

# Procedure for the Withdrawal of Degrees, Awards and Distinctions

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This Procedure should be read in conjunction with [Senate Regulation 13](#).

## Preliminary Consideration

1. Concerns that there may be cause to consider the withdrawal of an award should be reported to the Secretary to Senate.
2. The Secretary to Senate, together with a senior member of Senate (normally a Provost, Vice-Provost, Vice-Dean or Professor), will consider the reported concern, making enquiries as appropriate. The Secretary to Senate may notify the alumnus of the concern, but is not obliged to interview them during the preliminary consideration.
3. If the Secretary to Senate determines that the concern is vexatious, malicious or unsubstantiated, they may dismiss it.
4. If the Secretary to Senate determines that the concern requires further consideration, they will refer the case to a Senate Panel. The Secretary to Senate will write a report detailing the concern and the reasons for its referral, which will be passed to the Senate Panel and the alumnus.

## Senate Panel

5. A Senate Panel will be appointed by the Chair of Senate and will normally comprise:
  - A Chair, who will be a member of Senate (normally a Vice-Provost);
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**9.** The Senate Panel shall consider the documentary evidence before it, and invite the alumnus and the University representative to respond to the concern, asking questions of both parties, as appropriate.

**17.** Three Panel members must be in attendance in order for the Panel to be quorate, to include the Chair and student member. The Chair of Senate will also appoint a Secretary to the Appeal Panel, who will convene and support the Appeal Panel.

**18.** Written notice of the Panel will be sent to the alumnus, together with the Panel membership, the name of the Senate Panel representative attending (if applicable), the alumnus's right to be accompanied, and all documentary evidence at least 10 working days before the Appeal Panel date. The alumnus and the Senate Panel representative will have the opportunity to provide a further statement for the Appeal Panel's consideration, but will not be permitted to provide any further evidence. Any further statement, the names of any witnesses the alumnus wishes to call, and any concerns with the membership of the Appeal Panel should be submitted to the Secretary to the Appeal Panel 5 working days before its meeting.

**19.** The absence of the alumnus or of the Senate Panel representative will not prevent the Appeal Panel from taking place nor invalidate the proceedings. In the event that the alumnus cannot attend for good reason, but wishes to be present, the Chair of the Appeal