

Program accreditation appeals policy

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Program accreditation appeals policy

1. Introduction

- 1.1. This document sets out the policy for handling appeals from education providers against accreditation decisions.
- 1.2. In most instances concerns arising out of accreditation processes may be resolved by discussing the matter with the Director, Accreditation and Quality Assurance, Chief Executive Officer and/or the Chair of the Accreditation Committee. This is the most convenient, efficient, cost neutral method of conflict resolution. However, where there continues to be an unresolved disagreement regarding a decision made by the Australian Dental Council (ADC) then the education provider may ask for an appeal to be considered by a Review Panel under the process outlined below.

2. Appeals process

- 2.1. An education provider may appeal the following accreditation decisions.
 - The content of a site visit report.
 - A decision to revoke accreditation, refuse to accredit or to accredit subject to conditions.
- 2.2. There are two grounds for an appeal.
 - The manner in which the accreditation process has been conducted has been procedurally unfair. This may include, for example, allegations that due process has not been followed.
 - The outcome of the accreditation process is unjustified or unreasonable on the basis of the available evidence.
- 2.3. Appeals must be made in writing within one month of an education provider being notified in writing of a decision. Appeals must set out the decision being appealed against and the reasons why.
- 2.4. If an appeal is made, the decision appealed against will not take effect until the outcome of the appeal (unless otherwise agreed with the education provider).
- 2.5. A Review Panel will be set up by the ADC. It must include at least one head of an ADC accredited program (normally in the same discipline as the program being reviewed), one senior academic from another ADC accredited program and one other person with experience in accreditation.
- 2.6. The Review Panel will review the education provider's submission, relevant reports and documentation. The education provider will be invited to make oral submissions to the Review panel. The Review Panel will have the discretion to interview staff, students and other relevant people, and to inspect facilities

where it concludes that such actions are necessary for it to make an informed judgment.

- 2.7. The cost of the review must be met by the education provider prior to the establishment of the Review Panel. Please refer to the Fee Schedule available on the ADC website www.adc.org.au
- 2.8. A report prepared by the Review Panel will be forwarded to the education provider. The education provider will be given the opportunity to respond to any issues raised in the report, before the ADC Board makes a final decision on the content of the site visit report, program accreditation status and/or conditions.
- 2.9. The members of the Review Panel must not have been involved in the accreditation of the program that is the subject of the review.

3. Revocation of accreditation

- 3.1. Should an accredited program fail to meet the ADC Accreditation Standards (within an agreed period and/or following an Appeal Process) the ADC will commence proceedings to revoke accreditation as outlined under the National Law. The education provider and the Dental Board of Australia will be notified that the program no longer meets ADC Standards and therefore no longer holds accreditation status.
- 3.2. The education provider must then:
 - make arrangements with another education provider to transfer students into an accredited program; and
 - ensure that the alternative education provider is able to satisfy the ADC that it has adequate resources, sufficient academic staff and clinical facilities to incorporate the extra students; or
 - allocate necessary human and financial resources to enable a 'teach out' of the program, with a short-term accreditation period agreed by the ADC. (This option would usually only be appropriate where there are two or less years for the program to be completed for a student cohort.)¹

¹ Section 50(2)(a)(ii) of the Health Practitioner Regulation National Law Act 2009 as in force in each state and territory.