

# Appeals Committee

## Terms of Reference



Queensland Institute of Business Technology Pty Ltd  
ABN 38 076 195 027

### Document

<b>Document Name</b>	Appeals Committee Terms of Reference (GC)
<b>Brief Description</b>	This Document outlines the membership, tenure and frequency of meeting of Griffith College's Appeals Committee.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	23/05/2007
<b>Authorising Body</b>	Management Committee

### Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
02/01/2020	2	Document changes prior to December 2019 are found on H drive.	College Director and Principal

### Related Documents

<b>Name</b>	<b>Location</b>
Student Complaints and Appeals Policy	<a href="#">Policy HUB</a>

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# 1 Purpose and Scope

The purpose of this Document is to outline the membership, tenure and frequency of meeting of the Appeals Committee at Griffith College.

## 2 Document Contents

### 2.1 Terms of Reference

Appeals Committee serves as a non-partial appeals avenue for students and staff of Griffith College who have exhausted all other avenues of appeal.

Appeals Committee reports to Academic Board on academic appeals and to Executive Committee for non-academic appeals.

The key areas of responsibility for appeals committee are:

- The consideration of appeals once all other appeals avenues have been exhausted, including, but not limited to:
  - exclusion for unsatisfactory academic performance;
  - imposition of penalties for academic misconduct;
  - review of marks application;
  - transfer of provider;
  - administrative decisions of the College.
- Provision of feedback on any apparent problems arising from the administration of policies and procedures.
- Provision of feedback to decision-makers on overturned decisions, to allow for a continuous improvement of the application of policies and procedures.

The Appeals Committee may consider all relevant evidence and documentation relating to the appeal processes, findings of fact and penalties imposed. In doing so, the Appeals Committee has the authority, to conclude that the findings of the original appeal process were incorrect, to impose a lesser penalty or to make a finding that due process has not been followed, resulting in unfairness to the student and thus warranting the allegation being referred back to the Relevant Senior Officer to be dealt with afresh.

### 2.2 Membership

The membership of the Appeals Committee is dependent on the nature of the appeal, and the campus location of the student. A combination of the following staff will be gathered, in accordance with the [Student Complaints and Appeals Policy](#):

<b>Appeals Committee Member</b>
College Director & Principal ( <i>Chair</i> )
Academic Director
Director, Marketing & Admissions
Director, Student & Academic Services
Student Counsellor
<b>Alternative Committee Members</b>
Griffith College Admissions Manager
Deputy Academic Director
Program Convenor
Manager, Quality and Compliance
Manager, Student and Academic Services

### 2.3 Tenure and Frequency of Meeting

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The Appeals Committee will meet as required to consider appeals. As all members hold membership by virtue of their position (ex officio) they will remain members for as long as they hold the position relevant to their membership.