

Academic Review Panel

Purpose

The Academic Review Panel has responsibility for the submission of evidence concerning student registration progression and conduct and for the institution's contracted relationship with the student.

Frequency At least twice a month

Reports to Academic Standards Committee

Membership Internal

Education Quality Assurance Manager (Chair)
Undergraduate Programme Lead
Education Lead

Terms of appointment and office:

Members remain for as long as they hold the position relevant to their membership.

Criteria:

- Quorum for the Panel is two members in attendance one of which must be the Education Quality Assurance Manager or Undergraduate Programme Lead.

Terms of reference

- i To consider the submission of evidence relating to mitigating circumstances in accordance with the policy and respond to the student as appropriate.
- ii To review informal queries and academic appeals in accordance with the policy and respond to the student as appropriate.
- iii To review APL applications to determine the amount and level of credit to be awarded in accordance with the policy and respond to the student as appropriate.
- iv To consider cases of suspected academic misconduct in line with academic misconduct policy and respond to the student as appropriate.
- v To investigate issues of fitness to practice in order to make a decision regarding referral to employer.
- vi In the event of the student remaining dissatisfied with the outcome of the panel to direct them to the appeals procedure.
- vii To report on findings and outcomes for inclusion in the annual monitoring report.
- viii To make recommendations to the Academic Standards Committee in relation to process and organisational procedures as appropriate.
- ix To consider complaints referred by staff, commissioners or students in respect of the provision of service relating to a programme of study or related academic or administrative service.
- x To process academic appeals or complaints in accordance with the Academic Misconduct Policy.
- xi To process applications for mitigating circumstances in accordance with policy.
- xii To prepare a report on academic misconduct trends and outcomes for inclusion in annual monitoring and internal reporting.