ACADEMIC APPEALS PANEL

(Sub-Committee of University Learning, Teaching and Student Experience Committee)

1. SECRETARY: Head of the Student Progress Service

2. MEMBERSHIP

(a) An Academic Appeals Panel comprising of members of academic or administrative staff on grade F or above appointed by ULTSEC who are qualified by reason of their experience of student academic progress and/or welfare matters and to include Deans from each faculty.

(b) An Academic Appeals Convenor who shall be a Dean who has recently served on the Academic Appeals Panel, appointed by ULTSEC.

(c) A Deputy Academic Appeals Convenor who shall be a member of the Academic Appeals Panel nominated by the Academic Appeals Convenor.

(d) A nominated member of the Appeal Panel will be appointed to act as Appeal Adjudicator for each accepted academic appeal.

(e) The Appeal Adjudicator may co-opt further members of the Academic Appeals Panel, as deemed appropriate.

(f) For the purpose of Fitness to Practise Appeals, the Head of the Student Progress Service may appoint two members of the Academic Appeals Panel to form a Committee with two members of the Medical and Dental Appeals Panel.

(g) For the purpose of the Fitness to Study Procedure, the Head of the Student Progress Service may appoint one or more members of the Academic Appeals Panel to form a Panel with the Head of the Student Wellbeing Service and other members of staff as relevant to each case. One member of the Academic Appeals Panel will acting as Chair.

(h) For the purpose of the Fitness to Study Procedure, the Head of the Student Progress Service may appoint one member of the Academic Appeals Panel to act as Appeal Adjudicator to consider Fitness to Study appeal cases.

Deans for undergraduate and postgraduate study in each faculty shall be a member of the Academic Appeals Panel. All other members shall serve for 3 year periods and shall be eligible for re-appointment.

3. TERMS OF REFERENCE

To exercise on behalf of ULTSEC the powers conferred upon it by the Academic Appeals Procedure, Fitness to Study Procedure and Fitness to Practise Procedure for appeals approved by ULTSEC.

Approved by ULTSEC October 2014