

## **BUV SENATE**

Appeals Committee  
Terms of Reference

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

Approved by: Chair of Committee

Approved Date 23 May 2023

Effective Date: 24 May 2023

Version No: 1.3



## **APPEALS COMMITTEE TERMS OF REFERENCE**

The Appeals Committee Terms of Reference are valid for all students at BUV. However, the Appeals Committee only has authority to oversee appeals related to disciplinary matters for students on programmes from partner institutions.

### **1. Authority of the Committee**

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

The Appeals Committee is responsible for the review of both academic and non-academic appeals raised by student against decisions made by either academic Schools, or University decisions as a whole. This applies to students who submit appeals in relation with, but not limited to, the examination board, academic misconduct, and suspension from courses.

### **2. Duties of the Committee**

- i. To oversee appeals raised by students in relation to BUV examination boards such as an appeal for a grade or against decision on extenuating circumstances request.
- ii. To oversee appeals raised by students in relation to academic misconduct decisions.
- iii. To oversee appeals raised by students in relation to temporary/permanent suspensions on the grounds of breaches of discipline.
- iv. To review and consider student applications in terms of fulfilling the grounds for appeal as defined within the BUV Appeals Procedure.
- v. To examine the facts and evidence presented to them for the case and determine whether a hearing should be arranged as defined within the BUV Appeals Procedure.
- vi. Concluding with a decision on the appeal based on the evidence presented, and informing the Course Office, Academic Compliance Office and Exam Office of their final decision.
- vii. To ensure that Appeals are dealt with in the correct way as defined within the BUV Appeals Procedure. This includes ensuring that staff follow the correct procedures, act in a timely and independent manner, and apply the rules of natural justice.

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- viii. To be the final appeal body for Students on these matters, as students have no further right to appeal beyond the Appeals Committee.
- ix. The Appeals Committee may refer any item to the Senate for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees as appropriate.
- x. To own the Appeals Procedure which provides guidance for student to appeal against the decision of an Award Board. The Appeals Committee reviews the Appeals Procedure every 02 years.

### **3. Membership**

The membership for meetings of the Board shall comprise:

Appointed members:

- University Registrar (Chair)
- UoL Discipline Lead
- Head Academic Quality
- 01 Discipline Lead/Programme Lead not involved in previous process and nominated by Chair
- Secretary of Senate and Committee

The committee membership at hearings shall comprise:

Appointed members:

- University Registrar (Chair)
- 02 Programme Leaders with no prior involvement in the incident
- Secretary of Senate and Committee
- Student representative from SAC

Nominated members shall serve for a term of two years.

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Any member who has had prior involvement or made a determination, or has a conflict of interest, in the academic matter which is the subject of an appeal, shall be ineligible to sit as a member of the Appeals Committee convened to hear the same matter.

Any member who has a conflict of interest with a matter before the Committee will not be able attend the Committee, 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**

Meetings 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.

The Quorum for hearings must be a minimum of 3 people (either members or nominated persons).

### **5. Appointment of Chair/Deputy Chair**

The Chair of the Committee shall be the University Registrar. The Chair has the casting vote in Committee deliberations.

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 Vice-Chancellor.

### **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.

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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.

A calendar of meetings must be supplied to Senate at the start of each academic session which must include the length of the meetings.

### **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 Appeals 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 Student 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 in case 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

### **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**

Student Disciplinary Procedure

### **13. Related Documents**

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Senate Terms of Reference.

### **14.Document Responsibilities**

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

### **15.Approval Details**

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