COMMITTEE ON APPLICATIONS

1. Terms of Reference
Acting on behalf of the Senate to:

1. consider and resolve appeals against the decision of their examiners lodged by candidates registered upon taught programmes of study, the taught elements of combined taught/research programmes or the taught elements of research degrees;
2. consider, resolve and, where appropriate, impose penalties on candidates for taught and research degrees against whom a case of cheating or other forms of academic malpractice has been made.

2. Constitution

Two Chairs, appointed by the Senate

For academic appeals: Professor Mitch Waterman (to 31 July 2018)
For cases of academic malpractice: Mrs Norma Martin Clement (to 31 July 2019)

A Deputy Chair, appointed by the Senate

Professor Mike McPherson (initially to January 2018, with possible extension to 31 July 2020)

To substitute for the Chair for academic appeals and academic malpractice cases.

The eight Pro-Deans for Student Education:

Arts, Humanities & Cultures Dr Simon Baines
Education, Social Sciences and Law Mrs Norma Martin Clement
Business School Professor Nick Scott
Biological Sciences Dr Kenneth McDowall
Earth & Environment Dr Anne Tallontire
Mathematics & Physical Sciences Dr Kelvin Tapley
Engineering Professor Martin Levesley
Medicine & Health Professor Mitch Waterman

The eight Faculty Directors of PGR Studies (academic malpractice cases)

Arts, Humanities & Cultures Dr Robert Jones (Arts), Dr Mic Spencer (PVAC)
Education, Social Sciences and Law Mr S Lister
Business School Dr Dan Coffey
Biological Sciences  
Professor Alan Berry  
Earth & Environment  
Professor Pippa Chapman  
Mathematics & Physical Sciences  
Tbc  
Engineering  
Professor Richard Hall  
Medicine & Health  
Dr Paul Marshall

4 nominees of the Senate:

Dr Tony Ellis, Director of the LifeLong Learning Institute (to 31 July 2020)

Mr Nick Taylor, School of Law (to 31 July 2020)

Professor Mike McPherson, Biological Sciences (to 31 July 2020)

Dr Indira Banner, School of Education (to 31 July 2020)

Up to 3 co-opted members

By rotation to be drawn from a pool of current Directors of Student Education, Academic Integrity Officers, and Postgraduate Research Tutors.

In attendance:
The Student Cases Team, University Secretariat
Ms Rebecca Dearden, Head of Student Cases
Ms Cheryl Cox, Governance and Corporate Affairs Officer
Ms Alison Usher, Secretariat Support Officer

3. Quorum

- The quorum is 5 members including the Chair.
- The Committee should not normally exceed 7 members including the Chair.
- The Committee should be gender balanced and no member will be from the same School as, or be otherwise associated with, any student appearing before the Committee.
<table>
<thead>
<tr>
<th>Document Control</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Title:</strong> Committee on Applications Terms of Reference</td>
</tr>
<tr>
<td><strong>Version Number:</strong> v.1</td>
</tr>
</tbody>
</table>