Academic Appeals

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Figure 1: Diagram showing three steps in Academic Appeals process.

5. Deadlines for Submitting Academic Appeals

5.1. Students should submit by the following deadlines:

5.1.1. Informal Resolution – **can be submitted at any time, but within a maximum of 10 University working days** following receipt of the academic body's decision;

5.1.2. Formal Appeal – within **10 a(pt)h8 (pt)h8 6 .6 (i)2.6T2 1 Tfng109 (y)10. deadlines**

and Outcome Review) should normally take no longer than **3 calendar months** as prescribed by the OIA. If deadlines are exceeded, the student will be kept informed.

7. Informal Resolution

7.1. Informal Resolution is a route to correct administrative or technical errors, in a timely manner.

7.2. Students should consult the relevant appendix of these regulations to determine whether or not their issue or concern can be considered via the process of Informal Resolution with their School.

7.3. The School must provide a response to the student in a timely manner. This will ensure that, where Informal Resolution has not proven successful, students are still able to proceed to the formal stages of the appeals process if they wish.

7.4. A written response should be provided to the student setting out the outcome.

PART C – Formal Stages of the Academic Appeals Process

8. Important Note on Evidence for a Formal Appeal or an Appeal Review Request

8.1. Evidence requirements

8.1.1. Evidence should be a letter or email from someone who knows you in a professional capacity and who can independently verify your circumstances. Evidence should be robust, explain the impact of the circumstance and the dates and duration of the circumstance.

8.2. New Supporting Evidence

8.2.1. Where an appeal includes new supporting evidence (i.e., evidence that was not made available to the academic body for good reason), original hard copy documentation may be requested before the appeal will be considered. Students will be informed if this is the case.

8.3. Supporting Evidence not in English Language

8.3.1. If the original documentation is not in English, the student is required to also submit a translation into English that has been certified by an independent person or agency. They must provide their contact details to confirm the translation is a true and accurate representation of the original source.

8.4. Falsified Evidence

8.4.1. Should the Casework have cause to suspect that the documentary evidence provided with the appeal has been falsified, they will refer the case to the Office for Student Complaints, Conduct and Funding for consideration under the Student Discipline Regulation. The appeal will be paused, or the appeal outcome withheld until the matter has been resolved.

8.5. Reasonable Adjustments (RA)

8.5.1. Students with a fluctuating condition that is covered by Reasonable Adjustments (‘RA’) who suffer an acute episode or worsening of that fluctuating

condition are not required to submit fresh medical or other evidence related to the condition. The RA constitutes the evidence-base for such applications.

8.5.2. However, students are required to submit evidence relating to conditions or mitigating circumstances that are not covered by that established arrangement.

9. Formal Appeal

10.2.3.

12.1. On receipt of a Formal Appeal, the Appeals Office will undertake an initial assessment to determine whether it meets the technical conditions outlined in section 11 of these regulations.

12.2. If the appeal meets the technical conditions, it will proceed to formal consideration in line section 13 of these regulations.

12.3. In some circumstances, the Appeals Office may contact the student for additional information to be submitted by a given deadline. If the student fails to respond, the appeal may be rejected.

12.4. Where the appeal does not meet the technical conditions, it will be rejected. The student can ask for a review of the decision by submitting an Appeal Outcome Review request which will be considered in line with section 16 of these regulations.

13. Investigation of the Formal Appeal

13.1. The Formal Appeal will be investigated by the Appeals Office.

13.1.1. If there is a conflict of interest that would prevent an Appeals Officer from dealing with the case and any subsequent reviews, the case will be assigned to another member of staff who has the required training, experience and authority to process the appeal.

13.2. The Appeals Office will compile a case file, which normally contains the evidence base for the appeal:

13.2.1. Appeal form submitted by the student;

13.2.2. supporting evidence submitted by the student;

13.2.3. information relating to the decision made by the academic body that is the subject of the appeal;

13.2.4. any other relevant information gathered by the Appeals Office.

14. Formal Appeal Outcomes

14.1. When the Appeals O

Appeals Office rather than being referred back to the academic decision-making body. Examples include: the uncapping of a resit that has already been offered or the removal of a late penalty.

15. Reasons for Rejecting the Formal Appeal

15.1. The Formal Appeal can be rejected for one or more of the following reasons:

15.1.1. that the grounds cited for the appeal are not consistent with the technical conditions for appeals;

15.1.2. that no evidence, or no relevant evidence, has been submitted to support the appeal;

15.1.3. that the appeal is based on evidence that relates to Exceptional Circumstances that could have been reported to the University at the time they occurred, but were not, and the student has not provided a reasonable explanation for not having provided the evidence at the time;

15.1.4. that the appeal is against the academic judgement of the academic decision-making body;

15.1.5. the appeal is deemed ineligible as it was submitted prior to the academic body making a decision.

16. Request for an Appeal Outcome Review (review of the decision made at Formal Appeal Stage)

16.1. The purpose of the Appeal Outcome Review stage is to review the decision taken at the Formal Appeal stage. The matter of the Formal Appeal itself will not normally be considered afresh.

16.2. The Appeal Outcome Review will be undertaken by the University's Academic Appeals Panel.

16.3. Where a student is not satisfied with the Formal Appeal Outcome they may submit a request for a review of this decision within **10 University working days** of being notified of it.

16.4. Requests should be submitted to the Appeals Office using the standard form[4].

16.5. Students should be aware that entering the Appeal Outcome Review stage of the formal appeals process might impact upon their ability to proceed to the next stage of their course, graduate with their cohort or participate in the re-sit period. This is because of the additional time that the Appeal Outcome Review will add to the overall timescale for completion of the formal appeals process.

[4] Students will be provided with the link to the form as part of their appeal outcome, where applicable.

17. Grounds for Requesting an Appeal Outcome Review

17.1. When requesting a review of the decision taken at the Formal Appeal stage, the student is required to show that they have evidence to demonstrate that one or more of the following grounds apply:

17.1.1. that there was a procedural irregularity in the formal appeal decision, i.e., where the University has not acted in accordance with its own regulations or procedures, and this has had a detrimental effect on the outcome. Procedural irregularity does not include disagreement with an academic judgement or the application of discretionary rules within the regulations;

17.1.2. that relevant new evidence has become available that should be considered and there are valid reasons why it was not presented at the time of the appeal;

17.1.3. that there are reasonable grounds to suggest that the Formal Appeal outcome was biased against the student.

18. Submission o (e-6.5 (an)-10.3 ( )10i)2. (ugg.3 .6 (he) Tc 0 Twbf w)2.6a-6.6 (al)2.6 ((i)2.6 (de)10.6 t EMC nad6d[5

19.3.2. Whether

Appendix 2A: Appeals Against the Decision of a School Student Progress Committee

Introduction and Scope

3.2. **Ground b): procedural irregularity or error:** where the University has not acted in accordance with its own regulations or procedures, and this has had a detrimental effect on the outcome affecting one student.

Procedural irregularity does not include disagreement with an academic judgement of the SSPC. An appeal on the basis of procedural irregularity must be supported by evidence.

and/or

3.3. **Ground c): Prejudice or Bias:** there exists evidence of prejudice or of bias or a reasonable perception of prejudice or bias on the part of the SSPC.

4. Continuation of Studies During the appeals process

4.1 Students who have submitted an appeal against a decision of the SSPC are permitted to continue with their studies pending the appeal outcome.

Appendix 3: Appeal Grounds against the Decision of an Academic Misconduct Panel (taught students)

1. Introduction and Scope

1.1. This document outlines the grounds for academic appeals against the decision of an Academic Misconduct Panel for undergraduate and postgraduate students on a taught course of study. This appendix of the Academic Appeals regulations should be followed without derogation.

1.2. Postgraduate Research students who wish to appeal a decision relating to allegations of misconduct in research should follow the appeals procedure as detailed in the Procedure for the Investigation of Allegations of Misconduct in Research.

1.3. This document should be read in conjunction with the Academic Appeals Regulations and the Academic Misconduct Regulations.

2. Informal Resolution

In the first instance, students are strongly advised to resolve any issues informally. It is beneficial to resolve concerns and queries as early as possible and prior to entering the formal appeal process.

2.1 How to Seek Informal Resolution

In order to benefit from Informal Resolution, students should first raise their concerns directly with the Academic Misconduct Office

2.2 Informal Resolution Deadlines

2.3 Informal Resolution requests should be submitted no later than 10 University working days following written notification of the Academic Misconduct Panel's decision.

2.4 Informal Resolution Examples

2.4.1 Informal Resolution will normally be limited to:

2.4.1.1 Seeking clarification of the Academic Misconduct Panel's decision and the penalty imposed.

For all other reasons, students are advised to proceed with the submission of a Formal Appeal.

3. Grounds for Academic Appeal at the Formal Appeal Stage

Appeals from students against the decision of an Academic Misconduct Committee will be

3.2. **Ground b): procedural irregularity or error:** where the University has not acted in accordance with its own regulations or procedures, and this has had a detrimental effect on the outcome affecting one student.

Procedural irregularity does not include disagreement with an academic judgement of the Academic Misconduct Committee. An appeal on the basis of procedural irregularity must be supported by evidence.

and/or

3.3. **Ground c): Prejudice or Bias:** there exists evidence of prejudice or of bias or a reasonable perception of prejudice or bias on the part of the Academic Misconduct Panel.

Appendix 5 Appeal Grounds Against a progression or award decision by the School Doctoral Studies Committee or the Professional Doctorate Examination Board Doctor of Education or Doctor of Social Work postgraduate researchers

1. Introduction and Scope

1.1. This appendix applies to the **Doctor of Education or Doctor of Social Work** candidates.

1.2. This document outlines the grounds for academic appeals against decisions and recommendations made under Regulation 24: Professional Doctorates and exit awards.

1.3. This document should be read in conjunction with the Academic Appeals Policy and Regulation 24: Professional Doctorates and exit awards and the University's Research policies and regulations.

2. Informal Resolution

In the first instance, students are strongly advised to resolve any issues informally. It is

and/or

3.2. **Ground c): Prejudice or Bias:** there exists evidence of prejudice or of bias or a reasonable perception of prejudice or bias on the part of the decision making body

4. Not Grounds for Appeal

A postgraduate researcher may not appeal:

4.1 Against the academic judgement of the examiners; or

4.2 On the basis of alleged inadequacy of supervisory or other arrangements during the period of registration, unless there are exceptional reasons for the information not having come to the attention of the examiners until after the examination (Regulation 24:86).

Appendix 6: Examination Board at a Partner institution (Appeals Outcome Review only)

1. Appeals against the decision of an Examination Board at a Partner institution follow this policy with the following derogations:

   1.1. The Partner Institution's policy and procedures should be followed up to and including the formal Academic Appeal stage;

   1.2. Once the Partner Institution's formal Academic Appeal procedures have been concluded, and a formal appeal outcome has been issued by the Partner Institution, students are eligible to request an Appeal Outcome Review as per this policy.

   1.3. When making appeals against the decision of an Examination Board at a Partner Institution, this policy should be read in conjunction with the Partner institution's regulations for Examination and Assessment (or equivalent).

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