

Student Appeals and Conduct Committee (SACC)

Terms of Reference

Purpose

To maintain oversight of the operation of panels considering cases of academic misconduct, fitness to practise, academic appeals and complaints on academic matters and to make final decisions on the recommended outcome of cases, together with oversight and review of the connected policies and procedures.

Remit

1. To oversee on behalf of Senate all matters relating to:
 - a. The Student Code of Conduct on Academic Matters
 - b. Academic appeals
 - c. The consideration of complaints on academic matters

Academic Conduct

2. To monitor the effectiveness of policy, procedures and practices relating to the operation of the Code of Conduct for Students on Academic Matters, keeping the Code and its operation under review and making recommendations to Senate on proposed revisions
3. To keep the guidance for students on academic good practice and academic misconduct up-to-date making recommendations to Senate on proposed revisions resulting from:
 - a. monitoring the emergence of technologies and services that impact this area
 - b. monitoring good practice and guidance to the higher education sector in managing academic good conduct and misconduct
 - c. Analysing the nature of cases of misconduct
4. To consider and make decisions on the recommended outcome of cases of academic misconduct
5. To produce an analytical report for Senate each year on the Code and its operation and on cases that have arisen, noting the nature and number of cases and making any recommendations that may arise from the analysis of cases.

Student appeals and complaints on academic matters

6. To maintain oversight of academic appeals and complaints on academic matters
7. To monitor the effectiveness of policy, procedures and practices relating to student appeals and complaints on academic matters under review and making recommendations to Senate on proposed revisions
8. To act as the final arbiter on appeals and complaints on academic matters
9. To produce a report for Senate each year covering academic appeals and the, the operation of the appeals procedure and student complaints on academic matters, noting the nature and number of cases and making any recommendations that may arise from the analysis of cases.

Constitution

Pro Rector with responsibility for Students (Chair)
Head of Quality
Nominee from each Faculty

Up to two co-opted members
Secretary to the committee (in attendance)



Quorum

One third of membership to include the Chair (excluding co-opted members)

Frequency of meetings

As required and at least twice per academic year

Reporting and Minutes

Routine reporting is through the Chair and minutes to Senate; the minutes (open and closed) of all meetings are submitted to the next meeting of Senate and will include any recommendations on changes to be referred to Senate for discussion and approval.

The minutes of all meetings are submitted to the next meeting of SACC for formal approval. Minutes are stored on the Governance SharePoint site with closed minutes referring to details on individual cases suitably restricted.

In addition, the Chair makes an annual report to Senate on the effectiveness of the committee's exercise of its responsibilities, making recommendations as appropriate and provides a summary of the work of the committee over the previous operational year.

Approval and modification

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