

Kingston University Student Intellectual Property Rights Appeals Panel

Membership:

Chair: University Secretary

Members: Executive Director of Enterprise

KU Copyright Officer

An appropriate academic, to be appointed by the University Secretary in consultation with the panel members

A student nominated by the KU Students Union

Secretary: A member of staff from the University Secretary's Department

Terms of reference:

To consider and determine any appeals against the decisions of the University

Appeal process:

1. Any appeal against a decision must be submitted in writing to the University Secretary within twenty-eight days of the date formal notification of the decision against which the appeal is made. All documentation pertaining to the grounds on which the appeal is made must be submitted at the same time. No further communications will be accepted for consideration under an appeal after this time.
2. As soon as is practicable after receipt of the appeal the University Secretary shall decide on the evidence available whether or not the appeal should be proceeded with and shall notify the student and the Appeals Panel to that effect normally within ten days of receipt of the documentation. If it is decided not to proceed with the appeal, the University Secretary shall inform the appellant in writing of the decision.
3. Where it is decided that the appeal shall be proceeded with, the University Secretary shall inform all the parties of the decision and will make the necessary arrangements for the appeal to be heard as early as possible.
4. The appeal shall normally be determined at a hearing but may be determined by correspondence if the Chair deems this appropriate and the appellant consents to this. All parties shall be informed of the date of any hearing.
5. The appellant shall be invited to the hearing and may attend throughout except when the Panel deliberates upon its decision.
6. The Panel may invite such other persons to the hearing and seek evidence from them as it sees fit.
7. The quorum for a meeting of the Panel shall be three including the Chair.
8. Procedural matters for a hearing of the Panel other than those prescribed in this procedure shall be determined by the Panel as it sees fit.
9. The Panel shall deliberate on its decision in private and the Chair will then communicate the decision to the appellant. The Panel shall have power to reverse or modify the decision appealed from in any way that it thinks fit.
10. Following the hearing the University Secretary will formally convey in writing the decision of the Panel to the appellant.
11. A decision of the Panel shall be final as far as internal KU procedures are concerned.