

Terms of Reference for Exceptional Circumstances Committee

Scope

The Committee is responsible for ensuring the consistent and fair application of the University's exceptional circumstances processes.

Terms of reference

In relation to exceptional circumstances claims at all levels of study;

1*. To provide, on behalf of Senate, scrutiny of the decisions made by School-based Exceptional Circumstances Panels and Discipline Boards of Examiners.

2*. To receive overview reports of the School-based Exceptional Circumstances Panel recommendations detailing an overview of student exceptional circumstances claims and the recommendations made in respect of these claims

3*. To ensure that School-based Exceptional Circumstances Panels operate in accordance with Regulation 13 and other external regulatory guidance, ensuring that decisions are consistent, fair, equitable and transparent.

4*. To make recommendations to Chair of the Examination Board on the appropriate application of the exceptional circumstances regulation and guidance, where the fairness, equality or transparency of decisions is called into question.

5.* Where recommendations to a Chair of the Examination Board have been made, the Committee may also request the relevant Head of School to conduct a review of the School's exceptional circumstances processes and report the findings to the Exceptional Circumstances Committee.

6. To provide an Annual Report to Senate, on the operation of the exceptional circumstances process.

The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

Delegated powers

The University Exceptional Circumstances Committee has delegated authority to take action under items 1, 2, 3 and 4 (*starred), reporting to Senate by exception only.

Between ordinary meetings, the sub-committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the committee on any matters requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the sub-committee shall be reported as Chair's Action to the next meeting of the sub-committee. Prior to taking Chair's Action, the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment.

Constitution

A senior academic member of Senate, nominated by the Vice-Chancellor (Chair)

3 senior academic staff (one from each Faculty), appointed by the Dean

Director of SAS or their nominee

Secretary: Student and Academic Services

Quoracy: For the transaction of business, not less than 40% of the voting membership must be present.

Sub-committees

None

Principal management information needs

- Reports of exceptional circumstances decision trends
- Overview reports of School-based Exceptional Circumstances recommendations
- Head of School EC reviews (where appropriate)

Frequency and timing of meetings

Four times a year (usually September, February, May and June)