For APRC APRC.13.06.**05**
17th June 2013

Amendments to the Code of Practice on Senate Review and Guidance Note on Consideration of Grievances submitted to Council by Registered Students of the University

Purpose of Paper

1. APRC is asked ***to consider*** and, if thought appropriate, ***to approve*** amendments to the above procedures, with effect from 2013/14.

Proposal

2. That the following paragraphs are inserted into the Code of Practice on Senate Review (insertions underlined):

4. Application for Review

…

4.4 Submissions, along with any evidence and/or additional information, will be provided to the relevant School(s) in order that comments can be prepared. The named contact with the School(s) should prepare the response to the submission, and in doing so, may disclose and discuss the submission with such individuals from whom information is required in order to prepare a complete and accurate response to the submission.

4.5 The student's submission, along with any evidence and/or additional information, will be provided to the members of the Senate Review Panel and the secretary to the Panel. Once the Panel has reached its decision all copies of the papers which were circulated to the Panel members will be collected by the secretary to the Panel and securely destroyed.

4.7 The outcome of a Senate Review will be communicated to the relevant School(s) and any other parties that require details around the outcome.

3. That the following paragraphs are amended and inserted into the Guidance Note on Consideration of Grievances submitted to Council by Registered Students of the University (deletions ~~struck through~~, insertions underlined):

Presentation of the Grievance

…

3.5 If the Registrar and Secretary, or his/her nominee refers the case to a Grievance Committee, ~~T~~the University will submit a succinct written response to the Complainant's case for consideration by the Grievance Committee.

3.6 Where a case is referred to a Grievance Committee, the University should gather such information as is necessary in order to prepare the response to the grievance, and in doing so, may disclose and discuss the grievance with such individuals from whom information is required in order to prepare a complete and accurate response for the Grievance Committee.

3.7 The outcome of a Grievance to the Council may be communicated to the relevant School(s) and any other parties that require details around the outcome.

Consultation and Background

4. As a result of a student concern submitted to the Registry, it was noted that it would be useful to provide explicit information to students about how their submissions would be managed. This is also in line with the QAA's draft Chapter B9 of the UK Quality Code: Complaints and Appeals on Academic Matters

5. The proposals reflect current practice for each process; the amendments are intended to make this information available to students.

6. The University's Legal Services has reviewed and approved the amendments contained within this paper.

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May 2013