

FACULTY OF SCIENCE AND INFORMATION TECHNOLOGY

PROGRESS AND APPEALS COMMITTEE

Purpose

The Faculty Progress and Appeals Committee is established in accordance with the “Rules Governing Faculties” - Rule 000305, which includes the following clauses.

16.0

16.1 Each Faculty shall establish a Faculty Progress and Appeals Committee with the following membership:

16.1.1 the Deputy Head of the Faculty, or nominee, who shall Chair the Committee;

16.1.2 the Assistant Dean, Teaching and Learning; of the Faculty;

16.1.3 the Assistant Academic Registrar of the Faculty;

16.1.4 one other member from a pool of five Faculty academic staff determined by the Pro Vice-Chancellor; and

16.1.5 co-opted members from within or outside the Faculty for particular cases as determined by the Chair.

16.2 The Faculty Progress and Appeals Committee shall have responsibility for matters referred to it:

16.2.1 under the Review of Progress Procedure;

16.2.2 under the Appeals Against a Final Result Procedure;

16.2.3 under the Special Circumstances Affecting Assessment Items Procedure; and

16.2.4 any other student progress or appeals issues forwarded to it by the Pro Vice-Chancellor, in such cases the Committee shall advise the Pro Vice-Chancellor on an appropriate course of action.

The procedures referred to in 16.2 are “Review of Progress - Procedure 000647” and “Appeal Against Final Result - Procedure 000261” and “Special Circumstances Affecting Assessment Items - Procedure 000641.”

Students who wish to appeal against the outcome of an appeal to the Faculty Progress and Appeals Committee do so to the University’s Student Progress sub-committee, established by Academic Senate. The terms of reference of that sub-committee are at

http://www.newcastle.edu.au/service/committees/constitutions/files/student_progress_tor.pdf

Appeals against final result must be lodged by a deadline and the committee meets as soon as practicable after that deadline. Reviews of progress are usually considered at the same meetings. In all cases the Committee aims to resolve appeals and reviews in time for students to act accordingly by the next academic semester or trimester.

Relevant Policy Library documents:

Rules Governing Faculties - Rule 000305
<http://www.newcastle.edu.au/policylibrary/000305.html>
Appeal Against Final Result - Procedure 000261
<http://www.newcastle.edu.au/policylibrary/000261.html>

Special Circumstances Affecting Assessment Items - Procedure 000641
<http://www.newcastle.edu.au/policylibrary/000641.html>
Review of Progress - Procedure 000647
<http://www.newcastle.edu.au/policylibrary/000647.html>