

COLLEGE / PALS PROGRESS AND APPEALS COMMITTEE TERMS OF REFERENCE



Committee of College Board and Pathways and Academic Learning Support (PALS) Board

1. Establishment

- 1.1 Each College will establish a College Progress and Appeals Committee as required by the College Board Terms of Reference.
- 1.2 The Pathways and Academic Learning Support Centre (PALS) Board will establish a PALS Progress and Appeals Committee as required by the PALS Board Terms of Reference.

2. Purpose and Functions

2.1 Purpose

- 2.1.1 Each College / PALS Progress and Appeals Committee will monitor the academic progress of coursework students and may refer students to support services and/or apply sanctions in line with the Governance Rule - Schedule 2 (G) Delegation of Academic Matters

2.2 Functions

- 2.2.1 Each College / PALS Progress and Appeals Committee will:
 - i. monitor the academic progress of coursework students;
 - ii. consider matters relating to students' academic progress, unsatisfactory progress, and inability to progress or maintain an acceptable standard of academic progress in each term;
 - iii. consider and recommend outcomes:
 - a. of student appeals against a final result;
 - b. of matters referred to it under the Program Management Manual - Coursework or Course Management and Assessment Manual;

- c. where students are identified as being unable to complete their program within the timelines set by the Academic Senate's maximum time to complete;
 - d. of any student progress or appeals issue forwarded to it by the Associate Director, Student and Academic Administration, following a notification by an Officer of the University.
- iv. advise on other matters referred by the College Pro Vice-Chancellor, Director of PALS, Academic Senate, the President of Academic Senate, or the Vice- Chancellor.

2.3 Meetings

- 2.3.1 The College / PALS Progress and Appeals Committee will usually meet after the Fully Graded Date for each standard term in which courses or programs within the College are offered.

3. Reporting

- 3.1 The College / PALS Progress and Appeals Committees will report to Academic Senate in accordance with Section 2.2 Functions of this Terms of Reference, and any annual cycle of business requirements.

4. Membership

The College / PALS Progress and Appeals Committee shall have the following members:

4.1 Ex-officio:

- 4.1.1 Deputy Head of College (Education) or equivalent as Chair for the College Progress and Appeals Committee.
- 4.1.2 Deputy Dean (Education) of PALS as Chair of the PALS Progress and Appeals Committee.

4.2 Members:

- 4.2.1 For the College Progress and Appeals Committee:
- a) the Assistant Dean (Education) of the College;
 - b) the Strategic Program Manager of the College;
 - c) one (1) other member from a pool of five College academic staff determined by the Pro Vice-Chancellor; and

- d) co-opted members from within or outside the College for particular cases as determined by the Chair;

4.2.2 For the PALS Progress and Appeals Committee;

- a) the Head of Domestic Programs of PALS;
- b) a representative from the PALS Teaching and Learning team;
- c) the Senior Administrator of PALS; and
- d) a representative from the Convenors from within PALS.

4.3 Attendance with rights of audience and debate

4.3.1 A nominee of the Head of the Wollotuka Institute;

4.3.2 A member of the Student Advocates;

4.3.3 In accordance with the Academic Senate Standing Orders, the Chair may grant rights of audience and debate for a specific purpose, meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

5. Terms of Office

5.1 The terms of office for members appointed under Section 4 shall be up to two years.

6. Quorum

6.1 For meetings of the College / PALS Progress and Appeals Committee, the quorum will be three members.

7. Subsidiary Bodies

7.1 Nil

8. Urgent Business

8.1 On behalf of the College / PALS Progress and Appeals Committee, the Chair may consider urgent business which must be conducted between scheduled meetings of the College / PALS Progress and Appeals Committee, and make recommendations to the respective College or PALS Board.

- 8.2** The Chair will report such action to the next meeting of the College / PALS Progress and Appeals Committee for ratification.

9. Essential Supporting Documents

College Board Terms of Reference

Pathways and Academic Learning Support Centre (PALS) Board Terms of Reference

Student Academic Progress Procedure

10. Related Documents

Standing Orders of the Academic Senate

Governance Rule

Academic Senate Handbook

Program Management Manual - Coursework

Course Management and Assessment Manual

Document History and Authority

Date Approved 18 June 2021

Approval Authority Academic Senate

Date	Approved By	Amendment
06 June 2023	Academic Senate	Amendments to bring in line with changes made to the Student Academic Progress Procedure to include provision of new Pathways and Academic Learning Support Centre Board, PALS Progress and Appeals Committee; updating associated documentation; and updating membership.
24 June 2022	Academic Senate	Amendment for removal of Interim Constitution of Academic Senate Rule and inclusion of Governance Rule. Document History and Authority updated for all amendments.
