

CONFERENCE OF COLLEGES APPEAL TRIBUNAL (CCAT) SCHEDULE

The CCAT is a body of the Conference of Colleges and is NOT a University appeal body. The CCAT is master of its own procedure. For information about the procedures and process of the Conference of Colleges Appeal Tribunal (CCAT), reference should always be made to the [Regulations](#)

The appeal process is intended to be an expedited process and it is important that the basic schedule below, and any other specified deadlines are followed, as far as reasonably practicable, by all parties.

1. **Appellant**
 - (i) **within 5 working days** of the decision to file a written application which should include a **brief** statement of facts (*Regulation 5*)

2. **Secretariat**
 - (i) **on day of receipt of application** to acknowledge application, and forward it, with regulations and schedule, to the College for a **brief** reply, to be received by the Secretariat **within 2 working days**
 - (ii) to advise the parties that communications with the Secretariat will be with **one** named person from each party; that each party will be copied in on all communications from the Secretariat. Parties will be asked to copy to the other party any communication to the Secretariat. **Confirmation of each party's nomination, and confirmation that communication by e-mail is acceptable by both parties will be sought and replies requested within 24 hours**
 - (iii) to forward the application to the Chair/Deputy Chair, with current list of Tribunal members.

3. **Chair/Deputy Chair**
 - (i) to convene a Panel President and two members, and to confirm panel membership to Secretariat
 - (ii) to brief President

4. **Secretariat**
 - (i) to inform both parties of the Panel membership, and check there are no objections; **parties to reply within 24 hours** (*Regulation 10*);
 - (ii) to forward application and brief College response to the President

5. **President**
 - (i) to decide if the case falls within CCAT's jurisdiction, and if so, to convey the decision and reason to the parties via the Secretariat
 - (ii) if the case falls within the jurisdiction of CCAT, to arrange a preliminary meeting with the Panel to decide on the basis of the application and College response whether to hold a hearing which **will be held no later than 14 days from the Secretariat's receipt of the application.** (*Regulation 13*)
 - (iii) via the Secretariat, to advise the parties on the matter of whether a hearing is to be held with date of proposed hearing as appropriate; to confirm venue and arrangements

(iv) via the Secretariat to ask the parties to liaise directly to produce an 'agreed' bundle, and outline of each's respective submissions (no longer than 10 pages), any witness statements, and agreed list of factual matters, as might be requested **by no later than 48 hours before the hearing**; weekends and public holidays are excluded. The agreed bundles must be paginated with tabs, index and cross references provided; the college and appellant must work together to produce the bundles to the Tribunal deadlines.

6. Parties

(i) to notify the Secretariat of proposed witnesses, and to confirm who they will be represented by **as soon as possible. Each party will bear its own costs.**

(ii) to provide Secretariat with **5 sets of 'agreed' bundles by stated deadline**

7. Secretariat

(i) in the event that a hearing is held, to arrange for the hearing to be recorded. The recording will be available to anyone upon request, and any costs of transcription will be borne by those making such requests.

8. President

(i) to sign off a Completion of Procedures letter (which includes details of OIA procedures in the event of appeal) and the brief reasoned decision of the Panel, **normally within 7 days of the hearing.**

9. Panel

(i) to return all notes and annotated documentation to the Secretariat as soon as reasonably possible after the hearing, after the decision and reasons have been communicated to the parties.

10. Secretariat

(i) to follow up any administrative recommendations/common issues with the University and Colleges as appropriate

(ii) to complete and check with President, the log and summary for archive and website respectively, to upload the final decision and reasons on to restricted area of Conference website, and update the election database

(iii) to confirm to the Chairman of the Legal Panel details of the panel membership for the case, who will then send a note of thanks to the Panel members with copy to each's respective Head of House

(iv) after 12¹ months, or until completion of any subsequent appeal to the OIA, to destroy all hard copy papers except the decision and reasons which will remain on file

(v) after 2 years, to delete all electronic files except the decision and reasons which will remain on file.

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¹ As at November 2015, the OIA requires that it must receive signed OIA Complaint Forms in their Office **within 12 months** of the date of the Completion of Procedures Letter; otherwise it will consider a complaint to be out of time.

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