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possible, the student will be informed and a new time frame provided to the student.

## 6.6 Higher Degree Research

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## **8. Stage 3: Appeal**

### **8.1 Lodging an appeal**

An appeal in respect of a decision of a CIU or IO following a Stage 2 Central Process may only be lodged on the grounds of a lack of procedural fairness in the investigation process. For an explanation of procedural fairness refer to Appendix A. There is no appeal on the merits of the decision. In other words, a student may not appeal simply because s/he does not agree with the decision of the CIU or IO.

8.2 Appeals must be made in writing to the Director Student Life and Learning within 15 working days of the date of notification by the CIU or IO of a decision under the Stage 2 Central Process. The appeal must clearly state the grounds on which the student considers that there has been a lack of procedural fairness (for example, the student must clearly identify why s/he maintains that there was no opportunity to state their position on the complaint). In exceptional circumstances the Director Student Life and Learning may extend this period to longer than 15 working days following a request for an extension from the student in writing. Other than in exceptional circumstances, an extension request must be made within 15 working days of the date of the notification of the decision by the CIU or IO.

### **8.3 Student Complaint Appeal Committee**

The Director Student Life and Learning will convene a Student Complaint Appeal Committee (the Committee) to hear the appeal. As well as the Director Student Life and Learning as Chair, the Committee will also consist of one Associate Dean and one elected or nominated student member of the Council, Academic Board or Faculty Committee.

No person is eligible to sit on the Committee who has, or could reasonably be perceived to have, a conflict of interest in the matter.

The Committee may appoint one or more persons to assist it on any matters requiring legal, procedural or technical expertise.

### **8.4 Appeals process**

The appellant and any other relevant party in the appeal will be invited to attend a hearing to state their case. If the appellant is unable to attend the hearing, or chooses not to attend, the hearing may still take place.

The appellant and any other person invited to attend will be asked to inform the Chair in writing before the hearing:

- a) Whether they intend to attend the hearing
- b) Whether they intend to attend with a support person (the support person may not attend in the place of the appellant) (see further in 8.5 below)
- c) Whether they intend to present any material not in the written submission.

At the hearing:

- a) The Committee shall sit in private
- b) Only material relevant to the grounds of the appeal may be presented

In determining the outcome of the appeal the Committee may:

- a) Dismiss the appeal; or



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