

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.
- 2.1.2** The College / PALS Progress and Appeals Committee will not monitor the academic progress of students enrolled in the Joint Medical Program. Students enrolled in the Joint Medical Program will be managed under Section 11 of the Joint Medical Program Manual.

2.2 Functions

- 2.2.1** Each College / PALS Progress and Appeals Committee will:
 - a) monitor the academic progress of coursework students enrolled in programs within the relevant College or within the Pathways and Academic Learning Support Centre;
 - b) consider matters relating to students' academic progress, unsatisfactory progress, and inability to progress or maintain an acceptable standard of academic progress in each teaching term;

- c) determine the outcome of appeals against a final result under the Course Management and Assessment Manual;
- d) consider and recommend outcomes:
 - i. of matters referred to it under the Program Management Manual - Coursework or Course Management and Assessment Manual;
 - ii. where students are identified as being unable to complete their program within the timelines set by the Academic Senate's maximum time to complete; and
 - iii. 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; and
- e) advise on other matters referred by the Pro Vice-Chancellor – Student Experience, Academic Registrar, College Pro Vice-Chancellor, Director of PALS, Academic Senate, the President of Academic Senate, or the Vice-Chancellor.

3. Meetings

3.1 Appeals Against a Final Result

- 3.1.1 The College / PALS Progress and Appeals Committee will meet at least once within 5 working days after the date by which students must submit their Appeals Against a Final Result, as prescribed by the Course Management and Assessment Manual, unless there are no courses or programs offered by the College or by the Pathways and Academic Learning Support Centre within the term.
- 3.1.2 The Standing Orders of the Academic Senate will apply.

3.2 Progress Under Review

- 3.2.1 The College / PALS Progress and Appeals Committee will meet at least once within 8 working days after the date by which students must submit their statements to address their Progression Under review status, as prescribed by the Student Academic Progress procedure, unless there are no courses or programs offered by the College or by the Pathways and Academic Learning Support Centre within the term.
- 3.2.2 The Standing Orders of the Academic Senate will apply.

3.3 Quorum

- 3.3.1 The quorum for meetings will be three members (or their delegate).
- 3.3.2 For College Progress and Appeals Committee determinations, if a School does not have representation at the meeting, the Committee will

communicate the relevant recommended outcomes to the Deputy Head of School, Teaching and Learning for review and endorsement prior to communicating outcomes to students.

3.4 Conflict of Interest

- 3.4.1 A Committee member must declare any conflict of interest at the commencement of the meeting, in accordance with the Conflict of Interest Policy and Procedure.
- 3.4.2 A Committee member may declare any conflict of interest to the Chair prior to the meeting.
- 3.4.3 Where a conflict of interest is declared, prior to or at commencement of the meeting, the Chair will be responsible for assessing the conflict of interest and determining the response, in accordance with the Conflict of Interest Policy and Procedure.

4. Reporting

- 4.1 The College / PALS Progress and Appeals Committees will report the outcomes of each meeting to the College / PALS Boards at the next scheduled meetings.
- 4.2 The College / PALS Progress and Appeals Committees will report biannually to the Academic Senate in accordance with Section 2.2 Functions of this Terms of Reference, and any annual cycle of business requirements.
- 4.3 Outcomes and relevant information related to outcomes are to be recorded in the centralised outcomes register no later than 2 working days from meeting end.
- 4.4 Outcomes and relevant information related to outcomes are to be treated as strictly confidential. Access to this information is to be managed as per Section 5 of this document.

5. Record Management

- 5.1 Permissions and Access will be terminated by the Chair for any exiting committee member within 5 working days of notice to discontinue service on the committee or last day of service on the committee.
- 5.2 The Chair will conduct a digital access (SharePoint/TRIM) audit twice a year to ensure only current members have access to documentation.

6. Membership

6.1 Each College Progress and Appeals Committee shall have the following members:

6.1.1 Ex Officio:

a) Associate Dean (Education) of the College (Chair)

6.1.2 Other Members:

a) Each College Progress and Appeals Committee will have one (1) academic staff member from each School of the College, appointed by the Head of School.

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

6.2.1 Ex Officio:

- a) Deputy Dean (Education) of PALS (Chair);
- b) Head of Domestic Programs of PALS (Deputy Chair); and
- c) Senior Administrator of PALS

6.2.2 Other Members:

- a) a representative from the PALS Teaching and Learning team; and
- b) a representative of the Program Convenors from within PALS, appointed by the Head of Domestic Programs.

6.3 Each College / PALS Progress and Appeals Committee may have the following members:

6.3.1 Attendance with rights of audience and debate

- a) the Senior Manager, Academic Governance and Compliance or their delegate;
- b) a nominee of the Head of the Wollotuka Institute;
- c) a representative of the Office of Student Advocacy;
- d) the Manager, Program Advice or their delegate; and
- e) the Manager, International Student Support or their delegate.

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

6.4 Terms of Office for Other Members

6.4.1 The term of office for an academic staff member appointed under clauses 6.1.2 and 6.2.2 will usually be two years.

6.4.2 An academic staff member appointed under clause 6.1.2 and 6.2.2 may be re-appointed to the Committee for a further term, if approved by their Head of School (Colleges) or Head of Domestic Programs (PALS) and the Chair.

6.5 Deputy Chair

6.5.1 The role of Deputy Chair will be undertaken by a member appointed by the Chair.

7. Onboarding / Offboarding

7.1 The Chair and Secretary of each College / PALS Progress and Appeals Committee is responsible for onboarding and offboarding all committee members. All new members and/or delegates will be onboarded prior to attending any committee meeting.

7.2 The outgoing Chair and Secretary of each College / PALS Progress and Appeals Committee is responsible for onboarding the incoming Chair.

8. Subsidiary Bodies

8.1 Nil

9. Authorities (Delegations)

9.1 College / PALS Progress and Appeals Committees may exercise delegated authority as set out in the Schedule 2 – Delegation of Academic Matters and any other schedules listed in the online Delegations Register.

10. Urgent Business

10.1 On behalf of the College / PALS Progress and Appeals Committee, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings. The Chair must report all such action to the next meeting of the College / PALS Progress and Appeals Committee for ratification.

11. Contact

- 11.1 College Progress and Appeals Secretary or PALS Progress and Appeals Secretary

9. Essential Supporting Documents

- 12.1 College and Pathways and Academic Learning Support Centre (PALS) Board Terms of Reference
- 12.2 Student Academic Progress Procedure
- 12.3 Academic Appeals Policy
- 12.4 Course Management and Assessment Manual

10. Related Documents

- 13.1 Standing Orders of the Academic Senate
- 13.2 Governance Rule
- 13.3 Academic Senate Handbook
- 13.4 Program Management Manual - Coursework
- 13.5 Joint Medical Program Manual

Document History and Authority

Date Approved 18 June 2021

Approval Authority Academic Senate

Date	Approved By	Amendment
27 May 2025	Academic Senate	Amendments to align with recommendations from Ernst & Young audit recommendations from September 2024.
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.
