Appeals Committee

Purpose

The Appeals Committee has responsibility for reviewing formal appeals arising from decisions made by the Academic Review Panel in relation to student registration, progression and conduct and for the institution's contracted relationship with the student.

Frequency As required, within two working days of an appeal being made.

Reports to Academic Standards Committee

Membership

- Director of Education and Training (Chair)
- Postgraduate Programme Lead
- Education Quality Assurance Manager (Secretary)

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 Director of Education and Training.

Terms of reference

i To consider the submission of evidence relating to appeals against a decision made by the Academic Review Panel in relation to student registration, progression and conduct and to respond to the student as appropriate.
ii To make formal reports of the panel to the student.
iii To issue a completion of procedures letter.
iv In the event of the student remaining dissatisfied with the outcome of the panel to inform. them of their right to appeal to the Open University or Office of the Independent Adjudicator.
v To report on findings and outcomes in annual monitoring.
vi To make recommendations to the Academic Standards Committee in relation to process and organisational procedures as appropriate.