

## CHAPTER 12

### STUDENT ACADEMIC PROGRESS AND COMPLAINTS COMMITTEE

(Under Review)

#### 12.1 TERMS OF REFERENCE

- (i) To consider appeals or representations from students and/or their Students' Union representatives when registrations have been terminated normally on the grounds of:
  - (a) procedural irregularity at the Faculty/ Centre Board;
  - (b) new evidence, which could not have been available at the Faculty/ Centre Board;
- (ii) To permit those students whose appeals are receivable by the Student Academic Progress and Complaints Committee to proceed with their studies subject to such conditions as the Committee may impose.
- (iii) To consider cases of students who are appealing against academic decision(s) of a Department/ Faculty Board/ Centre Board/ Central Administration;
- (iv) To consider complaints from students pertaining to their Programmes of Studies (excluding review of examination scripts) and their learning experience;

The Committee will not normally consider cases of students who have reached the end of the maximum allowable period of study.

The Student Academic Progress and Complaints Committee reports directly to Senate subject to section 12.3 (1).

#### 12.2 COMPOSITION OF THE STUDENT ACADEMIC PROGRESS AND COMPLAINTS COMMITTEE

The Student Academic Progress and Complaints Committee (SAPCC) will comprise the following members for a period of 2 years, except for the Pro-Vice-Chancellor (Academia), the Registrar's representative and the students' representatives:

Pro-Vice-Chancellor (Academia)	Chairperson
Two Deans of Faculty, not involved in the case(s), nominated by the Vice-Chancellor	Members
Two members of academic staff appointed by Senate	Members
One external member of the UoM Convocation, nominated by the Convocation	Member
Registrar's Representative	Member
Two Students' Representatives (the one on Senate and the one on TRC)	Members
The Administrative Officer attached to the Student Welfare Office	Secretary

The Committee shall have the power to co-opt other member(s) of staff of the University, or other person(s), as the Committee considers appropriate.

The Chairperson of the Committee is empowered to decide which items of business should be reserved items.

The quorum for the Committee shall be five.

Neither the Dean/ Director of the relevant Faculty/ Centre nor any other member directly related with the student's studies shall participate in or be present at the decision of the Committee. S/he may provide information and respond to questions by the Committee.

### **12.3 OPERATIONAL GUIDELINES FOR THE STUDENT ACADEMIC PROGRESS AND COMPLAINTS COMMITTEE**

- (a) All appeals and complaints by students shall be made in writing to the Registrar who will forward them to the Chairperson of the Student Academic Progress and Complaints Committee.
- (b) Complaints pertaining to Programmes of Study should be forwarded to the Registrar's Office before the start of examinations.
- (c) The Chairperson of the Student Academic Progress and Complaints Committee reserves the right to refer appeals or complaints to other instances as appropriate, e.g. Faculty/ Centre/ Central Administration (VC, Registrar as appropriate).
- (d) The student should submit the following documents:
  - (i) a written statement giving full details of his/her case to be considered;
  - (ii) documentary evidence to support his/her case under consideration, e.g. any extenuating circumstances, which the student thinks may have affected his/her performance.
- (e) A written acknowledgement should be sent to the student by the Registrar's Office within two weeks after receipt of the letter from the latter.
- (f) The outcome(s) or any action(s) to be taken in case of appeals or complaints referred and dealt at instances other than the SAPCC, should be notified to the Chairperson of the Student Academic Progress and Complaints Committee, within fifteen days of referral of the case, for appropriate and necessary action.
- (g) All appeals and complaints of students that cannot be dealt at Faculty/ Centre/ Central Administration (VC, Registrar as appropriate) level and appeals and complaints dealt unsatisfactorily by the latter will be considered by the Student Academic Progress and Complaints Committee.
- (h) The Student Academic Progress and Complaints Committee may give a hearing to the student, if necessary. The student may also be called for a hearing when his/her case has been referred to other instances. No member directly related with the

student's appeal(s) or complaint(s) shall participate in or be present at the deliberation. S/he may however provide information and respond to questions.

- (i) After consideration of the case, the Student Academic Progress and Complaints Committee may make one of the following decisions:
  - (i) the student be permitted to proceed with his/her studies with or without conditions;
  - (ii) the student be required to withdraw permanently;
  - (iii) the student be permitted to repeat his/her year of study;
  - (iv) remedial action(s) be taken by Central Administration (VC, Registrar as appropriate) or Dean/ Director of the Faculty/ Centre;
  - (v) not entertain the complaint.
- (j) The recommendation(s) of the Student Academic Progress and Complaints Committee regarding progress of students will be forwarded to Senate for approval.
- (k) Students shall have no right to appeal against the recommendation(s) of the Student Academic Progress and Complaints Committee as approved by Senate.
- (l) The recommendation(s) of the Student Academic Progress and Complaints Committee regarding complaints of students against staff will be forwarded to the Vice-Chancellor for appropriate action.
- (m) Students submitting frivolous complaints (e.g. unsubstantiated allegations) may be referred to the Discipline Committee for appropriate action.