

Student Appeals Committee

Charter

Purpose

This Charter sets out the objectives and functions of the Student Appeals Committee (**Committee**), the responsibilities of its members, and details of the Committee's membership and operations.

Academic Governance Principles

The *Federation University Australia (Students) Regulations 2022* (Students Regulations) (Part 5, Division 7) prescribes the establishment of the Student Appeals Committee. The Committee will operate in accordance with the [Student Appeal Procedure](#) and the terms of this Charter.

Objective

The Committee is responsible for receiving, determining and finalising appeals of University decisions within the Committee's jurisdiction in a manner that is:

- fair and impartial;
- timely and efficient;
- consistent and transparent; and
- compliant with applicable University policy, procedure and regulatory requirements.

Function

The Committee will:

- receive appeal applications and determine whether they fall within the Committee's jurisdiction to hear;
- hear and determine appeals within its jurisdiction in accordance with the Students Regulations, [Student Appeal Procedure](#) the terms of this Charter;
- make findings, decisions and recommendations within its jurisdiction;
- provide written reasons for its determinations;
- report on its activities as required by this Charter.

Membership

The Committee will consist of a minimum of four suitably qualified members, appointed by the Vice-Chancellor.

Committee membership may comprise of any combination of the following persons; University personnel; and/or people who are not University personnel; however, at any given time, the Committee must consist of at least two academic personnel of the University.

The Vice-Chancellor must appoint one member of the Committee to be the Chair. Appointment of a Vice-Chair is determined by the Vice-Chancellor in consultation with the Committee Chair.

An appointment may be subject to additional conditions determined by the Vice-Chancellor at the time of appointment.

Term of Membership

An appointment of membership to the Committee by the Vice-Chancellor may be made for the purpose of a single hearing or otherwise, for a term up to two years.

Members are eligible for reappointment for further terms at the discretion of the Vice-Chancellor.

Removal from Membership

The Vice-Chancellor may remove a member from the Committee before the end of their term if satisfied on reasonable grounds that the member:

- is no longer eligible, suitable, available or able to perform the role;
- has failed to perform their Committee duties;
- has an actual, potential or perceived conflict of interest that cannot be appropriately managed;
- has engaged in conduct which, in the reasonable opinion of the Vice-Chancellor, has brought, or may bring, the Committee, the University or the member's office into disrepute;
- has breached confidentiality, this Charter, the Student Appeal Procedure, University legislation, University regulatory requirements or applicable University policy or procedure; or
- has engaged in conduct inconsistent with the integrity, impartiality or proper functioning of the Committee.

Before removing a member, the Vice-Chancellor will ordinarily give the member notice of the proposed removal and a reasonable opportunity to respond, unless urgent action is required.

A member must not be removed merely because of a view, vote or decision made in good faith as a Committee member.

Member Remuneration

The Chair and Vice-Chair will be provided with a time allowance for the discharge of their Committee responsibilities, as determined by the Vice-Chancellor.

Committee members who are University personnel, other than the Chair or Vice-Chair, will not ordinarily receive remuneration or other benefits in addition to their ordinary salary or employment entitlements, unless otherwise approved by the Vice-Chancellor.

Committee members who are not University personnel will be remunerated for their time, or provided with a time allowance, as determined by the Vice-Chancellor.

Conflicts of Interest

Each member is responsible for identifying and promptly disclosing any actual, potential or perceived conflict of interest in relation to a matter before the Committee.

The Chair will determine the appropriate steps to manage any disclosed conflict of interest, including whether the member may participate in the matter, participate subject to conditions, or must stand aside.

Where the conflict of interest relates to the Chair, the Vice-Chair will determine the appropriate management steps.

Any disclosed conflict of interest and the steps taken to manage it must be recorded in writing, with records maintained by the Executive Officer.

Committee Hearings and Decisions

Initial Assessment and Preparation

The Executive Officer will assess whether an appeal application relates to an appealable decision that the Committee has the jurisdiction to hear, in accordance with the Students Regulations and the Student Appeals Procedure.

Where an application is an appealable decision, the Executive Officer will collate relevant evidence, including all information and documentation submitted by the applicant.

The Executive Officer will prepare a case summary and provide the case summary, together with the supporting documentation, to the Chair or Vice-Chair for an initial assessment.

The Chair or Vice-Chair may request that the applicant provide further information or documentation to assist in determining the appropriate way for the appeal to proceed.

Mode of Determination

Following review of the case summary and supporting documentation, the Chair or Vice-Chair will determine whether the appeal will be:

- determined on the papers by the Chair or Vice-Chair as a single member; or
- referred to a full hearing of the Committee.

In deciding the appropriate mode of determination, the Chair or Vice-Chair must consider the nature and complexity of the appeal, including whether:

- there are material disputes of fact;
- there are issues of credibility or reliability that need to be tested;
- the matter can be fairly determined based on the content of the application and supporting documents available;
- the applicant has had a reasonable opportunity to provide relevant information and submissions;
- an oral hearing is necessary to ensure procedural fairness;
- the applicant has expressed a view in relation to the mode of hearing; and
- the efficient and timely resolution of the appeal would be assisted by determining the matter on the papers.

Determination on the Papers

Where the Chair or Vice-Chair determines that an appeal will be decided on the papers, the Chair or Vice-Chair will review the case summary, application and supporting documentation and make a determination without convening a full hearing.

The decision-maker may request further information or documentation if required to make a determination.

A determination made on the papers by the Chair or Vice-Chair is taken to be a determination of the Committee in respect of that appeal.

Full Hearing

Where the Chair or Vice-Chair determines that the appeal should proceed to a full hearing, the appeal will be heard by a panel of Committee members.

The quorum for a full hearing is three Committee members.

Where practicable, the membership of the panel hearing an appeal will remain the same for the duration of that matter.

The Committee may meet in person or by electronic means and may deliberate in private.

At a full hearing, the Committee may receive evidence and submissions in person, by electronic means, or in any other manner determined by the Chair or Vice-Chair.

A determination at a full hearing will be made by majority decision of the members constituting the hearing panel.

Available Determinations

In accordance with the Students Regulations, the Committee must make a determination to either:

- affirm the appealable decision;
- amend the appealable decision; or
- set aside the appealable decision.

Conduct of Committee Business

The Chair may give directions for the efficient conduct of Committee business, including directions about:

- scheduling;
- circulation of papers;
- timeframes for submissions or further information; and
- hearing arrangements.

Communication and Actioning of Decisions

For both determinations on the papers and full hearings, the decision must be communicated to the Executive Officer.

The Executive Officer will action the decision, including ensuring that the applicant receives the written outcome in accordance with the Students Regulations and Student Appeal Procedure.

Chair responsibilities

The Chair is responsible for:

- leading the Committee;
- ensuring the Committee operates in accordance with the [Students Regulations](#), the [Student Appeals Procedure](#) and this Charter;
- presiding at Committee meetings and hearings;
- making administrative decisions in relation to the conduct of Committee hearings; and
- managing quorum requirements and conflicts of interest.

Committee Member responsibilities

Where a Committee member is involved in determining an appeal, the member must:

- prepare for and participate in hearings;
- consider material conscientiously and impartially;
- at all times, act in accordance the Students Regulations, the Student Appeals Procedure and the terms of this Charter;

- in the case of full hearings, contribute to deliberations and decisions;
- maintain confidentiality;
- disclose and manage conflicts of interest promptly; and
- comply with applicable University policy and procedure, as in force from time to time.

Executive Officer responsibilities

The Executive Officer of the Committee is a member of University personnel and is not a member of the Committee. The Executive Officer provides administrative and operational support to assist with the proper functioning of the Committee and to support Committee members in discharging their responsibilities.

The duties of the Executive Officer include:

- receiving appeal applications on behalf of the Committee;
- conducting an initial administrative review of applications for jurisdiction and procedural compliance;
- if the application relates to a decision that is not an appealable decision, providing notification of that fact to the applicant;
- if the application relates to a decision that is an appealable decision, referring the application to the Student Appeals Committee for determination in accordance with the Student Regulations, [Student Appeals Procedure](#) and this Charter;
- acting as the primary point of contact for administrative matters from and between the applicant, Committee members and other stakeholders that may be involved in an appeal;
- ensuring that Committee decisions are communicated in accordance with the Student Regulations and [Student Appeals Procedure](#);
- in relation to full hearings, coordinating meetings, hearings and the circulation of papers in accordance with the directions of the Chair;
- ensuring that records of decisions are maintained in accordance with applicable legislation, regulatory requirements, and the University's records management, privacy and information governance requirements.

Confidentiality and Records

Unless otherwise permitted or required by law, Committee members and the Executive Officer must maintain the confidentiality of information they obtain in the course of performing their respective roles.

The Committee must keep appropriate records of its activities in accordance with University records management, privacy and governance requirements, including records of:

- applications received;
- meetings and hearings;
- disclosed conflicts of interest; and
- decisions and reasons.

Outcome Reporting

Applicant

The Executive Officer will inform the applicant of their appeal outcome via a written outcome letter.

The outcome letter will include:

- the decision of the Committee and the reasons for that decision;
- any action, direction, recommendation or outcome resulting from the decision; and
- the date on which the decision takes effect.

Unless otherwise required, the outcome will be communicated electronically to the email address nominated by the applicant.

Academic Division

The Executive Officer must advise the Academic Division (Student Administration) of any amended results following the outcome of an appeal.

Reporting

Twice each year, the Executive Officer, in consultation with the Chair, will prepare a report on the Committee's activities for submission to the Learning and Teaching Quality Committee, the Vice-Chancellor and the University Council.

The report will include appeal statistics, comparisons with previous reporting periods, and de-identified case examples to provide insight into trends, issues and outcomes.

Review of this Charter

In accordance with the Students Regulations, this Charter must be reviewed by the Committee at least every two years and submitted to the Vice-Chancellor as its overarching governance authority for approval.

Approval and next review date

Endorsed by Chair: 26 June 2026

Approved by Vice-Chancellor: 29 June 2026

Next review due: June 2028