held by them.
- g The Chair convenes the Committee.

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

- h The Committee determines what steps or processes need to be taken to determine the appeal.
- i Further clarifying information can be sought from any person or other source, through the Chair.
- j The student is invited to provide any relevant additional information through the Chair.
- k The Committee determines the appeal and all parties are notified.

6 Operating Guidelines for Clinical / Work Placement Appeals

- a On receipt of an appeal from a student, the Complaints Coordinator confers with the Director Academic to determine whether there are acceptable grounds for the appeal to be heard, and if so, the composition of the committee.
- b The Director Academic appoints a suitable staff member to chair the Academic Appeals Committee.
- c The Director Academic, in consultation with the Chair, appoints the other members of the Committee – two independent members who are formally qualified in the area challenged, are currently employed or engaged in the profession, service, or industry, and are independent of Ara.
- d The Chair, in consultation with the Director Academic and the Head of Department, appoints an independent professional expert who shall be a qualified member of the profession, service, or industry and who is currently or recently employed in the profession, service, or industry and who will:
 - i Read through all documents.
 - ii Contact any persons, including the student involved, for clarification of any matters or request any further information as needed.
 - iii Prepare an independent report for the Committee summarising the facts and outlining the issues to be considered by the Committee.

The independent professional expert will attend meetings of the Committee and will provide advice but is *not* a voting member of the Committee.
- e The Chair convenes the Committee.
- f The Chair ensures that all papers and information pertaining to the appeal, along with copies of all relevant policies, are forwarded to Committee members.
- g The Chair also ensures that the names of the Committee members and a list of the documents forwarded to them are sent to the student. The student may subsequently request copies of any not already held by them.
- h Further clarifying information can be sought from any person or other source, through the Chair.
- i The independent professional expert will:
 - i Read through all documents.
 - ii Contact any persons, including the student involved, for clarification of any matters or to request any further information as needed.
 - iii Prepare an independent report for the Committee summarising the facts and outlining the issues to be considered by the Committee.

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

- j The Committee receives and considers the report from the independent professional expert.
- k The independent professional expert will attend meetings of the Committee and will provide advice but is *not* a voting member of the Committee.
- l The student is invited to provide any relevant additional information via the Chair.
- m The Committee then decides on the next step, which is likely to include one or more of the following:
 - i Seek further information or clarification on any point.
 - ii Interview any person relevant to the appeal.
 - iii Meet the student and invite further information/evidence/clarification.
 - iv Put questions to the student to test understanding, competence, and professional standards at an appropriate level.
 - v The Committee develops a draft opinion and/or resolution in consultation with the Head of Department and/or nominee(s).
 - vi The Committee determines the appeal and all parties are notified.
 - vii The Chair advises all parties of its decision, in writing. If deemed relevant, a “What Have We Learned?” form is completed and distributed to ensure recommended improvements to procedures and practices are made.

7 Reference to Other Policy

Given that issues involving assessments are often very complex and may include academic as well as staff performance aspects, the Director Academic may consult with the Director Human Resources to decide whether a particular appeal raises issues related to performance or conduct. In such cases refer to *CPP208 Resolving Staff Performance or Conduct Issues*.

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.