

Mitigating Circumstances Board

Terms of Reference

The Mitigating Circumstances Board is a sub-committee of the Progression and Award Board. Its primary focus is to assess the validity of claims submitted in respect of assessment.

Membership and quorum

The membership of the Mitigating Circumstances Board comprises teaching and administration staff from each student's College/Unit, with a member of staff from Quality Standards acting as the independent Secretary to the Board.

The quorum of a Mitigating Circumstances Board is:

- a) two members of teaching staff from different departments within the College, to ensure that all students' claims can be considered by an independent member of staff who is not involved in the delivery of their course;
- b) a member of teaching staff nominated from the College to act as Chair of the MC Board;
- c) two members of administrative staff from the Registry; and
- d) A member of staff from the Quality and Standards Office, to act as Secretary to the Board.

The above is the minimum required for the operation of the Mitigating Circumstances Board but the number of staff required should be determined by the Chair, taking account of the number of claims to be considered.

The members of teaching staff from the College will be chosen from a list drawn up by the relevant Campus Registry Manager. These should include Senior Tutors, Course and Module Leaders.

The members of administrative staff will be nominated by the Campus Registry Manager.

The Chair will be nominated by the Campus Registry Manager. and the appointments reviewed annually.

The Secretary to the Mitigating Circumstances Board will be a member of staff nominated by the Deputy Registrar (Quality and Standards). The involvement of this member of the Board is designed to ensure consistency of application of the regulations across all Colleges of the University.

Meetings

The Mitigating Circumstances Board shall meet at least twice in each academic session in order to take an overview of the process and ensure consistency through the review of a sample of claims.

The Mitigating Circumstances Board when it meets will not amend or overturn any decisions, which have been taken with regard to mitigating circumstances claims but highlight and report any issues or examples of good practice to the College Teaching Committee.

Remit of Mitigating Circumstances Board Members

Members of the Mitigating Circumstances Board are responsible for the consideration of all claims of mitigating circumstances submitted by students in accordance with Section 11 Mitigating Circumstances Regulations.

The purpose of the mitigating circumstances process and the submission of claims is to decide whether a student has valid grounds for failing to submit or participate in an assessment or submitting an assessment late. The remit of the members of the Board is limited to the consideration of whether or not, on the basis of all the evidence submitted, the student has made a valid claim of mitigating circumstances. The final decision of Mitigating Circumstances Board members is binding.