

V165

Rules on the functions of the Bifröst University Appeals Committee

Article 1

The Appeals Committee for student complaints rules on cases where students at Bifröst University consider their rights have been violated concerning the execution of examinations and course assessment, including the giving of tests, grading, the appointment of examiners and the publication of grades, the assessment of the progress of study, including the right to do a resit examination, the handling of applications for admission, including the evaluation of studies from other schools other formal decisions of matters of a similar nature.

The Appeals Committee does not re-evaluate examination solutions or the professional conclusions of teachers, evaluation committees, or examiners.

Article 2

The Appeals Committee can by way of its decisions confirm, alter, or abolish decisions in those cases where students believe their right has been violated, cf. Article 1.

The Committee's decision shall be in writing, citing the main data on which the decision is based. The decision shall come with a short reasoning. The decision of the Committee is determined by a majority of votes.

Article 3

The Rector appoints an Appeals Committee, consisting of three members, who are appointed for a period of one year. One of the members shall be nominated by the Education and Research Board, one jointly by the student unions at the University, and finally, one member, who shall act as the Chair of the Committee, shall be appointed without nomination. Alternates shall be appointed in the same way.

Article 4

Appeals to the Committee shall come in writing, clearly stating the reasons for the complaint, the demands of the appellant and the reasoning for the appeal. The Committee shall discuss the appeal as soon as possible, and generally make its decision known within a month as of receiving the appeal.

Should a case be so extensive as to make it certain that its processing will take longer than the said time, the Committee must announce this to the parties involved and specify when a decision may be expected. The handling of an appeal shall, however, never take longer than two months.

Article 5

After an appeal has been lodged, the parties involved shall be granted time to comment in writing on the appeal and other data that the student may have submitted. This time shall generally be no longer than two weeks, but the deadline may be extended under special circumstances. After the deadline for comments has passed, the Committee shall call a meeting with the parties involved, where it shall be possible for parties to submit any further documents or information concerning the case.

When all data the parties wish to hand in have been submitted to the Committee, it shall come to a decision on whether the parties discuss the case orally or in writing. Generally, the submission of data shall be finished at that point in time. Regardless of whether the discussion of the case is to be oral or written, there shall only be a relatively short deadline given for doing this.

Article 6

The Committee is permitted to procure information and data, and request statements from parties, as well as to bring in experts for the decision of individual cases.

The Committee shall both keep a record of cases and take minutes. The Committee shall submit an annual report to the Rector on its operations during the previous calendar year.

Article 7

Members of the Appeals Committee must maintain confidentiality regarding whatever information they may acquire as a result of their duties.

Article 8

Apart from the above-mentioned, handling of affairs by the Committee follows the provisions of the Administrative Procedures Act.

Article 9

These Rules take effect on August 1, 2016.

Approved at a meeting of the University Council on June 7, 2016.