For APRC APRC.13.05.**14**
16th May 2013

Scheme of Delegation for Committees / Panels

1. Scope

1.1 This note applies to the following committees / panels:

- Prima Facie Panel (PFP)
- Primary Appeals Committee (PAC)
- Senate Review Panel (SRP)
- Complaints Review Panel (CRP)

2. Principles

2.1 All actions should normally be undertaken by the committee or panel in question during its meeting. Actions taken under this Scheme of Delegation will therefore be minimal and will only be undertaken to expedite progress when it would be inappropriate to delay by consulting members electronically or by reconvening a meeting.

2.2 All documentation submitted to a committee or panel by a student or by a School will be comprehensive, and that it should not prove necessary to seek further clarification. New documentation may be considered by a committee or panel at the discretion of the Chair.

2.3 In exceptional circumstances it is possible for a meeting to be adjourned to allow further clarification to be sought by the committee or panel.

3. Prima Facie Panel (PFP)

3.1 The Chair, in consultation with the APST, will normally confirm appeals which are supported in full by the student's School. Appeals which are not supported in full, or are partially supported, by the School will be referred to a full meeting of the PFP.

3.2 If the Chair takes the view that matters of principal are raised in an Appeal supported by the School the case may be referred to a full meeting of the PFP.

3.3 Statistics in relation to cases supported by the School and upheld by the Chair of the Prima Facie Panel will be included in the panel's annual report to QAEC.

3.4 In cases when further clarification is required from the School, this will be sought by the Panel Secretary on behalf of the Panel. The Chair will then consult with the other members of the Panel as appropriate before confirming the Panel's decision.

4. Primary Appeals Committee (PAC)

4.1 The PAC will normally reach its decision in the course of its meeting. In supporting an appeal the PAC may stipulate conditions. In specifying conditions (as opposed to the decision itself) it may be necessary to seek clarification, for example, from the School on programme regulations. In such instances the Secretary will consult with the School on these matters – the Chair on behalf of PAC will confirm the details of the decision to be communicated to the Student.

4.2 There are occasions when the PAC will uphold an appeal subject to the completion of one or more conditions. A request to vary any of the conditions attached to an appeal will be submitted to the Chair of the PAC in question. The Chair may confirm the details or exceptionally consult the other members of the PAC.

4.3 Confirmation that the conditions of an appeal upheld by PAC have been met by the Student will be received by APST, who will notify the School concerned, and seek clarification in case any support or reasonable adjustments are required.

5. Senate Review Panel (SRP)

5.1 Any additional evidence that may be required will be sought in writing from the appellant or from the University, by the Secretary to the SRP. Any information obtained in this way will be made available to all parties involved in the case, and additional submissions in writing by either party may be made.

6. Complaints Review Panel (CRP)

6.1 No circumstances are envisaged in which a CRP would delegate its powers.

7. General

7.1 In the event of a Chair being unavailable (for example, having left the university, or though long-term absence from the University) the decision will be confirmed by the remaining panel or committee members in conjunction with APST.

7.2 This note is to be read in conjunction with the following documents:

- Code of Practice on Primary Appeals Procedures
- Code of Practice on Senate Review
- Student Concerns and Complaints Procedures

SJLG/22.03.13