



# Appeals Committee Terms of Reference

## 1. Introduction

The Appeals Committee acts impartially to hear and determine appeals from students in relation to academic and non-academic matters. The Appeals Committee reports to the Western Sydney University International College (WSUIC) Academic Board.

## 2. Purpose and Role

- a) To consider appeals made by students concerning:
  - i. The outcome of review of grade applications;
  - ii. Exclusion for unsatisfactory academic performance;
  - iii. Imposition of penalties for academic and non-academic misconduct;
  - iv. Intention to report to Department of Home Affairs for unsatisfactory attendance; and
  - v. Intention to report to Department of Home Affairs for non-payment of fees.
- b) To provide feedback to the Academic Board on any general matters arising from the consideration of the Committee.

## 3. Grounds for Appeal

- a) A student may appeal any matter listed in 2 (a) above on the grounds that he/she/they believe that:
  - i. there was a breach of procedural fairness;
  - ii. an inappropriate sanction was imposed; or
  - iii. new evidence concerning the matter of the appeal, which was not available to be considered by the original decision-maker, has become available.

## 4. Authority

The Appeals Committee will consider all relevant evidence and documentation presented to it and in doing so, has the authority to uphold or dismiss the Appeal.

## 5. Membership

- (a) The Panel consists of:
  - i. the WSUIC College Director and Principal (Chair);
  - ii. the WSUIC Academic Director;
  - iii. a WSUIC Course or Program Convenor;



- iv. the Director Support Services, WSU The College;
  - v. the WSUIC Manager of Quality and Student Administration; and
  - vi. a student representative having completed more than one term and appointed by the Manager of Quality and Student Administration.
- (b) Any member of the Appeals Committee who has participated in the original decision being appealed, cannot be a member of the Appeals Committee considering the matter.
- (c) The Board of Directors may, at its discretion, appoint a Director to chair the Appeals Committee.

## **6. Meetings**

- (a) Meetings are held as required to consider appeals.
- (b) A minimum of four members which must include the College Director and Principal (or a delegate) and the Director Support Services, WSU The College are required for a meeting to be quorate.

## **7. Procedures**

- (a) The student must appeal in writing stating the grounds of appeal relied upon, see clause 3, within 20 business days of receiving notice of the sanction or determination being appealed.
- (b) The form of the appeal will be determined by the policy to which the appeal relates.
- (c) The Committee will determine the appeal on the balance of probabilities (ie. something is more probable than not).
- (d) The appeal will need to be processed within 10 working days of receiving the completed form and supporting documents.
- (e) The Rules of Evidence do not apply to hearings before the Appeals Committee.
- (f) Appellant students shall be entitled to:
  - i. attend and present at the hearing of the appeal with a support person, who may advocate on behalf of the student;
  - ii. receive copies of any material or evidence presented to the Committee in a timely manner; and
  - iii. receive notice of the decision of the Committee.

## **8. Secretariat**

- (a) The Academic Director is responsible for sending out agendas and associated information for the meeting.
- (b) The Secretary prepares draft minutes and sends to the committee members for confirmation within three days of a meeting.



- (c) The Chair sends confirmed minutes to the Academic Board and Committee members three days after confirmation.

**9. Review of Terms of Reference**

- (a) Appeals Committee Terms of Reference are approved by the Board of Directors.  
 (b) Terms of Reference will be reviewed periodically by the Board of Directors.

**10. Related Documents**

- **TOR 01 WSUIC Board of Directors Charter**
- **TOR 03 WSUIC Terms of Reference – Academic Board**
- **POL 20 Student Complaint Handling, Appeals and Resolution Policy**

<b>Approval Authority:</b>	Western Sydney University International College
<b>Policy Owners:</b>	College Director and Principal
<b>Effective Date:</b>	10 June 2016
<b>Date for Next Review:</b>	8 <sup>th</sup> September 2025
<b>Review Period:</b>	2 years

Amendments		
Review Date	Version	Summary of Changes
10/06/2016	1.0	New Policy Developed
14/10/2019	1.0	Minor Amendments: formatting changes
23/03/2021	1.2	Updates to Membership and Quorum for the meeting.
09/11/2021	1.3	Minimal amendments – Cosmetic changes
8/09/2023	2.0	Clarity about reporting line for Appeals Committee Re-writing of Purpose and Role of the Committee Addition of Clause 5(b) and 5(c) to the membership Amendments to clause 9 for reviewing Terms of Reference