

What you can expect when you attend an Appeals Meeting

You have submitted an appeal that is going to be considered by a sub-group of the University's Learning, Teaching and Assessment Board (LTAB).

This leaflet is intended to give you some information on what you can expect at the meeting or, if you choose not to attend, to let you know what will happen at the meeting. The full appeals process and procedure is explained in a separate document called "Academic Appeals Policy and Procedure 2009-10" – It is available from the Academic Office or on the University's Website - http://www.uws.ac.uk/students/student_admin/reggdpl.asp

You have the right to attend the meeting but you are not required to do so. You can choose to bring a member of University staff, a fellow student or a student officer from SAUWS to accompany you. If you choose to be accompanied, you need to let the Academic Office know when you confirm you will be attending. If you choose to be accompanied, the School in which you are studying may also provide a representative to make a statement at the appeals meeting.

We know that these meetings can seem quite formal but we want to reassure you that the staff want to help you make your case in as relaxed an environment as possible.

As far as possible, appeals meetings will take place at the campus where you study. You will be invited to attend the meeting at a specific time and provided with copies of the paperwork that the appeals group has been given. You will be met and welcomed and shown into the meeting room.

There will be three members of the appeals group who will have considered your written appeal in detail. They are drawn from a pool of trained LTAB members and will include academic staff (but not from the School in which you are studying) and senior staff from support departments such as the Library. The Chair will have checked that no member of the appeals group has been personally involved in your case at any prior stage. If any member has had such connection, they will be asked to withdraw.

The meeting will normally be chaired by a senior member of University staff. A colleague from the Academic Office will also be there to record the discussion. She will write to you formally after the meeting to confirm the outcome of your appeal.

The Chair will introduce all those present to you and explain the powers of the appeals group.

The Chair will confirm that the group has considered your letter of appeal and any supporting paperwork and will then invite you to make a brief statement in support of your written appeal.

The Chair will then invite members of the group to raise any questions they may have. Questions will be directed through the Chair.

On conclusion of the questions, the Chair will invite you to make a closing statement if you wish to do so. This part of the meeting should not last more than half an hour. You will then be asked to leave the meeting while the group discusses the appeal and comes to a decision. The deliberations of the sub-group after considering each case will be private. Whether you attend or not, you will be notified of the outcome in writing within five working days. The letter will include a form for you to send back indicating whether or not you accept the outcome. This form must be returned to the University within five working days. Thereafter, we will assume that the outcome is acceptable to you and the file will be closed.

At the end of the meeting, all those present return their paperwork to the colleague from the Academic Office for shredding. Only the Academic Office holds a set of the paperwork relating to your appeal. They are not held in your School.

Academic Office
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