

COMMITTEE TERMS OF REFERENCE: SPECIAL CIRCUMSTANCES PANEL

REPORTS TO: Senate Examination Board

OCCURRENCE: To take place immediately before each Senate Examination Board

MEMBERSHIP:

- Pro Vice Chancellor responsible for academic standards, unless responsibility is delegated to another PVC or to another senior member of staff with appropriate experience (Chair)
- Faculty Associate Deans, unless responsibility is delegated to another senior member of staff with appropriate experience
- Deputy Registrar and/or Assistant Registrar (Student Administration) (Secretaries to the Panel)

A Faculty Associate Dean may also Chair provided they have sufficient independence from the Academic Departments being considered. In this circumstance, another senior member of staff from the Faculty with appropriate experience will be required to attend as a member of the panel.

Quoracy: Chair + one member from each Faculty (4 members)

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The Special Circumstances Panel is responsible for reviewing the recommendations received from Departmental Examination Boards in accordance with the Examination Conventions to ensure consistency of approach. The panel will make recommendations to the Senate Examination Board for final approval.

TERMS OF REFERENCE

To undertake all of the following activities in relation to Aberystwyth University schemes delivered at the home and branch campus(es) and in collaboration with partner providers.

1. To review Special Circumstances recommendations received from Departmental Examination Boards for the award of Honours resits.
2. To review recommendations from Departmental Examination Boards to raise degree classes through the Window of Opportunity in accordance with the Examination Conventions.
3. To review recommendations from Departmental Examination Boards on progression for students returning from exchanges or study years abroad with insufficient credits and/or failures.
4. To review all cases with regard to the principle of maintaining comparability between individual students.
5. To make recommendations to the Senate Examination Board on (1), (2) and (3) for final approval.