

Regulations for the Appeals Committee

Adopted by the Board of the Norwegian School of Economics (NHH) on 16 October 2003, last amended on 27 October 2017.

Section 1 The Appeals Committee at NHH

The Norwegian School of Economics (NHH) shall have a central appeals committee, the Appeals Committee at NHH, that decides cases as mentioned in Section 3 of the Regulations on behalf of NHH.

Section 2 The members of the Appeals Committee

The Rector appoints the members of the Appeals Committee.

The Appeals Committee shall comprise five members with personal deputy members. Two of the members must be academic staff and two of the members must be students appointed by nomination from the Norwegian School of Economics Student Union (NHHS). There must be at least two members of each gender. The chair and the chair's deputy must meet the statutory qualification requirements for court of appeal judges, cf. the Act relating to Universities and University Colleges Section 5-1.

The student representatives are appointed for a term of office of up to one year. The other members are appointed for a term of office of four years. Two personal deputy members are appointed for each of the academic staff representatives and one for each of the student representatives.

The chair and chair's deputy must not be employees at NHH. Members of NHH's Board of Directors may not be members of the Appeals Committee. Members of the Appeals Committee who have participated in the consideration of cases or decisions in the appealed matter cannot participate in the Appeals Committee's consideration of the appeal.

A member and his/her deputy member(s) must continue to serve on the Appeals Committee until a new member is appointed, even if the term of office has expired. A member also continues to serve on the Appeals Committee until the consideration of initiated cases has been concluded.

Section 3 The duties of the Appeals Committee

The Appeals Committee shall consider

1. Appeals against individual decisions, cf. the Act relating to Universities and University Colleges Sections 5-1 (1) and 7-6 (2)
2. Appeals against rejections of applications for admission to programmes or courses, with the exception of admissions organised at the national level
3. Cases concerning forgery of documentation in connection with admissions, cf. the Act relating to Universities and University Colleges Section 3-7 (8)
4. Appeals against procedural errors in connection with examinations, cf. the Act relating to Universities and University Colleges Section 5-2
5. Cases concerning the annulment of examinations or tests, and exclusion and expulsion pursuant to the Act relating to Universities and University Colleges Sections 4-7 (2) and 4-8 (3)
6. Appeals against a refusal to approve a thesis, trial lecture and public defence of a thesis
7. Cases concerning forced termination of a PhD education, cf. the Act relating to Universities and University Colleges Section 4-13 (2)
8. Appeals against a refusal to approve a PhD thesis, cf. the Act relating to Universities and University Colleges Section 4-13 (4)
9. Other appeals cases concerning the students that are not individual decisions

Section 4 The Appeals Committee's decisions

The Appeals Committee decides cases in meetings and forms a quorum when the chair or the chair's deputy and two other members are present, cf. the Act relating to Universities and University Colleges Section 5-1(4).

The Appeals Committee makes its decisions by simple majority. A decision to expel or exclude a student requires a majority of at least two-thirds, cf. the Act relating to Universities and University Colleges Section 4-8 (4). In the event of a tied vote, the chair shall have the casting vote.

The Appeals Committee decides whether there are grounds to summon the appellant to appear before the committee or to obtain statements from other bodies.

Section 5 Case processing etc.

Appeals against individual decisions are submitted to the subordinate instance that has made the decision being appealed. If the subordinate instance does not find grounds to reverse its decision to the appellant's advantage, cf. the Public Administration Act Section 33, the appeal shall, without undue delay, cf. the Public Administration Act Section 11 a) be sent to the secretary of the Appeals Committee with a presentation of the case and all case documents, and with reference to any regulations that may be relevant to the Appeals Committee's consideration of the appeal. The provisions in the Public Administration Act apply to case processing.

Appeals from students that are not individual decisions and where the responsible unit does not find in favour of the student are sent without undue delay to the secretary of the Appeals Committee with a presentation of the case and all case documents, and with reference to any regulations that may be relevant to the Appeals Committee's consideration of the appeal.

The Appeals Committee's decisions are final, cf. the Act relating to Universities and University Colleges Section 5-1 (5). However, decisions to annul examinations and/or exclude or expel students pursuant to the Act relating to Universities and University Colleges Sections 4-7 and 4-8 may be appealed, cf. the Act relating to Universities and University Colleges Sections 4-7 (3) and 4-8 (4).

Minutes shall be taken of the proceedings. When the consideration of a case has been completed, the appellant will be notified of the outcome and receive a copy of the Appeals Committee's decision. Copies of the decisions are otherwise sent to the members of the Appeals Committee and the unit that has made the decision being appealed.

An annual report concerning the Appeals Committee's activities must be submitted to NHH's Board.

Section 6 The secretary of the Appeals Committee

The Rector appoints a secretary for the Appeals Committee. The secretary is responsible for preparing cases submitted by case officers for consideration by the Appeals Committee, keeping records, following up concluded cases etc.

Section 7 Entry into force

These regulations enter into force with immediate effect.