

C. PROCEDURES GOVERNING HEARINGS AT SAC

1. Both the appellant and the respondent and/or his/her representative(s) have the right to appear before SAC in accordance with the procedure outlined in B.2 (e) above. The Senate Appeals Committee, on its own initiative, may request the parties to appear at the hearing.

2. The parties shall have access to all documents submitted in connection with the appeal to SAC. The appellant shall be permitted to submit a written rebuttal to the respondent's submissions. If SAC hears the appeal on the merits and the parties appear at that hearing, oral arguments may be presented. Such rebuttal(s) shall address only those matters not raised in the appellant's original submission(s) to SAC. Parties will be allowed a full and fair opportunity to present evidence, and argument, and, where necessary, to call and cross-examine witnesses. (See The Order of an Appeal). Witnesses generally are present only while they are testifying.

3. The Committee's decisions will be taken in camera and the appellant and respondent informed of the decision in writing.

4. The Committee may decide to deny the appeal, to refer the matter back to the Faculty with instructions for reconsideration on the basis of new evidence or reconsideration using proper procedure, grant immediate relief or direct a hearing de novo either at the Faculty level or before the Senate Appeals Committee according to the procedures for hearing allegations of breach of academic integrity outlined above.

5. Where a hearing de novo is ordered in the case of academic dishonesty, the matter proceeds as if the charge had just been laid, and can be heard either at the Faculty level or before a panel of the SAC.

D. THE ORDER OF AN APPEAL

The following indicates the order of an appeal where the parties are present. The Committee may alter the order of the hearing in the interest of fairness to any or all of the parties.

1. The Chair shall:

- (a) identify the parties and members of the committee
- (b) identify the nature of the appeal and the evidence before the committee

2. The Appellant or representative shall:

- (a) briefly describe the case to be presented, in an opening statement
- (b) provide factual support for his/her case through documentary evidence and testimony of appellant and witnesses, if relevant
- (c) committee members normally ask questions at the end of each person's testimony but may interrupt if clarity is required
- (d) the Respondent or representative may ask questions of each witness at the close of that person's testimony

3. The Respondent or representative shall:

- (a) briefly reply and indicate main arguments, in an opening statement
- (b) provide factual support for his/her case through documentary evidence and testimony of respondent or witnesses, if relevant
- (c) committee members normally ask questions at the end of each person's testimony but may interrupt if clarity is required
- (d) the Appellant or representative may ask questions of each witness at the close of that person's testimony

4. The Appellant and his/her witnesses shall be allowed to offer testimony or other evidence in reply to new issues raised in the Respondent's presentation.

5. At this point or sooner, the committee may require other witnesses or the production of other written or documentary evidence and may, if it sees fit, adjourn the hearing after allowing both parties the opportunity to speak to the adjournment. After this, no new arguments or evidence regarding the appeal may be introduced.

6. First the Respondent, then the Appellant is entitled to make closing arguments and to summarize briefly the main points of their case.

7. The committee will move *in camera* for deliberations and decision.

8. The written decision of the committee shall include:

- (a) the names of the committee members and all who appeared
- (b) a summary of the cases of the parties
- (c) the committee's findings of fact, decision and reasons
- (d) the method of application for re-consideration