



Policy Name:	Discipline and Appeals Policy
Policy Date:	22 April 2009
Policy Code	AIM.PD.02
Date confirmed by ACB	TBA
Review Date	22 April 2010
Prepared by	Nara Krum
Date of Implementation	

1. Background

Function:

The Discipline and Appeals Committee (D&AC) is authorised by the Academic Board to deal with:

- breaches of discipline by students and apply sanctions if necessary; and appeals against grades or enrolment status by students such as probations;
- requests for deferrals and withdrawals after census date.

The D&AC meets on a weekly basis on Mondays and reports directly to the Academic Board. Submissions on matters before the Committee must be received by 10am Friday preceding the meeting.

Membership consists of: Dean, Chief Operating Officer, one Head of Department and Associate Registrar who acts as secretary to the Committee.

The Registrar is responsible for advising the Associate Registrar on cases that have to be tabled at the Discipline and Appeals Committee and will be kept informed on the outcomes of cases presented to the D&AC. The Registrar will oversee the processes of the D&AC and ensure that minutes are kept and students will be advised not later than 10 working days of the decisions made by the D&AC.

2. Scope and applicability

Appeals:

In accordance with Government bodies and compliance requirements for both State and Commonwealth legislation AIM is required to provide an appeal process for students who wish to appeal their results and academic decisions.

It includes appeals such as withdrawals or deferrals after census date without financial penalty where a student claims special circumstances such as illness or misadventure.

A student may appeal against an assessment in any unit. An appeal must be lodged with the Registrar within six weeks of results being posted for the semester in which the unit was undertaken. Dissatisfaction with grades does not constitute grounds for appeal. The purpose of the review is to ensure that the assessment process has:

- been fairly applied;
- no procedural or factual errors occurred in the processing of a grade;
- all appropriate components were included; and
- had an accurate calculation of marks on which the assessment grade is based.

The D&AC will determine whether:

- The original grade stands; or
- the original grade is to be amended

A student may request a remark of a written assignment. A remark of an assignment will be undertaken by the Head of Department or, if the Head of Department was the original assessor, by a suitably qualified person determined by the Dean. A remark will carry a non-refundable fee of \$50.

Disciplinary Procedure in cases of plagiarism & misconduct:

- plagiarism and misconduct are defined in the AIM Student Handbook.
- A staff member who discovers or suspects an instance of plagiarism or cheating in any assessment by a student must inform the Head of Department. A copy of the assessment in question together with any evidence has to be forwarded to the Head of Department as soon as possible after the incident has occurred.
- Students will be notified in writing by the Registrar of any academic penalties which are the result of proven academic misconduct *not later than 5 working days after the D&AC has met*. Students are able to appeal these decisions on the basis of procedural anomalies or factual errors which have a significant effect on the final decision. *Students must appeal in writing within 14 days of being notified of the decision.*
- If a staff member suspects that there has been a case of academic misconduct, then the Registrar has to be advised in writing with the details of the academic misconduct and provide supporting documentation.
- The D&AC will make a finding in cases of plagiarism and misconduct and impose a penalty with regard to this finding. The maximum penalty to be imposed in the first case of plagiarism or misconduct is a grade of FAIL for the unit and entry on the student's record of the finding. The maximum penalty for subsequent findings of plagiarism or misconduct is expulsion from AIM.

3. Actions

Process for students to lodge an appeal:

The appeal must be delivered in writing to the Registrar.

An appeal may be lodged by any currently enrolled student as well as prospective students appealing the outcome of an audition.

All appeals must be accompanied by all supporting evidence.

The following should be noted in relation to the appeals process

- Appeals must be made in writing on an Appeals form, which are available from Student Services or can be downloaded from the AIM website.
- A student lodging an appeal will be advised when the next D&AC meeting is scheduled to take place. Students will be advised of the outcome of the meeting not later than 10 working days after the Committee has met.
- The Associate Registrar will assess all appeals or requests, ensure that the appeals are complete and ensure that all parties have submitted their comments for the individual cases that are to be tabled. Where an appeal application is incomplete the student will be advised. Where additional evidence is required from a staff member, the Associate Registrar will seek that evidence before the scheduled meeting of the D&AC and seeks the advice of the Registrar if required.
- The Associate Registrar will list all completed applications on the next agenda of the D&AC meeting.
- Agendas are located in tutti folder/Academic Board/ D&AC/ Agendas.
- The DA&C must make a decision based on the evidence presented and come to a decision based on the principles laid out in this document. The Committee will not base a decision on precedents but consider appeals and requests on a case by case basis to achieve equitable decisions and outcomes.
- Minutes of D&AC meetings will be placed by the Associate Registrar into tutti/ Academic Board/ D&AC/ Minutes folder and a hard copy of minutes will be placed into D&AC folder available for view in the Registrar's office. Access to the minutes is confidential and must be approved by the Dean, the Registrar or the Chief Operating Officer.
- The student will be advised of the outcome of the appeal by the Associate Registrar in writing no later than 7 working days after the meeting. The response will be:
 - a) transparent and be written in plain English;
 - b) explain the process and the basis on which the decision was reached; and
 - c) advise on the process for lodging a review on a decision.

External Review Process

In compliance with the Higher Education provider Guidelines AIM has an arrangement for an external review process for decisions made by the D&AC by an independent person or body established or nominated by AIM.

If not satisfied with the decision of the D&AC, a student may submit a written request for the matter further to be reviewed by an external reviewer. On receipt of a written request from a student for an external review of the decision, the Dean will contact the external reviewer and arrange for an appointment and will assist the student in making contact with the external reviewer.

External Reviewer

Recommendations from an external reviewer will be implemented and procedures will be adjusted accordingly if deemed necessary.

Recommendations from the external reviewer will be forwarded to the Dean who will advise the Academic Board if changes to procedures have been recommended by not later than 30

working days after the recommendation has been received. Changes to AIM policies or procedures will be published on the AIM website and will be available to both students and staff.

The details of the appointed external reviewer are:

Dr Scott Dickson
 Dean
 Australian College of Physical Education
 Email: dean@acpe.edu.au

4. Delivery authority and responsibility matrix

Staff Position	Committees
Dean	Dean Chair of the D&AC
Associate Registrar	Associate Registrar (Secretary to D&AC) Responsible for: <ul style="list-style-type: none"> • Managing the business of D&AC • Collation of all relevant documentation associated with the Request/Appeal of a student to the D&AC • Liaison with the Registrar on which issues will be tabled at the meeting • Liaison with staff and provide information to Committee • Take minutes at meeting and disseminate to relevant parties • Preparation of correspondence to be sent to students regarding their appeals/request after approval of Registrar
Registrar	Registrar (reports to Academic Board on D&AC issues) Oversees processes and liaises with Associate Registrar for each D&AC meeting, and reports to the Academic Board on the D&AC's operations

5. Regulatory compliance matrix

Staff member	Government Bodies/Compliance with
The Registrar ensures that AIM will meet its compliance requirements with the Government Bodies listed	Higher Education Act 2003 - DEEWR
The Dean will advise the Registrar on regulatory changes if he is aware of such and disseminate this information on to any other relevant staff	National Code of Practice for Registration Authorities and Providers of Education and Training to overseas students 2007 - CRICOS
	Board of Studies - NSW
	NSW Vocational Education and Training Accreditation Board - VETAB

6. Dissemination of information

A student who has lodged an appeal that will be dealt with by the D&AC will be advised of the outcome after the Committee has met and has reached a decision not later than ten working days after the Committee has considered the appeal.

The Registrar will ensure that all appeals are presented to the next scheduled D&AC meeting. If additional information/documentation is required, then the student will be advised of this not later than five working days after the Committee has met and will be asked to provide such additional information. A reasonable timeline will be set for the student to submit the additional information or documentation required and the appeal will be re-tabled at the next scheduled D&AC.

7. Response time

The student will be advised of outcome not later than 10 working days after each scheduled Discipline and Appeals Committee.

8. Procedure management

Registrar assisted by the Associate Registrar

9. Related policies and procedures

See Student Handbook 2009 following sections:

Discipline and Appeals Committee

Academic Misconduct

Appeals and Grievances/Appeal against grades or assessment

**Australian Institute of Music
Appeal Form**



Please read overleaf important information prior to completing this form. It is important that you attach all relevant documentation to support your appeal.

Student Details	Date: _____
Family Name: _____	Given Name: _____
Student ID: _____	Phone: _____
Course: _____	

Type for Appeal:
<input type="checkbox"/> Appeal of Result/s: (please tick appropriate box) Unit(s) _____ Appeals have to be lodged NOT LATER than 2 weeks after results have been released.
<input type="checkbox"/> I believe that the process resulting in my mark/s has been unfair. Please supply a written explanation and attach to this form
<input type="checkbox"/> An administrative error or irregularity relevant to the assessment process has been made.
<input type="checkbox"/> Medical reason (attached documentation)
<input type="checkbox"/> Other reasons (brief details) _____
Academic Record
<i>Please state briefly why you are making an appeal and provide all relevant documentation to support your appeal.</i>

Documentation provided: _____
Student Signature _____ Date _____

Academic Staff Comments:

Signature _____ Date _____

D&AC Decision _____	Administrative Use
_____	Received by: _____ Date: _____
_____	Registrar Office: _____ Date: _____
Date: _____	Paradigm: _____ Date: _____
	Student Advised: _____ Date: _____

**How to request an Appeal of your Results for units in a given semester:
Appeals have to be lodged NOT LATER than 2 weeks after results have been released.**

Before lodging an appeal please check if you have done the following:

- I have spoken to the lecturer or my Head of Department and have sought an explanation as to how my mark was calculated and why I have received the mark I was awarded.

Results for a unit in a given semester can be appealed on the following grounds only:

- You have grounds to believe that the process resulting in your mark has been unfair in which case you have to attach a clear statement explaining your concerns, e.g. the results were not calculated on the basis of the unit outlines.
- You believe that there has been an error of process

Why an Appeal might not be considered by AIM

- Dissatisfaction with grade is not considered for an appeal.
- You appealed the result outside the given timeframe (prior to census date of a subsequent semester)
- AIM will not accept reasons such as: I was on holidays and did not know that I failed a unit etc. AIM informs all students when the results are to be released and expects you to obtain results via your AIM logon.

Appeal of results on medical grounds:

- If you have medical concerns during a semester for a particular unit or units, you HAVE to arrange for a meeting with your Head of Department as soon as you had a medical assessment and provide the medical evidence to your Head of Department.
- Appeals after the release of results and failure to meet with your Head of Department when your medical condition became apparent, may result in your appeal being rejected. Your Head of Department will advise you what action to take.

Request for Deferred assessment:

- Deferred assessments will only be granted on a case by case basis and are not an Appeal of Results.
- To be considered for a deferred assessment you have to submit an 'Application for Examination Deferral' form which can be obtained from Student Services. The form has to be accompanied by documentary evidence such as medical certificates which clearly state why you were not able to attend an examination.
- An Examination Deferral Request will only be considered before an examination takes place, if an Examination Deferral Request is submitted after the exam you will have to explain why you were unable to submit the request before the exam took place.

Appeal of Probationary Status or Suspension

- Appeals of probationary or suspension status are generally the response to a Show Cause letter that a student receives after the Examination Review Committee has met and considered your overall results as well as results from previous semesters. You are required to respond to a Show Cause letter and submit the Appeal form together with your written statement as to why you should not be placed on probationary or suspension status.

Please note that generally appeals/requests will not be considered without any documentary evidence except in cases where a student has concerns about processes.