

## TERMS OF REFERENCE

### UNIVERSITY CONCESSIONS COMMITTEE

**Reporting:** To University Teaching and Learning Committee, and thereby to Senate.

**Secretary:** A member of staff from the Student Progress Service.

**Membership:** A representative from each Faculty.  
Three additional members of academic staff, appointed by UTLC.  
The Director of Student Welfare (or nominee)  
A Chair appointed by UTLC.

#### **Terms of Reference:**

- To be responsible for extraordinary progress and concession arrangements for students on taught programmes, both undergraduate and postgraduate.
- To consider any application from a student against the progress decisions of a Degree Programme Director or Dean of Postgraduate studies in relation to taught postgraduate programmes
- To consider issues of unsatisfactory progress referred to the Concessions Committee by Degree Programme Directors.
- To sit as the “Senate Medicine and Dentistry Appeals Committee” to consider appeals against decisions of the Faculty of Medical Sciences Fitness to Practise Panel for students on the MBBS, BDS, Doctor of Clinical Psychology and other clinical practise programmes.  
For this specific purpose, the Chair of the University Concessions Committee will convene a panel comprising of two members of the Concessions Committee, and two members from the Senate approved Medical and Dental Appeals Panel appointed by the Pro-Vice-Chancellor responsible for Student Welfare. Those appointed to serve on the Senate Medicine and Dentistry Appeal Committee shall not have been involved in any previous consideration of the student’s progress.
- University Concessions Committee will be the final decision and appeal point within the University for matters relating to student progress and extraordinary arrangements.

#### **Reporting:**

On an annual basis, University Concessions Committee will report to University Teaching and Learning Committee on the range and number of cases considered and any general implications for University regulations.

UTLC will submit an annual report to Senate on concession matters.

**Normal Operation:**

Applications to the University Concessions Committee will be considered on a regular basis by Chair's action. UCC will meet as a Committee approximately every six weeks to consider new applications and review decisions made by the Chair on behalf of the Committee, and any appeals against the decisions of Degree Programme Directors.

UCC will re-consider any case on the basis of new evidence.

In the event of an appeal against a decision made by the Chair acting on behalf of UCC, a sub-group of Committee members (who were not involved in the original decision) shall consider the appeal.

In the event of an appeal against a decision made by a UCC sub-group or full committee, the appeal shall be considered by the Chair Pro Vice Chancellor for Teaching and Learning.

Where the original decision is confirmed there shall be no further appeal within the University. Provision for external review is made through the Office of the Independent Adjudicator.

Representations to UCC on behalf of particular students can be made by the Disability Unit.

Note: The formal Academic Appeals Procedure should be used for all appeals against the decision of a Board of Examiners.