



## **SPECIAL CASES COMMITTEE**

### **TERMS OF REFERENCE**

1. The Special Cases Committee oversees and makes decisions regarding students who exceed or are in danger of exceeding the time limits for their course, and to consider withdrawals and requests for extensions and interruptions of study based on mitigating circumstances.
  
2. The Committee's responsibilities are:
  - To consider cases where work has been submitted late
  - To consider requests for extensions and interruptions for relevant courses and units based on mitigating circumstances
  - To determine cases of student withdrawal, including deciding whether there are mitigating circumstances
  - To terminate the registration of inactive students.
  
3. The Committee reports to the Examination Board.
  
4. The Committee has as its members:
  - The Vice Principal - Director of Ministerial Formation & Training (Chair)
  - The Senior Registrar or its deputy
  - The Vice Principal - Academic Director
  - The Chaplain (Vice Chair)
  - A member of the academic staff

- 4.1. In the absence of the Registrar another member of the Academic Administration team may attend to take the minutes.
- 4.2. In the absence of two of the academic staff from the committee, another member of the academic staff may be co-opted when an urgent decision is required. Alternatively, an urgent decision may be taken in the absence of other staff by the Chair or a designated deputy from the academic staff, provided that it is recorded and subsequently ratified by the committee.
5. Decisions need to be taken by at least three members of the committee acting together.
6. All members of the Committee have a vote. Although the Chair has the casting vote in the event of the committee being deadlocked on any particular decision, they may refer contentious issues and issues of precedent to the Principal.
7. The Committee is convened as required by the Senior Registrar but decisions can also be reached by correspondence, as long as they adhere to decision making rules.

<b>Document control box</b>			
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Quality Code consulted:			
Member of staff responsible		Vice Principal (Director of Ministerial Formation & Training)	