

UNIVERSITY OF LEICESTER

TERMINATION OF COURSE REVIEW PROCEDURES: NOTES OF GUIDANCE

1. Undergraduate Regulations: Review of a Decision to Recommend Termination of Course

If a Faculty Board resolves to recommend that a student's course be terminated, for whatever reason, the Secretary of the Board will, by letter, notify the student of this recommendation and of the right the student shall have to request that the Board review its decision. Students in this position are strongly urged to consult their Personal Tutor or Head of Department for advice.

A student's request for a review should be made through the submission of an appeal form to the Secretary of the Board. The form should draw attention to any matter that the student feels to be relevant to his or her academic performance and of which the Board may have been unaware when it made its decision. Any supporting documents (e.g. medical certificates) should also be sent to the Secretary.

The review will be conducted by a committee comprising three Deans or Sub-Deans of the Faculties. The membership of the Committee will exclude the Dean or Sub-Dean of the Faculty in which the appellant is registered (the Faculty Board of which will have recommended the termination of course). The Dean or Sub-Dean of the student's Faculty may, however, attend the meeting to report on the Faculty Board's consideration of the student's case. The student will be informed of the time and place of the committee's meeting. The student may attend the meeting and may be accompanied by a member of the University. Personal attendance provides an opportunity for the student to expand upon, and answer questions about his/her submission. The student's companion (if any) will be invited to make a brief statement on the student's behalf, but will take no part in the proceedings unless requested to do so by the Chairman. The student's personal tutor and a representative of each department involved will also be invited to attend. At the end of the meeting the committee will reach its conclusions in private discussion. The committee will report to the Faculty Board which recommended the termination of course, and the Secretary of the Board will notify the student in writing of the Board's decision. At the conclusion of the review, the student will be sent a completion of procedures letter and details about the office of the Independent Adjudicator.

Note: It is the responsibility of students to inform their Personal Tutor or Head of Department, or the Dean of his/her Faculty, of any matter (whether of an academic, personal, medical or other nature) that may be relevant to their academic performance, and to supply appropriate evidence. Such information should be given as soon as it is available.

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2. Order of Proceedings

1. The Chairman or Secretary of the panel will give a brief resumé of the student's academic career.
2. The student will be asked if he/she wishes to elaborate on the information contained in the appeal form.
3. The student's companion (if any) will be asked to make a brief statement on the student's behalf.
4. The personal tutor and departmental representative(s) will be invited to make statements.
5. The Dean or Sub-Dean of the student's faculty, if either of them are present, will be invited to report on the Faculty Board's consideration of the case.
6. The panel may ask questions of anyone present.
7. The student will be asked if he/she has anything further to add to his/her submission.
8. All parties will withdraw except for the Panel and their Secretary. The Panel will determine the outcome of the appeal in private consultation and will make a recommendation to the appropriate Faculty Board either that the termination of course should be confirmed, or that termination should be rescinded.

3. Participants' Responsibilities

1. The student is present in order to elaborate on the content of the appeal form, and to answer questions from the panel about any matter associated with the circumstances of the termination of course, including his or her academic history. It is the student's responsibility to ensure that substantiating evidence such as medical certification is available for inspection by the panel.
2. The student is allowed to bring one companion to the appeal, who must be a member of the University as defined in Section 2 of the Statutes (members include University Officers, members of Court, Council, Senate, members of the academic staff, hall wardens, members of Convocation, registered postgraduate and undergraduates). The secretary to the appeal panel will advise on any questions concerning the eligibility of the companion.
3. The personal tutor's role is to guide the student through the appeals process and to provide the panel with any relevant information about the student's personal history.
4. The departmental representative is present to provide information about the academic background to the termination of course, including examination results and details of attendance and progress.

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5. The Faculty representative (the Dean or Sub-Dean) is present to ensure that the panel is aware of all the information which the Faculty Board had at its disposal when it took the decision to terminate the student's course. It is open to the Dean to present a written report to the panel on the Faculty Board's deliberations.
6. The secretary of the panel is required to convene the members and to ensure that the student's appeal form is copied to all participants, together with such supplementary information as may be agreed with the panel's chairman. The secretary will prepare a résumé of the student's academic career, and will ensure that his/her University file is available for consultation by the panel. A file note will be kept of the appeal proceedings. The secretary will ensure that the panel's recommendations are conveyed to the appropriate Faculty Board.
7. The panel is required to examine all the evidence before it in order to decide whether new circumstances exist which, had these been known about earlier, would have led the Faculty Board to recommend a course of action other than termination of course. The panel will look in particular for evidence that but for the circumstances set out in the appeal form, the student would have satisfied the requirements of his/her course of studies. It will therefore examine carefully the student's past academic history and take careful note of any assessment capability provided by departmental and Faculty representatives.
8. The panel will determine the outcome of the appeal in private consultation and will recommend to the appropriate Faculty Board either that the termination of course should be confirmed, or that the termination should be rescinded. In the latter case, the secretary of the panel will provide the Faculty Board with a short record of any extraordinary circumstances arising from the appeal which might influence the Board's determination of the future registration status of the student. The record should include the nature of the mitigating circumstances and an account of whether they affected the whole of the relevant semester(s) or the period of assessment only.
9. The relevant Faculty Board will endorse the recommendation of the review panel concerning termination or non-termination of course, and in the latter case will determine the student's registration status including, if appropriate, what opportunity the student will be given to complete any outstanding assessments. The default decision will normally be an opportunity for the student to resit/resubmit the outstanding assessments at the next opportunity, before continuing with his or her course. However, if the student's circumstances and the Board's pattern of recent decisions suggest it, the Faculty Board will make an alternative decision, such as offering a repeat period of study. In the absence of an imminent meeting of the Faculty Board, the Dean of the Faculty (or in his or her absence, the Sub-Dean) will make the decision on behalf of the Faculty Board, following consultation with at least two other members of the Board.
10. The outcome of the appeal will be notified to the student by the secretary of the relevant Faculty Board.