

CONFERENCE OF COLLEGES APPEAL TRIBUNAL (“CCAT”)

SCHEDULE

Step 1: Appellant files application

- The appellant files a written application with the Secretariat of the Conference of Colleges (“the Secretariat”) within 5 working days of the decision they are appealing.
- This process is explained in **Regulations 5 and 6**.

Step 2: Secretariat initiates correspondence

- On the day the Secretariat receives the application, they acknowledge receipt of the application by return email to the appellant.
- The Secretariat forwards the application, Regulations and Schedule to the appellant’s College.
- The Secretariat advises the appellant and the College that all communication should be with one person from each party, with each party copied in on all communications.
- The Secretariat forwards the application to the Chair or Deputy Chair of the CCAT with the current list of the CCAT Panel nominees.
- This process is explained in **Regulation 7**.

Step 3: Appellant and College respond to correspondence

- Within 1-2 days of receiving emails from the Secretariat, the appellant and College reply to the Secretariat in order to:
 - confirm who their named person is for all communications; and
 - confirm that communication by email is acceptable.
- The College also sends a separate email of a brief response to the Secretariat to acknowledge receipt of the application, Regulations and Schedule.

Step 4: Panel is convened

- Over the next 2-3 days, the Chair or Deputy Chair of the CCAT convenes the Panel President and two Panel members from the list of the CCAT Panel nominees.
- The Chair or Deputy Chair confirms the Panel membership to the Secretariat and briefs the Panel President (please note that the Panel President is often, though not always, the Chair of the CCAT).
- This process is explained in **Regulation 7**.

Step 5: Secretariat continues correspondence

- On the day the Panel membership is confirmed, the Secretariat informs the parties of the Panel membership and asks if there are any objections.
- The Secretariat then forwards the application and brief college response to the Panel President.
- This process is explained in **Regulation 11**.

Step 6: Panel membership is confirmed by all parties

- Within 1 day of receiving information about the Panel membership from the Secretariat, the appellant and College reply to the Secretariat, either noting objections to the proposed Panel members, or confirming that there are no objections.
- This process is explained in **Regulation 11**.

Step 7: Jurisdiction

- The Panel President decides if the case falls within the CCAT’s jurisdiction.

- If the CCAT does not have jurisdiction, the decision and reasons for this are conveyed to the parties via the Secretariat.
- If the CCAT does have jurisdiction, the Panel President arranges a preliminary meeting with the Panel to decide whether to hold a hearing.
- The Secretariat advises the parties on the arrangements for the hearing.
- The Secretariat asks the parties to produce an agreed bundle and outline of each's respective submissions, any witness statements, and an agreed list of factual matters.
- These processes are explained in **Regulations 13, 14, 15 and 16**.

Step 8: Witnesses, representation and the agreed bundle

- Both parties notify the Secretariat of their proposed witnesses and any representation.
- Both parties provide the Secretariat with the agreed bundle.
- The Secretariat must be notified of witnesses and representation, and must be provided with the agreed bundle, no later than 2 working days before the hearing.
- This process is explained in **Regulation 17**.

Step 9: Hearing

- The Secretariat arranges the hearing.
- All parties attend the hearing.
- The hearing is held within 14 working days of the Secretariat receiving the appeal from the appellant.
- These processes are explained in **Regulations 18, 19 and 20**.

Step 10: Post-hearing correspondence

- Within 7 working days of the hearing, the Panel President communicates the CCAT Decision to the parties.
- The Panel President signs off a Completion of Procedures letter (including details of OIA procedures) and the brief reasoned decision of the Panel.
- The Panel returns any paper notes and annotated documents to the Secretariat, after the CCAT Decision has been communicated to the parties.
- These processes are explained in **Regulations 24 and 25**.

Step 11: Follow-up actions

- The Secretariat follows up any actions as appropriate.
- The Secretariat retains the final CCAT Decision securely.
- After 2 years from the date of the hearing, the Secretariat deletes all files except the CCAT Decision, which remains on file. This process is explained in **Regulation 26**.

