The University of Edinburgh - College of Science and Engineering

COLLEGE LEARNING AND TEACHING COMMITTEE

19TH September 2017

Remit and membership of the CLTC Concessions Sub-committee

Executive Summary

The Committee is invited to approve the remit and membership of the CLTC Concessions Sub-committee.

How does this align with the University / Committee's strategic plans and priorities?

Aligns with the strategic objective of 'Leadership in Learning'

Action requested

For agreement

How will any action agreed be implemented and communicated?

Yes

Resource / Risk / Compliance

1. Resource implications (including staffing)

   TBC

2. Risk assessment

   N/A

3. Equality and Diversity

   N/A

4. Freedom of information

   Paper is open

Key words

Originator of the paper

College Taught Programmes Concession Sub-Committee
Terms of Reference 2017/18

1. Purpose and Role
The College Taught Programmes Concession Sub-Committee (“the Sub-Committee”) is a sub-committee of the College Learning & Teaching Committee, with responsibility for approving concessions for taught programmes that require College approval.

2. Remit
The College Learning & Teaching Committee delegates authority to the Sub-Committee to make decisions on its behalf in relation to the following matters:

2.1 College level concessions for taught students, as described in the Degree Regulations and Programmes of Study (Undergraduate and Postgraduate), Taught Assessment Regulations and Special Circumstances Policy.

2.2 The Sub-Committee will decide on support for Senate level concession requests and will forward to Senate as appropriate.

3. Governance
3.1 The Sub-Committee will act with authority, as delegated by the College Learning & Teaching Committee, in order to make decisions within the scope of its Remit.

3.2 In taking forward its remit, the Sub-Committee will consider each case on its merits, whilst seeking consistency and common approaches, where these are in the best interests of students.

3.3 The Committee will report to the College Learning & Teaching Committee annually on concession statistics and trends – including, but not limited to:
   • The type of request (e.g. August resit, Repeat Year, etc.)
   • The grounds for which the concession was sought (e.g. Mental Health, Physical Health, Misdirection (School/University error), Other);
   • The specific Regulation that each concession relates to;
   • Whether or not concessions are approved as requested / approved with amendment / rejected
   • The School submitting the request;

4. Operation
4.1 The Sub-Committee will normally meet every two weeks, or more frequently as required, and will normally conduct its business by meeting in person. In exceptional circumstances the Sub-Committee may meet electronically to consider and decide on urgent matters.

4.2 The Convenor of the Sub-Committee may approve items by Convenor’s Action between meetings, and will provide a summary report annually, as part of the annual report to the College Learning & Teaching Committee (referred to in 3.3) of items approved by Convenor’s Action. The Convenor is advised on such decisions by the Secretariat of the Sub-Committee. Such
advice draws on interpretation of the Regulations, previous Sub-Committee decisions and advice obtained from Academic Services and other support services.

4.1 Minutes are kept for this Sub-committee in the manner of a Board of Examiners. Papers and records related to individual students are kept in secure locations.

5. Membership

5.1 Membership of the Sub-Committee will be:
- Dean of Learning and Teaching (Convenor)
- Director of Teaching (Deputy Convenor)
- Directors of Teaching for each School

5.2 A College Academic Policy Officer will attend as a Regulations Expert and an Academic Support Administrator will attend as Secretary for the Committee. Both have no voting rights.

5.3 The quorum for a decision on College-level concessions will normally be the Convenor and one other member of the Sub-Committee. In cases where a member representing a School is required to consider their own School’s concession request, then another member will be asked to contribute.

6. Responsibilities and Expectations of Sub-Committee Members

6.1 Members are expected to be collegial and constructive in approach, and ensure consistency in approach and decision-making.

6.2 Members should contribute equally in the work of the Sub-Committee.

6.3 Members will need to take collective and individual ownership for the issues under the Sub-Committee’s remit and for the discussion and resolution of these issues. In taking ownership of the work of the Sub-Committee, members must take steps to ensure the maintenance of academic standards and appropriate consistency of treatment of students.

7. Document History

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<thead>
<tr>
<th>Version and amendment summary</th>
<th>Date Approved</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0 - New format incorporating previously agreed remit and membership; adding Governance</td>
<td>22 November 2016</td>
<td>College Learning &amp; Teaching Committee</td>
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<td>and Responsibilities</td>
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<td>2.0 - Updated remit, operation and membership</td>
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