

# Academic Appeals Committee - Terms of Reference

Current Version	Previous Reviews	Next Review
30/07/20	28/06/12	2023

## 1 Membership

### 1.1 Reconsideration and Appeals of Assessment Outcomes/Decisions related to an Ara Academic Policy

- a The Chair appointed by the DCE – Academic, Innovation and Research (AIR) and who shall be a member of the Ara Academic Committee or other appropriate academic staff member who is not from the Department from which the appeal originates.
- b Plus, one other Ara Academic Committee member or other appropriate academic staff member appointed by the DCE - AIR who is not from the Department from which the appeal originates.
- c Plus, one person external to Ara Institute of Canterbury Ltd<sup>1</sup> with educational/academic standing or relevant content expertise, who is appointed by the DCE - AIR in consultation with the Chair of the Appeals Committee.
- d The Secretary to the Ara Academic Committee provides secretarial services to the Academic Appeals Committee but is not a voting member of the Committee.
- e The learner will be notified of the appeal process, within ten days of the Academic Appeals Committee being convened, with appeal timeframes communicated at this time.

### 1.2 Reconsiderations and Appeals Involving Clinical/Work Placement

- a The Chair appointed by the DCE - AIR and who shall be a member of the Ara Academic Committee 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 DCE - AIR 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 DCE – AIR in consultation with the Chair of the Committee and the Head of Department to assist the Committee and who will:
  - i Read through all documents.
  - ii Contact any persons, including the learner 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.

---

<sup>1</sup> From herein referred to as Ara

- 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 Secretary to the Ara Academic Committee provides secretarial services to the Academic Appeals Committee but is *not* a voting member of the Committee.

## 2 Terms of Reference

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

- a Assessment (refer *APP505 Assessment Policy*)
  - i An Independent Re-mark or equivalent review of a result *or*
  - ii A judgement by one or more professionals in assessing competency in a clinical/workplace setting.
- b A decision related to an Ara Academic policy.

### 2.1 Principles

- a The learner 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 in a timely manner. The learner and others are advised of the timeframes and outcomes of the appeal by the Chair of the Academic Appeals Committee.

## 3 Meetings

The Chair convenes the meetings as required.

## 4 Operating Guidelines for Reconsideration and Appeals of Assessment Outcomes/Decisions related to an Ara Academic Policy

- a On receipt of an appeal from a learner, the DCE – AIR and/or CE will determine whether there are acceptable grounds for the appeal to be heard, and if so, the composition of the committee.
- b The DCE - AIR appoints a suitable staff member to chair the Academic Appeals Committee.
- c The DCE - AIR, in consultation with the Chair, appoints one other Ara Academic Committee member or other appropriate academic staff member who is not from the Department from which the appeal originates.
- d The DCE - AIR, 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.

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

- 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 learner. The learner may subsequently request copies of any not already held by them.
- g The Chair convenes the Committee.
- 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 learner is invited to provide any relevant additional information through the Chair.
- k The Committee determines the appeal and all parties are notified.

## 5 Operating Guidelines for Clinical / Work Placement Appeals

- a On receipt of an appeal from a learner, the DCE - AIR will determine whether there are acceptable grounds for the appeal to be heard, and if so, the composition of the committee.
- b The DCE - AIR appoints a suitable staff member to chair the Academic Appeals Committee.
- c The DCE - AIR, 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 DCE - AIR 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 learner 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 learner. The learner 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.

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

- i The independent professional expert will:
  - i Read through all documents.
  - ii Contact any persons, including the learner 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.
- 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 learner 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 learner and invite further information/evidence/clarification.
  - iv Put questions to the learner 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.

## **6 Reference to Other Policy**

Given that issues involving assessments are often very complex and may include academic as well as staff performance aspects, the DCE - AIR may consult with the DCE – People and Culture (P&C) 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.**