

Academic Appeals Policy

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1.0	Students wishing to appeal against the decision of an examination board currently have to consult the main Academic Regulations for Taught programmes document for guidance on both the grounds for appeal and the process so this stand-alone Academic Appeals Policy has been produced to make the information more accessible to students.	Michelle Daszko, Examinations Officer	30/07/21

Academic Appeals Policy

Any student who believes they have grounds for appeal against the decision of a Programme Board, may submit an academic appeal within ten working days of publication of the final ratified results. Appeals must be submitted in writing, along with supporting evidence, and submitted to Registry. An appeal must meet one or more of the following grounds in order to be considered:

- a) that there were irregularities in the conduct of the assessment or of the Programme Board itself, including administrative error, of such a nature as to raise reasonable doubt that a properly conducted or informed Programme Board would have reached the same conclusion
- b) that there were circumstances that had affected the candidate's performance which could not, for valid reasons, be divulged before a decision had been reached
- c) that one or more of the assessors was prejudiced against the candidate or unreasonably biased in their judgement(s).

Dissatisfaction with the academic judgement of a member of teaching staff or Programme Board in assessing the merits of an individual piece of work or in reaching any decision of progression or award based on the grades and other information relating to a candidate's performance, cannot in itself constitute grounds for appeal.

When the deadline for submission of appeals after an assessment period is reached, the Academic Registrar shall consult the Chair of the Academic Quality and Standards Committee (AQSC) and they will together determine whether the grounds of appeal satisfy the Regulations in each case. If they jointly determine that an appeal does not satisfy those grounds, the appeal will be dismissed. If they consider that an appeal does meet the criteria for grounds of appeal, an Academic Appeals Panel will be convened to consider the appeal. The Academic Appeals Panel shall consist of the Academic Registrar, Chair of AQSC, Assistant Registrar (Quality, Assessment and Partnerships) and a member of Registry.

The Academic Appeals Panel shall meet within ten working days following the deadline for submission of appeals to hear the appellant in person, with or without a supporter, and/or consider any representation made by the appellant. Any supporter in attendance is not permitted to speak on behalf of the student, except where this is permissible in relation to the Equality Act, but may counsel the student during the interview. The Appeals Panel may invite other persons to provide verbal or written information relevant to the appeal.

If the Panel finds that the appeal is upheld it shall apply one of the following remedies:

- a) permit the student to resubmit the affected assessment
- b) remove any penalty capping the mark of the affected assessment
- c) arrange for the affected assessment to be remarked by an independent member of the teaching staff
- d) any other solution which the Panel deems satisfactory.

In the case where the outcome of an appeal results in a change to an award, the Chair of the University Examination Committee shall have the power to approve the award on behalf of the University.

All material relating to an Academic Appeals Panel including minutes of meetings, appeal documents or supporting evidence submitted to it, shall be confidential and members of the Panel shall respect the confidentiality of all material, in the interests of both the appellant and the University.