

BUV SENATE

Disciplinary Committee
Terms of Reference

Doc. Ref.:04/2023/DC/BUV-SENATE

Approved by: Chair of Committee

Approved Date: 29 May 2023

Effective Date: 30 May 2023

Version No: 1.3



STUDENT DISCIPLINARY COMMITTEE TERMS OF REFERENCE

The Disciplinary Committee Terms of Reference are valid for all programmes running at BUV. This includes both BUV own degrees and ones from partner institutions.

1. Authority of the Committee

The Disciplinary Committee is a committee of the Senate and will provide reports and/or advice to the Senate.

The Disciplinary Committee is responsible for reviewing allegations of misconduct by students in respect to a possible breach of the University's discipline as defined within the BUV Disciplinary Procedure.

2. Duties of the Committee

- i. To ensure the consistent application across the University of the disciplinary rules and policies agreed by Academic Board.
- ii. To formulate proposals to the University for:
 - routine changes to the non-academic disciplinary rules and procedures;
 - substantive changes to the non-academic disciplinary rules, procedures or policy which will require approval by the Senate.
- iii. To investigate breach of discipline cases referred to the Chief Academic Officer as defined within the Disciplinary Procedure.
- iv. To determine its own procedure for the hearing of cases as defined within the Disciplinary Procedure.
- v. Concluding with one or more measures on the case under question as defined within the Disciplinary Committee.
- vi. To report the outcome of important decisions and issues of the Disciplinary Committee meetings to the Academic Board and to the Senate when necessary.

3. Membership

Appointed members:

- Dean (Chair)

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- Student Success Lead (Vice-chair)
- DL(s) related to the case
- Student Academic Support Manager
- Secretary of Senate and Committee
- Student representative from SAC

The membership for **hearings** of the Committee shall comprise:

Appointed members:

- Dean (Chair)
- 02 Programme Leaders with no prior involvement in the incident.
- Secretary of Senate and Committee

Any member who has had prior involvement, made a determination or has a conflict of interest in the incident shall be ineligible to sit as a member of the Disciplinary Committee hearings. (This excludes the Academic Compliance Manager who will act as secretary and has no right to vote).

Any member who has a conflict of interest with a matter before the Committee will not be able attend, therefore the Chair may nominate a representative to attend in their place. For nominated members who have a conflict of interest, the secretary of the Committee will select a representative from a panel of members at stated above

4. Quorum

Both meetings and hearings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are University staff (as distinct from external members or students). Where a loss of quorum is identified, meetings may be adjourned until a time determined by the Chair.

5. Appointment of Chair/Deputy Chair

The Chair of the Committee shall be the Dean. The Chair has the casting vote in committee deliberations.

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The Chair shall nominate an Acting Chair if the Chair is unable to attend a scheduled meeting or hearing.

6. Removal of a member from office

The Chair may terminate a person's membership for misconduct following consultation with the Senate

7. Meetings and Hearings

The Committee shall determine its schedule of meetings annually in advance and meet as scheduled. Hearing will be held as required.

Committee decisions may be made at a meeting or hearing and signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting or hearing, read the documentation in advance, and make every reasonable effort to attend each meeting and hearing.

8. Observers

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

9. Committee reporting

The Disciplinary Committee will report to the Senate.

10. Agendas and Minutes

Any relevant documentation such as evidence for incidents will be received and distributed in accordance with the Disciplinary Procedure.

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings and hearings encase of viewing documentation online.

Responsibility for maintaining appropriate records management for the Committee rests with the Secretary under the direction of the Chair. All Committee documentation shall be retained and shelved alongside student profiles

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11. Evaluation and Review

The Academic Compliance Manager shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Academic Board and the Senate

12. Supporting Documents

Disciplinary Procedure

13. Related Documents

Senate Terms of Reference.

14. Document Responsibilities

Policy Owner	:	Chief Academic Officer
Policy Delegate	:	Chair of the Disciplinary Committee

15. Approval Details

Approving Authority	:	Senate
Approval Date	:	25 August 2020
Approving Authority (Version 1.1)	:	Chair of the Disciplinary Committee
Approval date (Version 1.1)	:	4 January 2022
Approving Authority (Version 1.2)	:	Chair of the Disciplinary Committee
Approval date (Version 1.2)	:	5 April 2023