



Freedom of Information Request 196/22-23

Response Date: 02/06/2023

Please supply me with:

- 1. The training manual that is used to train academic services staff to become filtering committee members.**
- 2. The selection process of how staff become filtering committee members.**
- 3. The rules and regulations the filtering committee members should follow whilst determining an appeal.**
- 4. The title of the person(s) who select the filtering committee members.**
- 5. The title of the person(s) who train the filtering committee members**

RESPONSE

Question 1

The University does not hold a training manual. Staff who work in the area of academic appeals are trained in how to process and filter appeals during their probationary period and form the Filtering Committee. In filtering academic appeals, staff refer to and follow the University's regulations and procedures, for example, the principles and requirements stipulated within the Academic Appeals Procedure and Extenuating Circumstances Policy. Staff also attend external training sessions, such as those delivered by the Office of the Independent Adjudicator for Higher Education.

Question 2

There is no selection process specifically to be a Filtering Committee member. Cases are allocated to members of Academic Services staff who have been appointed to work in the area of academic appeals - the filtering of appeals is one of their day-to-day roles and responsibilities. Staff are selected for these job positions in accordance with HR's usual interview and selection process for employment within the University.

Question 3

The key rules and regulations the filtering committee members should follow whilst determining an appeal is the Academic Appeals Procedure - the current version of which is accessible at: [Academic Appeals - Swansea University](#)

Question 4

There is not an individual person who selects Filtering Committee members - cases are allocated on a workload basis between staff who work in the area of academic appeals and are responsible for filtering academic appeals.

Question 5

There is not one person who trains the Filtering Committee. As referred to in response to Q1 above, Academic Services staff are trained to work in the area of academic appeals, to include the filtering of appeals, as part of their day-to-day roles and responsibilities in their employment. New staff work alongside experienced staff during their probationary period to develop skills and experience in filtering academic appeals. The University delivers general training to all University staff relevant to working within the University. Staff undertaking academic appeal work, also attend external training sessions, such as those delivered by the Office of the Independent Adjudicator for Higher Education.

END OF RESPONSE

