

THE WHITE BOOK
STUDENT REGULATIONS
REGULATION P4

Academic Appeal Panel

Constitution

1. Further to Ordinance C,XII,8(e), an Academic Appeal Panel shall be an *ad hoc* committee of the Council appointed under Statute C, Chapter VI,4, following an appeal under Regulation P3,19. The Council shall nominate annually a panel of three Fellows who are members of the Governing Body, from whom the Council shall appoint the Chair of any Appeal Panel, as necessary. The Chair shall appoint two further Fellows who are members of the Governing Body to act on the Panel for the purposes of the given appeal.
2. The following rules shall apply to the composition of any Academic Appeal Panel:
 - (a) the Senior Tutor may not be a member;
 - (b) no other *ex officio* member of the Council may be a member;
 - (c) no Fellow may be a member where they have at any time been the Director of Studies, supervisor or Tutor of the student concerned, or served on the Academic Review Committee whose decision is being appealed, or who has otherwise been involved in the conduct of the case at an earlier stage, or who would for any other reason be under a conflict of interest;
 - (d) the student appealing may make a single request, without giving any reason, that a Fellow is removed from the Panel and an alternative Fellow appointed.
3. Decisions shall be taken by a simple majority, and, where necessary, the Chair shall have a casting vote.
4. The Secretary shall be the Senior Tutor, who may nominate a member of staff to act as administrative secretary. The Secretary shall ensure that a full record is made of all meetings of the Panel, including in particular an account of the issues raised, any new evidence presented, and the conclusions reached, with the Panel's reasons.
5. A Panel shall be appointed and meet as necessary, as provided for under this Regulation. It may regulate its own proceedings, provided that it shall seek to ensure that all cases are dealt with fairly and expeditiously, according to the nature and circumstances of each case. It may vary the following provisions of this Regulation only where it is fair to do so and by giving reasonable notice to all parties.

Jurisdiction

6. An Academic Appeal Panel shall have jurisdiction to hear and determine any appeal from any decision of an Academic Review Committee made under Regulation P3,17. An appeal hearing shall comprise a re-consideration of the decision(s) appealed under

paragraph 7(a). The Panel may impose any penalty that an Academic Review Committee may impose under Regulation P3,17.

Notice of appeal

7. Notice of appeal under Regulation P3,19 shall contain a statement of:
 - (a) the decision(s) appealed;
 - (b) the issue(s) which the student intends to raise before the Panel; and
 - (c) any written evidence which the student intends to submit to the Panel; provided always that evidence may not be submitted without the consent of the Chair, unless it was not available at the date of the hearing before the Academic Review Committee.
8. Where an appeal is lodged, the Senior Tutor shall inform the student of the right under paragraph 2(d) to request that a Fellow's name is removed from the Panel, and of the date by which any request must be submitted to the Secretary.

Meetings

9. Paragraphs 9-12 of Regulation P3 shall apply to meetings of an Appeal Panel under this Regulation.
10. The Panel shall be provided with copies of all formal written materials supplied to or created by the Academic Review Committee under Regulation P3.
11. The student, and their representative, if any, may make submissions on the issues raised and any evidence submitted under paragraphs 7(b) and 7(c), and the Senior Tutor may respond.
12. The Appeal Panel shall conduct its deliberations in private. The Panel may make any decision that an Academic Review Committee has authority to make under Regulation P3,17, and its decision shall be final.
13. A record of the Panel's decisions and reasons shall be sent by the Secretary as soon as practicable to:
 - (a) the Chair of the Academic Review Committee;
 - (b) the student concerned;
 - (c) any representative, provided that they have been nominated by the student to receive such notice;
 - (d) the student's Director of Studies and Tutor.

Failure to comply with conditions

14. Where a student fails, in the opinion of the Senior Tutor, to comply adequately and within a reasonable period with any conditions imposed by the Panel under paragraph [12], Regulation P3,20 shall apply.

