

# Reg. 37 Regulations Governing Taught Postgraduate Courses

## Notes

1. Where the post of a University official is named in the Regulation, this refers to the member of staff concerned or his/her authorised nominee.

2. Text in *italics* is included to provide explanation. Sub-headings in *italics* are intended to help users of the regulations to find the relevant section.

***This Regulation applies to taught postgraduate courses at the University. These courses fall within level 7 of the Quality Assurance Agency's Framework for Higher Education Qualifications. This Regulation sets out a list of qualifications awarded and general requirements and procedures. The Regulation should be read alongside the detailed information on individual courses, including course length and assessment methods, set out in the Course Regulations and departmental information.***

### 37.1 Taught postgraduate qualifications covered by this Regulation

Masters degrees

Postgraduate Diploma

Postgraduate Certificate

Postgraduate Award

*Masters degrees awarded on the basis of research are covered by the Regulation on Research Degrees. Masters degrees awarded following an integrated undergraduate course are covered by the Regulation on First Degrees.*

### 37.2 Course and duration of study

1. Students may register for approved courses of study. In order to achieve a qualification a student must meet the requirements set out in the relevant Course Regulations.

2. The minimum and maximum periods of study for taught postgraduate courses as set out below is approved by the Senate. Information on the length of individual courses is set out in the Course Regulations.

Qualification	Full-time Minimum	Part-time Minimum	Part-time Maximum	Minimum credit at level 7
Master's	1 year	2 years	8 years	180
Postgraduate Diploma	3 terms	6 terms	5 years	120
Postgraduate Certificate	1 term	2 terms	3 years	60
Postgraduate Award		1 year	1 year	20

3. Students registered for some part-time courses may be permitted to suspend their studies, if this is set out under the relevant Course Regulations, in line with the Regulation on Student Registration, Attendance and Progress.

#### *Accreditation of Prior Learning*

4. An applicant may request the accreditation for prior learning in line with the policy approved by the University. If accreditation is granted, the period of study may be reduced to take account of this, subject to the approval of the Chair of the Board of Graduate Studies.

#### *Changing registration to another course or qualification*

5. A student may upgrade to a higher qualification subject to satisfactory progress, as specified at the time of admission to the course.

6. A student may, with the agreement of his/her department, seek permission from the Chair of the Board of Graduate Studies to change mode of attendance or to transfer to a different taught postgraduate course or a research degree.

### **37.3 Examination procedures**

1. Examination conventions must be in place for each course of study and are subject to approval as part of procedures for course approval and amendment. Examination conventions must set out the constitution for the Board of Examiners and specify the decisions open to the Board for each course. If an interim Board of Examiners is to be used, the examination conventions must also set out the constitution and remit of an interim Board, including the decisions open to it.
2. The membership of Boards of Examiners is appointed by the Steering Committee on behalf of the Senate on the recommendation of the Head of the Department concerned. The process for seeking approval for the membership of Boards of Examiners is set out by the Academic Office.
3. The quorum of the Board of Examiners shall be two-thirds of the full membership.
4. An external examiner must be present at a meeting of a final Board of Examiners that meets to take the decisions set out in section 4.2 below, unless prior approval has been obtained from the Vice-Chancellor, acting on behalf of the Senate. The decision of a final Board of Examiners is not valid without the assent of an external examiner.
5. An external examiner does not need to be present at a meeting of an interim Board of Examiners as set out in 4.1 below. However, the decisions set out in 4.1 (b) and (c) may only be taken in consultation with an external examiner.
6. Boards of Examiners are expected to abide by the requirements of the *Senate Examination and Degree Conventions* published by the Academic Office and the *Policy on Remedying Failure in Assessments on Taught Postgraduate Degrees*.

### **37.4 Decisions open to a Board of Examiners**

#### *Interim Boards*

1. If a meeting of a Board of Examiners is used to determine whether students can proceed to the next part of the course, the Board shall reach one of the following decisions for each student:
  - (a) To permit the student to proceed to the next part of the course.
  - (b) To require the student to resit an examination, resubmit specified work or repeat a professional placement within a stated period. The Board may require the student to complete this successfully before proceeding.
  - (c) To require the student to withdraw from the course because of a failure to meet the requirements for proceeding to the next part of the course. In this instance the Board may recommend the award of an alternative qualification, if the student has met the requirements set out in the Course Regulations, or require the student to transfer to an alternative course if this is permitted under the Course Regulations.

#### *Final Boards*

2. A final Board of Examiners shall reach one of the following decisions for each student:
  - (a) To recommend the award of the qualification for which the student is registered.
  - (b) In the case of the award of a Master's degree, to recommend the award of a Master's degree with Distinction or a Master's degree with Merit.
  - (c) To require the student to resit an examination, resubmit specified work or repeat a professional placement within a stated period, normally not exceeding six months.

(d) To recommend the award of a qualification other than that for which the student is registered, if the student has met the requirements for the award set out in the Course Regulations.

(e) To require the student to transfer to an alternative course if this is permitted under the Course Regulations.

(f) To make no award.

3. If a Board of Examiners requires a resit or the resubmission of assessed work, this shall normally be as a final attempt.

4. The examiners may require a student to attend an oral examination, which must be completed satisfactorily in order to meet the requirements for the award of the qualification.

5. The recommendations of Boards of Examiners are subject to approval by the Senate.

### **37.5 Appeals against the decision of a Board of Examiners**

1. If a Board of Examiners reaches one of the decisions set out below, a student has the right of appeal within 42 days of notification.

(a) If no qualification is awarded and the student is required to withdraw.

(b) If a qualification other than that for which the student is registered is awarded.

(c) If the student is required to transfer to an alternative course.

#### *Grounds for appeal*

2. Appeals may be made on one or more of the following grounds:

(a) There is evidence of exceptional circumstances that affected the student's performance which the student was unable to present in time for the meeting of the Board of Examiners. In this instance, the student is required to provide an explanation why the evidence was not available at the meeting of the Board of Examiners.

(b) There is evidence of procedural irregularity or unfair discrimination in the examination process.

(c) There is evidence of inadequacy of supervisory or other arrangements during the student's enrolment at the University. In this instance, the student is required to explain why a complaint was not made at an earlier stage.

Appeals made on grounds covered by (a) or (c) will be rejected if the student does not provide an explanation for the lack of availability of the evidence when the Board of Examiners reached its original decision.

#### *Appeals process*

3. All appeals will first be considered by a Preliminary Review Panel which decides whether the evidence presented constitutes grounds for an appeal.

4. All written evidence should be made available to the student and the department.

5. At any point during the appeals process, the student and department are permitted to agree a resolution that meets the student's concerns, provided the terms of any agreement are acceptable under the University's regulations.

### **Constitution of the Preliminary Review Panel and Graduate Appeals Committee**

**6. The constitution of a Preliminary Review Panel and Graduate Appeals Committee are set out below.** Neither the Preliminary Review Panel nor the Appeals Committee shall include any member of staff from the student's department, or any member of staff who has taught on modules taken by the student or is involved in the appeal in another capacity.

#### **Preliminary Review Panel**

(a) the Chair or Deputy Chair of the Graduate Studies Committee of the student's Faculty and;

(b) the Chair or Deputy Chair of the Board of a Faculty other than that in which the student is based, the Chair or Deputy Chair of the Board of Graduate Studies or a Pro-Vice-Chancellor.

#### *Graduate Appeals Committee*

The Graduate Appeals Committee shall be appointed by the Vice-Chancellor with the following membership:

(a) Chair: the Chair or Deputy Chair of the Board of a Faculty other than that in which the student is based, the Chair or Deputy Chair of the Board of Graduate Studies or a Pro-Vice-Chancellor.

(b) No fewer than two members drawn from a panel of up to 20 members appointed by the Senate on the recommendation of the Boards of the Faculties.

The membership of the Appeals Committee will include at least one person from the Preliminary Review Panel.

The dates of the meetings of the Graduate Appeals Committee shall be published by the University.

#### *Preliminary Review Panel stage*

7. The Preliminary Review Panel must decide whether the evidence presented constitutes grounds for an appeal as set out in 5.2 above. The Preliminary Review Panel may also consider the merits of the case and whether the factors advanced by the appellant would have had relevance at the time of the examinations, in arriving at their determinations.

8. The Preliminary Review Panel must reject an appeal if it decides that:

(a) The student has not put forward any grounds for appeal, as allowed in Section 5.2.

(b) For appeals on the basis of exceptional circumstances affecting the student's performance or a complaint about the course, the student has not put forward an explanation for the failure to make the evidence available before the meeting of the Board of Examiners.

9. Where the Preliminary Review Panel considers that the evidence provided constitutes grounds for an appeal, it must make one of the following decisions:

(a) to refer the appeal to a Graduate Appeals Committee appointed in line with the constitution set out above.

(b) to recommend to the Board of Examiners that the Board reconsider its decision. This decision will only be made if the Head of Department has acknowledged that the student has established a satisfactory case for appeal and s/he is willing to ask the Board to reconsider its decision.

10. The student and department will be notified of the reasons for the Preliminary Review Panel's decision.

#### *Graduate Appeals Committee stage*

11. The student will be given at least 10 working days notice of the date of the Appeals Committee.

12. The Graduate Appeals Committee may take evidence from the Chair of the Board of Examiners, departmental representatives and others, as it deems appropriate. The Head of Department, or his/her authorised deputy, must be available when the appeal is being considered to advise the Committee on departmental procedures

13. The Graduate Appeals Committee may make one of the following decisions:

(a) to reject the appeal

(b) to recommend to the Board of Examiners that, for the reasons stated, the Board should reconsider its decision. The Graduate Appeals Committee may advise the Board of Examiners as follows:

- (i) to permit the student to proceed to the next part of the course;
- (ii) to permit the student to be re-examined, to resubmit specified assessed work or to repeat a professional placement within a reasonable period;
- (iii) to take into account any advice relevant to the student's circumstances.

14. The student will be notified of the reasons for the Graduate Appeals Committee's decision.

15. If the Graduate Appeals Committee recommends that the Board of Examiners reconsider its decision, the Board of Examiners should do so within three months of the meeting of the Graduate Appeals Committee.

16. After considering the decision of the Graduate Appeals Committee, the decision of the Board of Examiners shall be final.

#### **Regulations applying to collaborative taught postgraduate courses**

##### *Jointly with Hong Kong Polytechnic University (37.6)*

MSc and Postgraduate Diploma in Engineering Business Management

MSc and Postgraduate Diploma in Manufacturing Systems Engineering

##### *Jointly with the University of Birmingham (37.7)*

MA and Postgraduate Diploma in Italian Studies: Culture and Communication

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Last revised: Thu 26 Sep 2013

## Reg. 37 contd Regulations Governing Taught Postgraduate Courses



### 37.6 Regulations for the award of the MSc and Postgraduate Diploma in Engineering Business Management and the MSc and Postgraduate Diploma in Manufacturing Systems Engineering jointly with Hong Kong Polytechnic University

#### (1) General

(a) The MSc and Postgraduate Diploma in Engineering Business Management and the MSc and Postgraduate Diploma in Manufacturing Systems Engineering may be awarded jointly by Hong Kong Polytechnic University and the University of Warwick. The joint programmes shall be managed by a Programme Committee which shall include representatives from both Universities.

(b) During their period of study, candidates shall be registered students of both Universities. They shall have the same rights and responsibilities as other students of each University except where special provision is made within these regulations.

(c) A candidate for the MSc or Postgraduate Diploma in Engineering Business Management or Manufacturing Systems Engineering awarded jointly by Hong Kong Polytechnic University and the University of Warwick shall be required to follow an approved programme of study in accordance with the Course Regulations for these degrees.

(d) Should there be any doubt concerning the regulations which apply in particular circumstances, the Programme Committee, in consultation with the Academic Secretary of Hong Kong Polytechnic University and the Registrar of the University of Warwick shall decide which regulations should apply.

#### (2) Progression and Award of the MSc and Postgraduate Diploma

(a) The Board of Examiners for the joint awards shall be appointed and conduct its business in accordance with the provisions of [Regulation 37.3](#) of the University of Warwick. The Board shall include representatives from both Universities. The external examiners for the joint awards shall be those appointed by the University of Warwick for the degrees of MSc in Engineering Business Management and in Manufacturing Systems Engineering.

(b) The recommendations of the Board of Examiners for the joint awards shall be subject to the approval of the Senate of the University of Warwick and the Senate of Hong Kong Polytechnic University.

#### (3) Appeals

A candidate for one of the joint awards shall have the right of appeal against the decisions of the Board of Examiners in accordance with the provisions of [Regulation 37.5](#) of the University of Warwick except that the appeals committee shall be chaired on an alternate basis by the Chair of the Graduate Appeals Committee of the University of Warwick and a member of the Academic Appeals Committee of the Hong Kong Polytechnic University so as to give equal representation from both Universities on the Appeals Committee.

#### (4) Termination of Registration

(a) The Academic Director of Graduate Studies at the University of Warwick and the Director of Studies at the Hong Kong Polytechnic University for the joint awards may jointly or singly recommend that a candidate registered for one of the joint awards be required to withdraw. The recommendation shall be considered by an Associate Vice-President of the Hong Kong Polytechnic University and the Chair of the Graduate Studies Committee of the Faculty of Science at Warwick who may make further enquiries before deciding to require the student to withdraw. Should the Associate Vice-President of the Hong Kong Polytechnic University and Chair be unable to agree, the view of one of the external examiners for the awards shall be sought and his/her view shall normally be expected to prevail.

(b) A candidate may appeal against the decision requiring him/her to withdraw. Such an appeal must be lodged within 10 days of the decision having been communicated to the candidate in writing. The appeal will be considered by the Appeals Committee for the awards and the membership of the Committee will be as prescribed under paragraph 3 above.

(c) The appellant shall normally receive at least 10 days notice of the date set for the meeting of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may be accompanied by any one other person. The name and status of this person must be notified to the Chair of the Appeals Committee in advance of the hearing. The Appeals Committee will take evidence from the Academic Directors of Studies of both institutions and such other persons as it deems appropriate.

(d) The Appeals Committee may either:

- (i) reject the appeal and confirm the decision requiring the student to withdraw; or
- (ii) uphold the appeal and permit the student to continue with his/her registration on the degree.

(e) The decision of the Appeals Committee is final.

**(5) Disciplinary Matters**

(a) Disciplinary matters will be considered under the relevant regulations and procedures of either Hong Kong Polytechnic University or the University of Warwick by mutual agreement between the two institutions depending on the location and parties involved in the issue concerned; students shall not have a choice of which procedures shall be adopted. Where the Universities consider it appropriate, the procedure may involve consideration of the case by staff from both institutions.

(b) This paragraph (5) shall apply to matters such as car parking, damage to property, library regulations, regulations governing the use of computing facilities, safety regulations, use or sale of drugs, assault or serious threatening behaviour, abusive or unreasonable behaviour, freedom of speech, breaches of codes of practice relevant to the programme. This list is not intended to be exhaustive.

**(6) Cheating and Plagiarism**

(a) Cases of suspected cheating or plagiarism found in an assessment for one of the joint awards will be investigated in accordance with the general procedures laid down in Regulation 11 of the University of Warwick except that the Academic Directors of Graduate Studies for the joint awards at each University will act together in the capacity of Head of Department for application of this Regulation for candidates registered for the joint awards and any Investigating Committee shall have the constitution set out in paragraph (6)(c) below.

(b) The Academic Directors of Studies may ask members of staff of the Hong Kong Polytechnic University to assist with the investigation of cases which are not referred to an Investigating Committee in the first instance.

(c) In cases where either the student or the Academic Directors of Studies request that an Investigating Committee be convened, the request shall be made in writing to the Academic Registrar of the University of Warwick and the Academic Secretary of the Hong Kong Polytechnic University. The Investigating Committee shall be chaired on an alternate basis by a Pro-Vice-Chancellor of the University of Warwick and the Chair of the Student Discipline Committee of the Hong Kong Polytechnic University and shall include the Chair of one of the Faculty Boards of the University of Warwick (or his/her nominee) and an Associate Vice-President of the Hong Kong Polytechnic University (or his/her nominee).

(d) Should the student wish to exercise his/her right of appeal against the decision of the Investigating Committee or the penalty, the student should write to the Academic Registrar of the University of Warwick and the Academic Secretary of the Hong Kong Polytechnic University. The ad hoc committee appointed to consider the appeal shall be approved by the Senate of both Universities and shall be composed of an equal number of the senior members of each University with the committee chair selected on an alternate basis from the staff of the University of Warwick and from the staff of the Hong Kong Polytechnic University.

**(7) Complaints**

(a) Candidates who wish to lodge a formal complaint regarding any aspect of the programme may do so in accordance with the procedures laid down for complaints in the Student Handbook of the Hong Kong Polytechnic University. The complainant may lodge their complaint with the Academic Director of Studies of either University, the Dean of the School of Engineering at the University of Warwick, the Dean of Engineering at the Hong Kong Polytechnic University, the Vice-Chancellor of the University of Warwick or the President of the Hong Kong Polytechnic University.

(b) The investigation of the complaint will be conducted in accordance with the general procedures set down in the Student Handbook of the Hong Kong Polytechnic University but the personnel to be involved in the investigation will be determined on a case by case basis by agreement between the two Universities depending on the nature of the complaint and the parties involved. The candidate shall be informed of the names and posts of the individuals to be involved in the investigation.

**37.7 Regulations for the award of the MA and Postgraduate Diploma in Italian Studies: Culture and Communication jointly with the University of Birmingham****(1) General**

(a) The MA and Postgraduate Diploma in Italian Studies: Culture and Communication is awarded jointly by the University of Birmingham and the University of Warwick. The joint programmes are managed by a Programme Management Committee which shall include representatives from both Universities.

(b) During their period of study, candidates shall be registered students of both Universities. They shall have the same rights and responsibilities as other students of each University except where special provision is made within these regulations.

(c) A candidate for the MA or Postgraduate Diploma in Italian Studies: Culture and Communication awarded jointly by the University of Birmingham and the University of Warwick shall be required to follow an approved programme of study in accordance with the Course Regulations for the joint awards.

(d) Should there be any doubt concerning the regulations which apply in particular circumstances the Programme Management Committee, in consultation with the Director of Student Services and Admissions (Birmingham) and the Secretary to the Graduate School (Warwick) shall decide which regulations should apply.

**(2) Progression and Award of the MA and Postgraduate Diploma**

(a) The Board of Examiners for the joint awards shall be appointed in accordance with the provisions of paragraphs (1) to (6) of [Regulation 37.3](#) of the University of Warwick and the relevant Statutes, Ordinances and Regulations of the University of Birmingham. The Board shall include representatives from both Universities and the appointment of external examiners for the joint awards will be subject to the normal approval procedures of both Universities.

(b) The recommendations of the Board of Examiners for the joint awards shall be subject to the approval of the Senate of the University of Warwick and the Academic Board of the University of Birmingham.

### **(3) Appeals**

A candidate for one of the joint awards shall have the right of appeal against the decisions of the Board of Examiners in accordance with the provisions of [Regulation 37.5](#) of the University of Warwick, except that the Appeals Committee shall be chaired on an alternate basis by the Chair of the Graduate Appeals Committee of the University of Warwick and the Chair of the Academic Board of the University of Birmingham. The Committee shall include a further three members drawn from the academic staff of each University so as to give equal representation from both Universities on the Appeals Committee.

### **(4) Termination of Registration**

(a) The Chair of the Department of Italian at the University of Warwick and Head of the School of Humanities at the University of Birmingham may jointly or singly recommend that a candidate registered for one of the joint awards be required to withdraw. The recommendation shall be considered by a member of academic staff from the panel appointed by the Academic Board of the University of Birmingham, and the Chair of the Graduate Studies Committee of the Faculty of Arts at Warwick who may make further enquiries before deciding to require the student to withdraw. Should the appointed member of academic staff at the University of Birmingham and Chair of the Graduate Studies Committee of the Faculty of Arts at the University of Warwick be unable to agree, the view of the external examiner for the awards shall be sought and his/her view shall normally be expected to prevail.

(b) A candidate may appeal against the decision requiring him/her to withdraw. Such an appeal must be lodged within 10 days of the decision having been communicated to the candidate in writing. The appeal will be considered by the Appeals Committee and the membership of the Committee will be as prescribed under paragraph 3 above.

(c) The appellant shall normally receive at least 10 days notice of the date set for the meeting of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may be accompanied by any one other person. The name and status of this person must be notified to the Chair of the Appeals Committee in advance of the hearing. The Appeals Committee will take evidence from the representatives of both institutions and such other persons as it deems appropriate.

(d) The Appeals Committee may either:

(i) reject the appeal and confirm the decision requiring the student to withdraw; or

(ii) uphold the appeal and permit the student to continue with his/her registration on the joint award.

(e) The decision of the Appeals Committee is final.

### **(5) Disciplinary Matters**

(a) Disciplinary matters will be considered under the relevant regulations and procedures of either the University of Birmingham or the University of Warwick by mutual agreement between the two institutions, depending on the location and parties involved in the events concerned. Students shall not have a choice of which procedures shall be adopted. Where the Universities consider it appropriate, the procedure may involve consideration of the case by staff from both institutions.

(b) This paragraph (5) shall apply to matters such as car parking, damage to property, library regulations, regulations governing the use of computing facilities, safety regulations, use or sale of drugs, assault or serious threatening behaviour, abusive or unreasonable behaviour, freedom of speech, breaches of codes of practice relevant to the programme. This list is not intended to be exhaustive.

### **(6) Cheating and Plagiarism**

(a) Cases of suspected cheating or plagiarism found in an assessment for one of the joint awards will be investigated in accordance with the general procedures laid down in [Regulation 11](#) of the University of Warwick except that the Head of the Department of Italian at the University of Warwick and Head of the School of Humanities at the University of Birmingham will act jointly in the capacity of Head of Department and any Investigating Committee established shall have the constitution set out in paragraph (6)(b) below.

(b) In cases where either the student or the Head of the Department of Italian at the University of Warwick and Head of the School of Humanities at the University of Birmingham request that an Investigating Committee be convened, the request shall be made in writing to the Academic Registrars of both the Universities. The investigating Committee shall be chaired on an alternate basis by a Pro-Vice Chancellor of the each University and shall include the Chair of one of the Faculty Boards of the University of Warwick (or his/her nominee) and the Dean of Arts and Social Sciences at the University of Birmingham (or his/her nominee).

(c) Should the student wish to exercise his/her right of appeal against the decision of the Investigating Committee or the penalty, the student should write to the Academic Registrars of both Universities. The ad hoc committee appointed to consider the appeal shall be approved by the Senate of both Universities and shall be composed of an equal number of the senior members of each University with



the committee chair selected on an alternate basis from the staff of the University of Warwick and from the staff of the University of Birmingham.

## **(7) Complaints**

Complaints will be considered under the relevant regulations and procedures of either the University of Birmingham or the University of Warwick by mutual agreement between the two institutions depending on the location and parties involved in the issue concerned; students shall not have a choice of which procedures shall be adopted. Where the Universities consider it appropriate, the procedure may involve consideration of the case by staff from both institutions.

## **37.8 Regulations for the award of the LLM and Postgraduate Diploma in Law and Development jointly with Mekelle University**

### **(1) General**

(a) The LLM and Postgraduate Diploma in Law and Development may be awarded jointly by Mekelle University and the University of Warwick. The joint programmes shall be managed by a Joint Management Group which shall include representatives from both universities.

(b) During their period of study, candidates shall be registered students of both universities. They shall have the same rights and responsibilities as other students of each university except where special provision is made within these regulations.

(c) A candidate for the LLM and Postgraduate Diploma in Law and Development awarded jointly by Mekelle University and the University of Warwick shall be required to follow an approved programme of study in accordance with the Course Regulations for these degrees.

(d) Should there be any doubt concerning the regulations which apply in particular circumstances, the Joint Management Group, in consultation with the Director of the Student Service Centre at Mekelle University and the Registrar of the University of Warwick shall decide which regulations should apply.

### **(2) Progression and Award of the LLM and Postgraduate Diploma**

(a) The Board of Examiners for the joint awards shall be appointed and conduct its business in accordance with the provisions of [Regulation 37.3](#) of the University of Warwick. The Board shall include representatives from both Universities and may conduct its business by video link. The external examiners for the joint awards shall be appointed by the Senate of the University of Warwick and the Senate of Mekelle University on the recommendation of the Joint Management Group.

(b) The recommendations of the Board of Examiners for the joint awards shall be subject to the approval of the Senate of the University of Warwick and the Senate of Mekelle University.

### **(3) Appeals**

A candidate for one of the joint awards shall have the right of appeal against the decisions of the Board of Examiners in accordance with the provisions of [Regulation 37.5](#) of the University of Warwick. The Appeals Committee shall be comprised of three persons: a Chair appointed under [Regulation 37.5.6\(a\)](#) and two other members, one each from the academic staff of each university.

### **(4) Termination of Registration**

(a) The Course Director at the University of Warwick and the Head of the Department of Law in the College of Law and Governance at Mekelle University for the joint awards may jointly or singly recommend that a student registered for one of the joint awards be required to withdraw either temporarily or permanently on the grounds set out in Regulation [36.4.4\(a\) – \(d\)](#) of the University of Warwick. In all cases, the student should be advised in writing that a recommendation is likely to be made. The student should be given the opportunity to make their case in person or in writing within 10 working days of notification.

(b) The recommendation shall be considered by a Continuation of Registration Committee. The Committee shall have three members two of whom shall be drawn from a panel appointed by the Senate of the University of Warwick. The third member shall be nominated by Mekelle University. The Committee should not include any member of the student's department or any other member of staff involved in the teaching or supervision of the student.

(c) A Continuation of Registration Committee may make the following decisions.

- (i) To require the student to withdraw permanently from the University.
- (ii) To require the student to withdraw temporarily, in which case the Committee should determine the period of withdrawal and set out any conditions relating to the student's return to the University.
- (iii) To allow the student to continue at the University.

(iv) To allow the student to continue at the University, subject to any conditions relating to the student's continued enrolment.

(d) A student may appeal against the decision requiring him/her to withdraw. Such an appeal must be lodged within 15 working days of the decision having been communicated to the student in writing. The appeal will be considered by the Appeals Committee for the awards and the membership of the Committee will be as prescribed under paragraph 3 above. Appeals may be made on the following grounds:

(i) A procedural irregularity or unfair discrimination in the conduct of the Committee.

(ii) That relevant evidence has become available which the student was unable to present to the Committee. In this instance, the student is required to explain why the evidence was not available earlier.

(e) The appellant shall normally receive at least 10 days notice of the date set for the meeting of the Appeals Committee. The appellant may, if he/she chooses, appear in person before the Appeals Committee and may be accompanied by any one other person. The name and status of this person must be notified to the Chair of the Appeals Committee in advance of the hearing. The Appeals Committee will take evidence from the Academic Directors of Studies of both institutions and such other persons as it deems appropriate.

(f) The Appeals Committee may either:

(i) reject the appeal and confirm the decision requiring the student to withdraw permanently or temporarily. In the case of temporary withdrawal, the Appeals Committee may set out any conditions relating to the student's return to the University; or

(ii) uphold the appeal and permit the student to continue with his/her registration on the degree. The Appeals Committee may also put in place any conditions for the student's continued enrolment that it deems appropriate.

(g) The decision of the Appeals Committee is final.

## **(5) Disciplinary Matters**

(a) Disciplinary matters will be considered under the relevant regulations and procedures of either Mekelle University or the University of Warwick by mutual agreement between the two institutions depending on the location and parties involved in the issue concerned save that all academic disciplinary matters will be dealt with under the relevant regulations and procedures of the University of Warwick. Where the universities consider it appropriate, the procedure may involve consideration of the case by staff from both institutions.

(b) This paragraph (5) shall apply to matters such as damage to property, library regulations, regulations governing the use of computing facilities, safety regulations, use or sale of drugs, assault or serious threatening behaviour, abusive or unreasonable behaviour, freedom of speech, breaches of codes of practice relevant to the programme. This list is not intended to be exhaustive.

## **(6) Cheating and Plagiarism**

(a) Cases of suspected cheating or plagiarism found in an assessment for one of the joint awards will be investigated in accordance with the general procedures laid down in [Regulation 11](#) of the University of Warwick except that the Course Director at the University of Warwick and the Head of the Department of Law at Mekelle University will act together in the capacity of Head of Department for application of this Regulation for candidates registered for the joint awards and any Investigating Committee shall have the constitution set out in paragraph (6)(c) below.

(b) The Course Director at the University of Warwick and the Head of the Department of Law at Mekelle University may ask members of staff from both universities to assist with the investigation of cases which are not referred to an Investigating Committee in the first instance.

(c) In cases where either the student or the Course Director at the University of Warwick and the Head of the Department of Law at Mekelle University request that an Investigating Committee be convened, the request shall be made in writing to the Academic Registrar of the University of Warwick and the Director of the Student Services Centre at Mekelle University. The Investigating Committee shall be chaired by either a Pro-Vice-Chancellor of the University of Warwick or a Vice-President from Mekelle University and shall include the Chair of one of the Faculty Boards of the University of Warwick (or his/her nominee) and a Dean of one of the Colleges of Mekelle University (or his/her nominee).

(d) Should the student wish to exercise his/her right of appeal against the decision of the Investigating Committee or the penalty, the student should write to the Academic Registrar of the University of Warwick and the Director of the Student Services Centre of Mekelle University. The ad hoc committee appointed to consider the appeal shall be approved by the Senate of both universities and shall be composed of an equal number of the senior members of each university with the committee chair selected from the staff of the University of Warwick or from the staff of Mekelle University.

## **(7) Complaints**

(a) Candidates who wish to lodge a formal complaint regarding any aspect of the course may do so in accordance with the procedures laid down for complaints in Legislation of Mekelle University. Complaints will be considered initially under the relevant regulations and procedures of Mekelle University, subject to clause 7(b).

(b) Personnel to be involved in the investigation will be determined on a case by case basis by agreement between the two universities depending on the nature of the complaint and the parties involved. The candidate shall be informed of the names and posts of the individuals to be involved in the investigation.

(c) Where the candidate is not satisfied with the resolution at Mekelle University of a complaint raised at the university he/she may lodge a formal complaint in accordance with the procedures set out in the University of Warwick Student Academic Complaints Procedure (<http://www2.warwick.ac.uk/services/aro/academiccomplaints/procedure/>) or the Legislation of Mekelle University.