

COMMITTEE OF ENQUIRY – TERMS OF REFERENCE

Responsibility of the Committee

The Committee of Enquiry is responsible for investigating suspected cases of academic unfair practice and, in the event that a case is substantiated, to determine the penalty to impose in accordance with QA 23 – Unfair Practice in Assessment.

Composition

The membership of each Committee of Enquiry will be selected from a Standing Panel comprising all Programme Leaders.

Each Committee of Enquiry shall normally consist of:

- 2 members selected by the Registrar (or nominee) from the Standing Panel, one of which will act as Chair
- Secretary nominated by the Head of Quality

Whenever possible the Committee of Enquiry shall not contain members of staff who tutor on the programme that the student is studying.

Terms of reference

Each meeting of the Committee of Enquiry will be conducted in accordance with QA 23 – Unfair Practice in Assessment and the outcomes of the Committee will be formally recorded by the Secretary.

Last approved by Academic Board: 14th December 2017