

### Academic Appeals

This procedure covers appeals against decisions made by Boards of Examiners, academic committees or other bodies.

- Error in decision-making process
- Procedural irregularity
- Any bias or perception of bias in the decision-making process

### Student Complaints

The Proctors will consider complaints raised by students under the University Student Complaints Procedure in relations to:

- University administrative and support services
- University academic services and support

### Misconduct Formal Complaint

Student non-academic complaints regarding the conduct of another student or member of staff. The Proctors role is to investigate possible breaches of the disciplinary codes.

### Behaviour after Examinations

Criminal damage caused by trashing after Examinations.

### Plagiarism

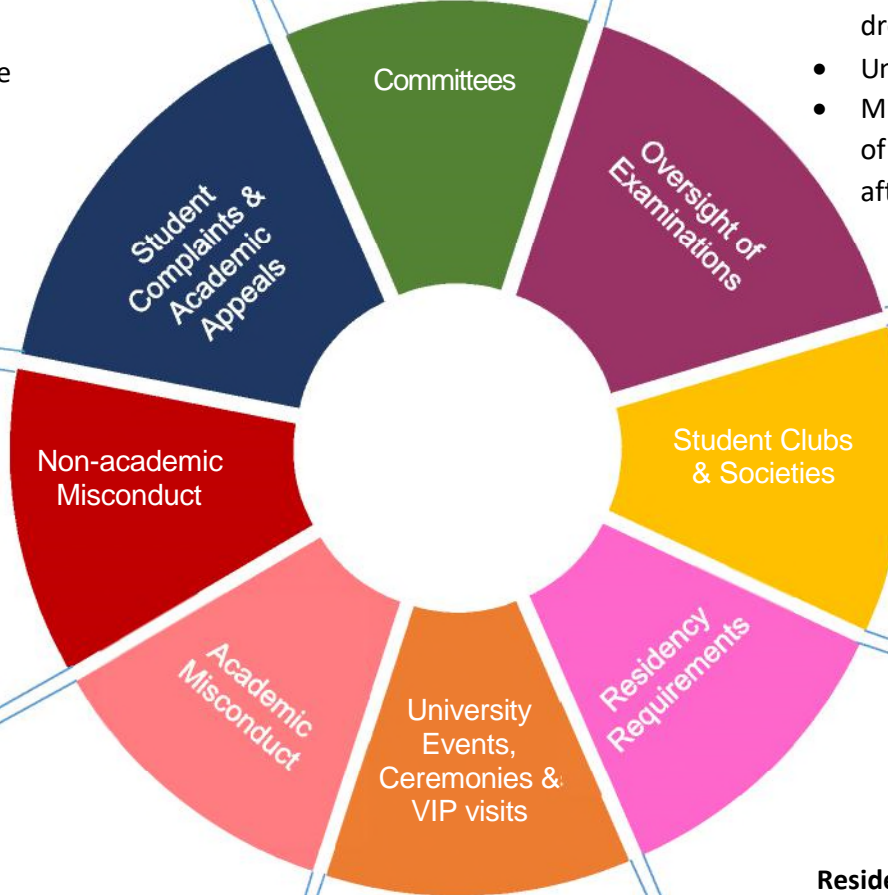
The Proctors Office reviews and investigates plagiarism cases.

### Committee Attendance

Reviewing the application and observance of University legislation, policy and practice in governance and service delivery.

### Examinations

- Late submission (i.e. extensions) of assessed coursework
- Non-submission of assessed coursework
- Missed examinations
- Dispensation from the academic dress regulations
- Undergraduate dispensations from residence
- Mitigating circumstances for consideration of factors affecting performance received after the final meeting of examiners



Oversight of Examinations

Student Clubs & Societies

Residency Requirements

University Events, Ceremonies & VIP visits

Proctors Officers  
Deal with University events and coordinate with local Police and security services for VIP visits.

Ceremonies  
Proctors Admission Day, Degree Ceremonies, Encaenia, Congregation

Non-academic Misconduct

Student Complaints & Academic Appeals

Committees

### Student Clubs

Student associations – societies, non-sport clubs, sport clubs, publications run by students for students can apply to the Proctors to register with the University.

### Residency enquiries

- Student migration from one college to another
- Requests to live outside the residence limit
- Residency terms