

## **Termination of Studies (Appeals) Regulations**

1. There shall be a Committee of the Senate, entitled the Termination of Studies (Appeals) Committee, which shall be empowered to receive and determine appeals from undergraduate students against termination of their studies.
2. The members of the Termination of Studies (Appeals) Committee shall be: a Vice-Principal (Convener); one representative of each School agreed by the relevant Dean (this shall normally be an Associate Dean or the Convener of an appropriate examination board); the Students' Assessors on the Senatus; and at least one but no more than two members of the executive of the Students' Association.
3. Any three members of the Committee shall constitute a quorum, so long as at least one member is a member of the executive of the Students' Association, and provided that the Committee would not be reduced to two members by virtue of regulation 4.
4. A School representative shall not be a party to the decision of the Committee on an appeal by a student of his or her own School, but it shall be competent for the Convener and the other members of the Committee to consult him or her.
5. The intimation to be made to a student of termination of his or her studies, his or her right of appeal and the procedure to be followed shall be issued in the name of the Dean of the School concerned and shall in all Schools conform as nearly as practicable to the style indicated in the Schedule to these Regulations.
6. On receipt of an appeal it shall in the first instance be considered by the relevant School Board or School committee which shall make recommendations to the Committee, such recommendations being for the Committee's guidance only.
7. The Committee is empowered in its own discretion to hear an appellant orally, but no right to oral hearing is conferred upon appellants.
8. The Committee is empowered also to consider representations by School committees against termination of studies made on behalf of a student who has not formally appealed.
9. The Committee is empowered to obtain all such information or opinions as it may consider desirable.
10. A record shall be kept, in the form of minutes of meetings, of all appeals presented to the Committee, which shall include particulars of each appeal, the decisions reached and the grounds of the decisions.
11. The decisions of the Committee, which shall be final, shall be reported to the Senatus and to the appropriate School Board in each case.
12. In the event that an issue involving any of the protected characteristics under equality legislation arises, any committee or University officer has discretion to adjourn proceedings to seek a the necessary advice. This may be at any stage, but is at the sole discretion of the committee or member(s) of staff involved.

## **Schedule**

School of

Dear

### **Your Student Status**

Following the recent exam board meeting, I note that you did not pass the resit diet of the (insert paper) in Part (insert part) of the (insert year) examination.

The purpose of this letter is to let you know what happens next.

The (insert degree) Regulations state:

(insert extract of Regulations referring to failing to satisfy the examiners)

**As you have failed to comply with this regulation, I must inform you that your studies are now liable to termination.**

### **What happens now?**

Your case will now be considered by the Termination of Studies Committee of the School of (insert School) (the "School Committee") at its next meeting on (date).

The School Committee will normally make one of the following decisions:

- (a) to permit you to continue in attendance but to require that you repeat your current year of study;
- (b) to grant you extended class certificates (also known as extended due performance or EDP) in the courses in which you have failed to allow you to sit the degree examinations again next December or April/May and, if necessary, in July, without your being required to attend classes; should you be successful in the examinations you will be permitted to resume full-time study in the year following; if not, your studies will again be liable to termination;
- (c) to terminate your studies now.

### **What can you do now?**

1. You can do nothing, and the School Committee will consider your case with the evidence it has on your student file.
2. If you wish to put a case forward on your own behalf as to why your studies should not be terminated, **you are strongly advised to write to the School Committee** to explain and give reasons for your poor performance and to indicate to the School Committee which option other than termination you would prefer and why.

**THIS IS YOUR ONLY OPPORTUNITY TO SUBMIT REPRESENTATIONS IN SUPPORT OF YOUR CASE TO REMAIN ON YOUR COURSE. NO EVIDENCE WILL BE ADMISSIBLE OR CONSIDERED AT A LATER DATE.**

If you wish to submit a letter of representation you should do so by writing to the School Manager within ten days of the date of this letter.

Your letter should be accompanied by appropriate supporting evidence.

For example, medical grounds should be supported by a medical certificate and other grounds should be as fully substantiated as possible.

You can ask a doctor, member of academic staff or any other person to write to corroborate statements you have made or otherwise to support you.

You should ask this person also to write to the School Manager as soon as possible and you should indicate in your appeal that evidence is to be expected from this person.

## **2A How do I submit my representation letter?**

The letter (marked confidential) should be addressed to:

(insert name)

School Manager

School of (school)

The University of Dundee

Dundee DD1 4HN

It may alternatively be emailed to the School Manager or other member of staff at (email address)

## **How will I be informed of the decision of the School Committee?**

*If the School Committee decides that you may continue your studies:*

Then you will be informed of this in writing and given details of any applicable conditions which may apply for your studies to continue.

*If the School Committee should decide that your studies should be terminated:*

Your case will **END AT THIS STAGE.**

*If the School Committee should decide that you are still liable for termination in their opinion but (exercising their judgement) your case is sufficiently complex, then:*

Your case will be **TRANSFERRED** for the consideration of the Termination of Studies (Appeals) Committee of the University Senate (Senate Committee).

## **My case has been transferred to the Senate Committee, what next?**

You do not need to do anything at this stage.

All your paperwork will be passed by the School Committee to the Senate Committee for consideration. If you wish you can request a personal appearance. It is the sole decision of the Senate Committee if they wish to hear your case in person.

**What support is available to me?**

We can appreciate that this may be an anxious and worrying time for you. Support networks are available to you from the undernoted people who can help you through this process.

These include:

- Mentor;
- Student Services;
- The University Chaplain;
- The Students' Assessor; and
- DUSA

who are all available for consultation if you wish their guidance.

The University Careers Service is also here to help you in seeking employment or vocational training even if your studies have been terminated.

If you intend to withdraw from your course here and do not wish to have the possibility of your studies being formally terminated, then you should inform me of this within ten days of the date of this letter.

If there is anything in this letter that you do not understand then please contact me or the School Manager as soon as possible.

Yours sincerely

Dean of the School of (School)