

## Chapter 6

### Student Appeals

#### Principles of Academic Appeals

- 6.1 An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student engagement, assessment, progression, awards, withdrawal from programme and student disciplinary cases.
- 6.2 This covers an academic appeal made by a student against a decision of:
- The Senate Disciplinary Committee
  - A Fitness to Practise Committee
  - Research examiners
  - A School Assessment Board (SAB)
  - A School Board of Examiners (SBE)
  - A School panel (for engagement/attendance)
  - A Plagiarism Panel
  - An Extenuating Circumstances deadline (see Regs. 3.36-3.37)
  - Any other Committee, Board or Panel or the University which is empowered to make decisions on the matters listed in 6.1 above.
- 6.3 An academic appeal may be made only by the individual directly affected; it may NOT be lodged by a third party such as a parent or other representative. The only exception to this would be regarding a student with permanent or temporary disabilities which prevents them from submitting the appeal independently.
- 6.4 The privacy and confidentiality of a student will be respected at all stages of the appeals process. The circulation of personal or medical evidence provided by a student submitting an appeal will be restricted to staff directly involved in the appeal decision process.
- 6.5 Where an academic appeal also contains within it a complaint and vice versa, it is possible for the appeal or complaint to be reclassified either by the student or the University (at whatever stage they may have reached) and processed under the most relevant regulation or procedure if this is likely to lead to a more appropriate outcome for the person(s) appealing or complaining.
- 6.6 An academic appeal may not be lodged after the conferment/receipt of a University award.
- 6.7 Appeals will only be considered if they meet the grounds for appeal as detailed in the **Student Appeals procedure**.

## The Senate Appeals Committee

- 6.8 The Senate Appeals Committee will have the constitution, terms of reference and standing orders set out in the University **Committee Handbook**.
- 6.9 Where an appeal has been referred to the Senate Appeals Committee the **Student Appeals procedure** will be followed.

### Status of a Student during an Academic Appeal

- 6.10 If a student submits an academic appeal part way through the level or year, they may be permitted to continue provisionally until such time as a decision has been reached. This is to ensure that the student is not academically disadvantaged, if the appeal is subsequently upheld. Continued attendance on placements will be at the discretion of the relevant School.
- 6.11 If a student submits an academic appeal at the end of a level or year of study:
- The student may be permitted to enrol on the next level but only on a conditional basis. If their appeal is subsequently upheld, the student's enrolment would be confirmed. If their academic appeal is not upheld the student's enrolment may be terminated immediately.
  - If under these circumstances a student continues with their studies they will be informed that, pending the outcome of any appeal, they may be required to withdraw from their programme or from the University.
- 6.12 If a student is deemed to be eligible for an award and they subsequently submit an appeal they will be permitted to graduate and to receive the award agreed by the appropriate School Board of Examiners. If the student's appeal is successful and results in achieving a different award, they will be required to return any degree parchment before the new award is sent to them.
- 6.13 Once an award is conferred, either in person or in absentia, the student may not appeal against the award.