

Witnesses FAQ

1. A witness is a person that you ask to attend your hearing to give evidence that supports your appeal.
2. Your witness(es) should have firsthand, personal knowledge of the situation and the evidence they give should be relevant to the grounds of appeal.
3. In order for your witness(es) to give their evidence, you must ask them questions. They do not show up and start speaking. Their evidence is provided at the hearing through questions. You should prepare an outline of what evidence you need your witness to speak to at the hearing. This will help guide you with what questions to ask. Remember, you must ask questions and not make statements.
4. You should be mindful of the relevance of your witness(es)' testimony. Their testimony should be relevant to the grounds of appeal that have been brought forward and/or any facts which may be in dispute. Otherwise, your witness(es) may be asked by the panel Chair to refocus their testimony to relevant evidence only.
5. The other party to the appeal and the panel members will be given an opportunity to ask your witness(es) questions.
6. The appeal panel Chair may require you to provide a summary of your witness(es)' expected evidence at the hearing. You will be given notice of this by email in advance of the hearing and provided a deadline to submit this to the Student Appeals Office.
7. You must provide a witness list, including each witnesses' occupation or relationship to you, to the University Student Appeals Office no later than three (3) Business Days before the Appeal Hearing.
8. You are responsible for making all arrangements for your witness(es) to attend the oral Appeal Hearing and are responsible for any costs associated with your witness(es)' attendance. You must communicate the date and time of the hearing to your witness(es). Failure to do so may result in the hearing proceeding without your witness(es).
9. A witness will normally only attend an oral Appeal Hearing during the time they are providing evidence and responding to questions. They are otherwise excluded from attending the hearing.
10. The University of Calgary, the Student Appeals Office, the University Appeals Committee and the University Appeals Tribunal cannot compel a witness to attend a hearing.
11. You should advise your witness(es) of the confidential nature of the appeal and that they should not be discussing the matter with others.