

Student Conduct & Appeals Committee Procedures

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General (all committees)

1. Staff or students of the same Department as the student who is making an appeal or against whom the case has been made, or who have had prior knowledge of or contact with the student or their case, may not sit on the Committee.
2. The quorum of the Committee shall be three. If necessary, the Chair shall have the casting vote.
3. Proceedings of the Committee shall normally be held in private. Any request for the hearing to be held in public will be considered by the Chair, whose decision is final.
4. For the purpose of the hearing, a decision by the Committee on any point of procedure will be binding.

Misconduct Committee

5. The terms of reference of the Misconduct Committee are:
 - a. to consider cases referred to it to determine whether a charge has been substantiated on the balance of probabilities;
 - b. to make appropriate decisions, as set out in the [Academic Misconduct Policy & Procedure](#) and [Non-Academic Misconduct Policy and Procedure](#);
 - c. to report its decisions to relevant staff for information/action;
 - d. to advise the Academic Board on misconduct matters; and
 - e. to advise the College Assessment and Standards Committee on assessment-matters.
6. The Misconduct Committee shall be arranged with the following membership:
 - a. a Chair;
 - b. two senior members of the College's staff; and
 - c. a student member, nominated by the Student's Union.

Where appropriate to the case, one senior member of the College staff may be replaced on the Committee by another member, who is external to the College.

Fitness to Practise Committee

7. The terms of reference of the Fitness to Practise Committee shall be:
 - a. to consider cases referred by Student Conduct & Appeals to determine whether the students are unfit for registration and practice;
 - b. to make appropriate decisions, as detailed in the [Fitness to Practise Policy and Procedures](#); and
 - c. to advise the Academic Board on fitness for registration and practice matters.
8. The Fitness to Practise Committee shall be arranged with the following membership:
 - a. a Chair;
 - b. a senior member of the College's staff;
 - c. a senior member of the student's given profession. This may be a member of the College's academic staff or of another higher education institution; and
 - d. a student nominated by the Student's Union.

Fitness to Practise Appeal Committee

9. The terms of reference of the Fitness to Practise Appeal Committee shall be:
 - a. to consider appeal cases referred to it; to determine whether the ground(s) of appeal have been met;
 - b. to make appropriate decisions as detailed in the [Fitness to Practise Policy and Procedures](#); and
 - c. to advise the Academic Board on fitness for registration and practice matters.
10. The Fitness to Practise Appeal Committee shall be arranged with the following membership:
 - a. a Chair;
 - b. a senior member of the College's staff;
 - c. a senior member of the student's given profession. This member may be a member of the College's academic staff or of another higher education institution; and
 - d. a student nominated by the Students' Union.

Appeal Committees convened under the following academic regulations and policies:

- **6.15 Academic Appeals for Research Students**
- **7.6 - 7.40 Academic Appeals for Undergraduate and Postgraduate Taught Students**
- **8.2 - 8.25 Insufficient Academic Progress**
- [Academic Misconduct Policy & Procedure](#)
- [Non-Academic Misconduct Policy & Procedure](#)
- [Complaints Policy](#)

11. The terms of reference of the Appeal Committee shall be:

- a. to consider appeal cases referred to it;
 - b. to determine whether the ground(s) of appeal have been met;
 - c. to make appropriate orders as detailed in the associated academic regulations and policies; and
 - d. to advise the Academic Board on appeal matters.
12. The Appeal Committee shall be arranged with the following membership:
- a. a Chair;
 - b. two senior members of the College's staff; and
 - c. a student, nominated by the Students' Union Where appropriate to the case, one senior member of the College staff may be replaced on the Committee by another member, who is external to the College.