

01.9B

SPECIAL CASES COMMITTEE

SPECIAL CASES COMMITTEE TERMS OF REFERENCE

On behalf of the Academic Quality & Standards Board (AQSB), the Special Cases Committee will:

1. Consider and resolve all special cases not complying fully with the requirements of the Academic Handbook.
2. Resolve all other matters referred to it by AQSB and/or AHRC.

Membership

Chair – Deputy Director Student and Academic Administration.

One School Deputy/Associate Deans of Learning & Teaching elected by members and approved by Academic Quality and Standards Board

Once Senior Academic, selected from a different school from the D/A DLT elected by members and approved by Academic Quality and Standards Board

Registry Operations Manager (Programmes)

Registry Operations Manager (AUP) – Secretary

In attendance

Clerk to the Committee – Academic Registry; Registry Advisor (AUP)

Substitutes

Where a member is unable to attend substitution shall be at the discretion of the Chair.

Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair.

Observers

At the invitation of the Chair.

Quorum

Meetings of the Board shall be quorate if 50% or more members are present.