



## Academic Appeals Procedure

AAMC makes the following statement regarding appeals:

1. There will be an Appeals Committee (“the Committee”).
2. The Committee will comprise:
  - i) A Director of AAMC
  - ii) A Certified Trainer, not involved in the original training
  - iii) A nominee of the complainant’s choice
3. A person will not be appointed a member of the Committee who:
  - (i) has had any involvement in the matter forming the subject of the appeal; or
  - (ii) for any other reason it would be inappropriate for the person to be a member to hear the appeal.
4. A student may appeal against:
  - (i) assessment proceedings in any subject relating to the course they have completed
5. Any appeal will be made by lodging a notice of appeal in the prescribed form with the Managing Director of AAMC or nominated officer:
  - (i) not more than twenty working days after receiving notice of the result of any assessment proceeding.
6. Other than in exceptional circumstances the Committee will hear an appeal within twenty working days of the notice of appeal having been lodged.
7. The student will be given notice in writing not less than five working days before the date of the hearing, stating:
  - (a) the date, time and place of the hearing;
  - (b) that the student has the right:
    - (i) to be heard;
    - (ii) to make a written submission;
    - (iii) to be accompanied by any other person;

- (iv) to be represented by another person;
  - (v) to be present throughout the hearing;
  - (vi) to call any persons as witnesses;
  - (vii) to engage an interpreter;
- provided that if the student intends to be represented by another person or to call other persons as witnesses the student will notify in writing the nominated officer of the names of such persons not less than three working days before the date of the hearing.
- (c) a student will not be present when the Committee is considering its decision.

8. The relevant trainer will be given notice in writing not less than five working days before the date of the hearing, stating:

- (a) the date, time and place of the hearing;
- (b) the substance of the student's appeal and the grounds for the appeal;
- (c) that the trainer, has the right:
  - (i) to be heard;
  - (ii) to make a written submission;
  - (iii) to be present throughout the hearing;
  - (iv) to call any persons as witnesses.
- (d) the trainer will not be present when the Committee is considering its decision.

9. Notwithstanding the above where the student does not appear at the hearing and has not submitted any reasonable cause for his or her absence or the trainer is not represented at the hearing, the hearing may proceed and the decision of the Committee will not thereby be invalidated.

10. The Committee will hear the appeal and after giving the student and such other persons as it considers appropriate an opportunity to be heard will:

- (a) uphold the appeal;
- (b) dismiss the appeal; or
- (c) make such other decision as it considers appropriate.

11. The Secretary will:

- (a) notify the student and AAMC in writing of the decision of the Committee within five working days of the hearing of the appeal;
- (b) inform the student of the reason for the decision.

12. Any written notice required to be given by AAMC under this Regulation will:

- (a) be delivered to the student in person; or
- (b) be sent by guaranteed delivery to the student at the most recent address recorded by AAMC for the student and any such notice will be considered to have been received by the student at the time it is recorded as delivered.