



University Appeals Committee Terms of Reference

Mission

The Council of the University of Canterbury has established a University Appeals Committee to hear student appeals on the following matters:

1. academic appeals;
2. misconduct appeals.

Membership

The University Appeals Committee will comprise not less than four members who shall be selected on the basis of their availability and/or relevant subject matter expertise in relation to the particular appeal. Following recommendations by the Committee, any vacancies may be filled by the Council at any time, should they occur.

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment. Nominees are only members of the Committee for the duration of the specific appeal they are nominated for.

Three members of the Committee will form a quorum. The Chancellor (or nominee) shall be the Chair.

The University Appeals Committee has the following membership:

Ex officio members

Chancellor (or nominee)

Vice-Chancellor (or nominee)

UCSA President (or nominee)

One other Council Member (nominated by the Chancellor)

In attendance

University Registrar (Secretary)

Staff member(s) with appropriate knowledge of appeal or with appropriate expertise to advise the Committee on relevant matters.

Terms of Reference

Without limiting the University Appeals Committee's responsibilities to fulfil its mission, the terms of reference for the Committee is governed by the University's Appeals Regulations and ancillary documents to the Regulations.

Meetings

Meetings of the University Appeals Committee shall be convened at the direction of the Chair. If the Chair is absent, then those present shall elect one of their members to be Chair for that meeting.

Meeting agendas will be drawn up by the University Registrar and the Committee Chair. The agenda and accompanying papers shall be circulated at least four days prior to the meeting of the Committee, but where circumstances require and with the consent of the Committee Chair, papers may be circulated nearer the meeting date or at the meeting.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate) who will be responsible for minuting the meetings.

Reporting

The University Appeals Committee shall, at the next Council meeting, provide the outcome of any appeal heard.

Review of Terms of Reference

These terms of reference will be reviewed every two years and, if necessary, updated by the Council on recommendation of the Committee. A Committee self-assessment process should take place at least every three years.