



## UNIVERSITY SPECIAL CASES COMMITTEE

### Terms of Reference

1. To consider and determine for and on behalf of the Senate recommendations from Schools:
  - a. that, because of unclear or uncertain adverse mitigating circumstances, candidates be permitted to continue or progress on a programme of study, notwithstanding that they have failed to satisfy the requirements to do so as specified by the regulations;
  - b. that, notwithstanding the requirements and provisions of the regulations, candidates be permitted to progress or graduate;
  - c. that, because of exceptionally poor examination performance, candidates be required to withdraw from or have their opportunities to progress restricted in their programme of study, notwithstanding that the regulations permit further opportunities to continue or to progress;
  - d. that, for exceptional reasons, special arrangements be approved for individual candidates in respect of the taking and sitting of University Assessments and Examinations;
  - e. that published decisions of the Examiners be changed; and
  - f. for the award of an *Aegrotat* or Posthumous Degree or other Awards.
2. In addition to the stipulated arrangements for such awards through the powers delegated by the Senate to the School Board of Examiners, award degrees, diplomas and certificates to candidates.
3. To determine finally on the interpretation and application of regulations, rules and conventions for the assessment and examination of taught programmes of study. To ensure that such regulations, rules and conventions are applied properly and consistently, both to individual cases that come before the Committee and where guidance is sought from School Boards of Examiners.
4. To advise the Deputy Vice-Chancellor: Student Education as s/he requests on action to be taken where Schools have reported students for poor attendance and lack of attention to coursework and have requested exclusion from the programme and hence the University.

### Constitution

Chair, appointed by the Senate

Dr Simon Baines

#### The eight Pro-Deans for Student Education:

Arts, Humanities and Cultures

Dr Simon Baines

Education, Social Sciences and Law

Dr Simon Lightfoot

Leeds University Business School

Professor Nick Scott

Biological Sciences

Dr Kenneth McDowall



Earth & Environment

Dr Anne Tallontire

Mathematics & Physical Sciences

Professor Paul Taylor

Engineering

Professor Martin Levesley

Medicine & Health

Professor Mitch Waterman

In addition, the Committee shall have the power to co-opt up to 3 additional Members

In attendance

Ms Rebecca Dearden

Ms Cheryl Cox

Ms Alison Usher

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