

Academic Appeals Board: Membership and Terms of Reference

There shall be an Academic Appeals Board.

The Academic Appeals Board shall comprise:

Membership

Ex Officio Members

The Head of Quality (Chair)

The Director of Teaching and Learning (or nominee)

Appointed Members

At least one senior member of academic staff drawn from a pool of members previously approved by the Academic Council. The Chair may nominate a member of the senior leadership team or a senior academic to act as Chair in his or her absence providing that his or her nominee is appropriately briefed and trained.

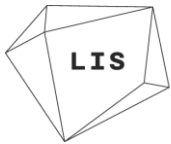
Quorum: Three members, one of whom should be the Chair or the Director of Teaching and Learning. Members considering a specific case must not have had any involvement in it prior to the Board.

Secretary: A Secretary nominated by the Head of Quality will minute the meetings but will not take part in the voting of the Board.

Frequency: The Academic Appeals Board shall meet as required to determine cases within a reasonable timescale within the guidelines set out by the Academic Appeals Procedure.

Terms of Reference

1. To consider and determine all applications from students regarding academic appeals as expeditiously as is reasonably possible, having regard to the circumstances of each case and the requirements of natural justice and fairness.
2. To consider applications to extend the period within which an academic appeal may be heard, where under any regulation or procedure an appeal is required to be made to the Academic Appeals Board within a specified period.
3. In the cases of Extenuating Circumstances referred under the Academic Appeals Procedure:
 - a. To determine whether each application submitted is admissible in relation to the grounds set out in the academic regulations;
 - b. To determine whether each application is supported by appropriate, objective and authoritative evidence;



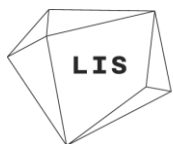
- c. To determine whether the circumstances described in the application are such as to warrant a concession and are sufficient to have had an adverse effect on the student's performance;
 - d. To agree whether each application should be accepted, referred back for further information or rejected;
 - e. Where an application is accepted, to agree the scope of the concession to be applied or recommended;
 - f. To agree a summary report of each application granted for presentation to the Board of Examiners;
 - g. To maintain a record of all applications considered by the Board for Extenuating Circumstances, and to prepare and submit a summary report to the Academic Council annually.
4. To consider applications for the Academic Appeals Board to review, amend or set aside the decision of an officer or another body of the School where the decision of that officer or body is considered to be unreasonable or in error.
5. To make recommendations to the Academic Council in relation to the School's policies or procedures where the consideration of a case or cases reveals unfairness or other flaws in that policy or procedure.
6. To present a report annually to the Academic Council summarizing the appeals received, their outcomes and any trends identified.

Authority

7. The Academic Appeals Board reports to the Academic Council.

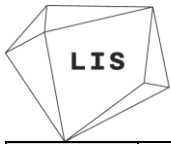
Voting and Decisions

8. It is expected that decisions of the Academic Appeals Board will be reached by consensus and after due debate. However, where a vote is required decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



Name of policy/procedure:	Academic Appeals Board Membership and Terms of Reference
Document owner:	Hannah Kohler, Director of Admissions and Student Support
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Audited by:	Board of Directors Academic Council
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Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Board of Directors: Membership and Terms of Reference Academic Council: Membership and Terms of Reference Academic Appeals Procedure General Academic Regulations Fit and Proper Persons Arrangements

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	13/01/2019	Original draft
2	Prof. Chris Maguire (Registrar)	14/02/2019	Input on TORs and rationale
3	Jasper Joyce (Director of Finance and Operations)	23/02/2019	Minor wording changes
4	Ed Fidoe (Chief Executive)	23/02/2019	Minor wording changes
5	Prof. Carl Gombrich (Director of Teaching and Learning)	10/03/2019	Clarification on voting and decisions
6	Board of Directors	12/07/2019	Approved
7	Hannah Kohler (Director of Admissions and Student Support)	17/07/2019	Updated Extenuating Circumstances section of TOR to align with revised Examinations Procedures



8	Academic Council	18/12/2019	Requires update given decision to pursue NDAPs
7	Prof. Chris Maguire (Registrar)	21/02/2020	Amendments to the wording of the membership of the Board.
8	Academic Council	16/03/2020	Approved
9	Academic Council (chair's action)	16/08/2021	Minor changes of membership and job titles