

CCNME Appeals Committee: Terms of Reference

Purpose

The purpose of the CCNME Appeals Committee is to review appeals applications and make final decisions of any assessment appeals on behalf of Academic Council.

Roles and Responsibilities

The CCNME Appeals Committee is a sub committee of the CCNME Academic Council and has delegated authority to make final decisions on assessment appeals. The Committee reports its activity and decision making to the CCNME Academic Council.

It has responsibility to:

- Consider the appeal transparently and independently;
- Review all information relating to any learner assessment appeal;
- Determine the outcome of any such appeal; The outcome of the appeal can be:
 - a) The appeal is upheld or
 - b) The appeal is rejected and the original decision is upheld;
- Communicates its decisions in a timely and clear manner to the learner and the Programme Coordinator;
- If the appeal is upheld, and results in a change to the original grade the External Examiner/Authenticator is notified and Board of Examiners informed;
- Maintaining all records in relation to the appeals process;
- Complete a report on all appeals and submit to the Academic Committee;
- Contribute to the Programme Monitoring Review and Evaluation Report.

Role of the Chairperson:

The Chairperson of the CCNME Appeals Committee will be nominated by the Academic Council.

The role of the Chairperson is to:

- Ensure all CCNME Appeals Committee activities are in line with the Academic Councils Written Constitution and Standing Orders.
- Provide strategic direction and leadership at CCNME Appeals Committee Meetings and directing Committee discussions.
- Conduct the appeals process in a transparent, efficient and timely manner;
- Ensure minutes accurately reflect CCNME Appeals Committee discussions and actions.
- Provide reports of CCNME Appeals Committee activities to the Academic Council.
- Review the CCNME Appeals Committee Terms of Reference annually with CCNME Academic Council members and amend as required.
- Inform the Academic Council of any conflict of interest that may impact on their function.

Responsibilities of CCNME Appeals Committee Members:

- All members of the CCNME Appeals Committee must declare any conflict of interest. In such cases, the Chair of the CCNME Appeals Committee will ensure that the individual withdraws from the committee and a new member is nominated by the CCNME Academic Council for the purposes of that appeal
- Actively participate in meetings through attendance, discussion and review of minutes

Nomination of Members to the CCNME Appeals Committee/Board:

Members are nominated by the CCNME Academic Council and are independent of the matter being appealed. The Committee may invite any person to attend, who may have evidence or information to support the Committee in reaching a decision.

Membership

Tenure: Members are nominated for a period of two years

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Chairperson of Teaching, Learning and Assessment Committee	Ex-officio	Yes
Chairperson of Quality Enhancement Committee	Ex-officio	Yes
Secretary	Ex-officio	No

Conduct of Business – Meetings

Notice of meetings

Each member of the CCNME Appeals Committee shall be entitled to five working days' notice of a meeting.

Frequency of Meetings

Meetings of the CCNME Appeals Committee shall be agreed with the chair of the Academic council and meetings will be aligned to QQI Certification periods and held as determined.

Quorum:

Meetings of CCNME Appeals Committee will be judged to be quorate when all three members are in attendance.

Decisions

The decisions of the Appeals Committee will be made by consensus. If the CCNME Appeals Committee cannot reach agreement, and opinions are equally divided the Chairperson of the Committee will have the casting vote.

Review of Terms of Reference:

The Chairperson of the CCNME Academic Council reviews the terms of reference every two years and any amendments are ratified by the CCNME Academic Council.