

ACADEMIC APPEALS – POLICY AND PROCEDURE

1. Guiding Principles

- 1.1 Through the Academic Appeals Policy and Procedure, Freshart College aims to investigate appeals in a timely, transparent and fair manner.
- 1.2 Registry will keep confidential records of all appeals lodged.
- 1.3 The effectiveness of the procedure will be monitored and reviewed annually.
- 1.4 Queries from staff and students in respect of the procedure should be addressed to Registrar office.

2. Who can appeal?

This procedure applies to any student who wishes to appeal an **academic** decision made by Boards of Examiners, Heads of Department, Research Officers in relation to progression, assessment or awards.

This procedure does not cover student complaints; please refer to the Student Complaints Policy and Procedure for complaints regarding non-academic matters or matters not associated with progression, assessment or awards.

3. Grounds for appeal

3.1 The only legitimate grounds for appeal are as follows. Any appeal should satisfy one or more of them:

- a) that grades have been incorrectly recorded or incorrectly aggregated; or the procedure for collation of grades has been incorrectly followed;
- b) that there has been an irregularity in the conduct of the examinations or other forms of assessment, which has adversely affected performance;
- c) that there have been circumstances which affected performance which the candidate could not or did not, for valid reasons, disclose prior to the meeting of the relevant Examinations Board in accordance with the Regulations;
- d) that the student has demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.

3.2 Disagreement with the academic judgement of the Board of Examiners will not be considered grounds for appeal.

4. Procedure

4.1. A student wishing to appeal against the decision of a Board of Examiners should do so in writing to their Head of Department/Programme Director using the Academic Appeals Form as soon as possible and not later than 10 days after the publication of their confirmed results. The student's submission must be accompanied by any relevant evidence in support of the appeal, including medical evidence if appropriate.

4.2 The Head of Department/Programme Director will check the eligibility of the appeal to ensure that:

- a) The Academic Appeals Policy and Procedure is applicable; and
- b) That any of the grounds as listed above in Paragraph 3 are met; and
- c) That the appeal has been submitted in time; and
- d) That appropriate evidence has been provided to support the appeal.

4.3. Following receipt of the documentation referred to in paragraph 4.1, the HoD/PD will assess the documentation and will seek additional information if necessary. Where there may be a conflict of interest, a nominee who is a Senior Academic may be appointed.

Ineligible Appeals

4.4 Ineligible appeals may be directed to a more appropriate procedure or dismissed completely with sign off by the College Director. A Completion of Procedures letter will be issued by the Registry Officer if the appeal is dismissed.

Eligible Appeals

4.5 If the grounds of the appeal fall under paragraph 3.1c above, the HoD/PD shall consult with Students First if appropriate.

4.6 The student may be given the opportunity to make representation in person or in writing.

4.7. The HoD must complete the appropriate sections of the Academic Appeals Form and submit this, together with a copy of the student's assessment sheet and any relevant medical or other evidence to the Head Academic Director for undergraduate taught students. The form should be completed as fully as possible, and the HoD/PD shall make a recommendation as to the action that should be taken in response to the appeal.

4.8. The Head Academic Director for undergraduate taught students will review the documentation and consider therecommendation of the HoD/PD. The Head Academic Director shall either approve the recommendation or amend it, as he/she considers appropriate, taking account of all evidence submitted.

4.9. Authority vested in the Head Academic Director for undergraduate taught students includes:

- a) approval of requests for permission to re-sit/re-submit for capped marks or to resit as if for a first attempt;
- b) approval of requests to progress to the next stage of study, notwithstanding a decisionnot to allow a student to proceed until certain conditions are satisfied;
- c) approval of requests to re-start an academic stage

4.10 If the appeal is upheld, the positive outcome will be communicated to the student and the student'sHoD/PD/ by the Head Academic Director two weeks after the date of the appeal submission deadline. Any delays should be communicated to the student..

4.12. If the recommendation is to reject the appeal, the student will be informed in writing by the Head Academic Director two weeks after the appeal submission deadline. The student will be given the opportunity to request a review of this decision within 5 days if unsatisfied withthe original outcome.

4.13. If the student requests a review of the decision, the appeal paperwork will be considered by a Review Panel consisting of an Independent Director from another School and an Academic Services Representative. The function of the Review Panel is to review the decision in a timely manner and, in the interest of fairness to the student, to ensure that appropriate procedures have been followed in respect of considering the appeal. The student should expect an outcome two weeks after the date of the review submission deadline.

4.14. If the decision of the Review Panel supports the original decision taken by the Head Academic Director then no further approval is required and the decision is considered

final. The outcome of the review will be communicated to the student (and the student's HoD/PD) by the Independent Director.

4.15. If the decision of the Review Panel is to uphold the appeal (and thereby overturns the original decision made by the Head Academic Director) then the paperwork must be forwarded to the Head of College for a final decision. The outcome of the appeal will be communicated to the student (and the student's HoD/PD).

4.16 Copies of all appeal paperwork and correspondence must be forwarded to Registry once proceedings have concluded for the purposes of maintaining the student record.

ACADEMIC APPEAL FORM

This form should be completed in conjunction with the Academic Appeals – Policy and Procedure, published in the Handbook

Part A: (To be completed by the Student and submitted to Academic Department)

Student Name:	
Student ID	
number:	
Programme:	Stage:
Grounds for appeal: Any appeal should satisfy one or more of the following grounds. Please tick the appropriate box(es):	
<input type="checkbox"/> 1.1 that grades have been incorrectly recorded or incorrectly aggregated; or the procedure for collation of grades has been incorrectly followed;	
<input type="checkbox"/> 1.2 that there has been an irregularity in the conduct of the examinations or other forms of assessment, which has adversely affected performance;	
<input type="checkbox"/> 1.3 that there have been circumstances which affected performance which the candidate could not or did not, for valid reasons, disclose prior to the meeting of the relevant Board of Examiners in accordance with the Regulations;	
<input type="checkbox"/> 1.4 that the student has demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.	
What action is requested? If this involves reversing an existing decision, please explain:	
What are the reasons on which the appeal is based?	
Please indicate any supporting evidence that you are submitting with the appeal and ensure that copies are submitted:	
Declaration: I confirm that I have read and understood the procedures for Academic Appeals Policy and Procedure and confirm the facts and supporting evidence submitted for the appeal is wholly accurate.	
Signed:	Date:
(Student)	

Part B: (To be completed by the Head of Department/Programme Director

Recommendation of the Head of Department/Programme Director (with reasons) Was any evidence on which the student relies submitted prior to the examinations or meeting of the Board of Examiners? If it was not, please explain why not. If the evidence was available to the Board of Examiners, please explain either a) why it was not considered, or b) what account was taken of it by the Board of Examiners:

Signed:

Date:

Name:

(Head of Department/Programme Director)

Part C: (To be completed by the Head Academic Director)

If the recommendation is one which is within the authority of the Head Academic Director for undergraduate taught students, and is supported positively, the approval of the Head Academic Director will be sufficient and appropriate action may be taken at that level.

Comments and Recommendation from the Head Academic Director					
1 Is the student permitted to proceed with their studies?(If YES then complete section 2) (If NO then complete section 1a)					Y/N
1a Is the student restarting the degree? (If YES please indicate the attempt number; date of re-registration; new expected end date and whether module credits are to be carried over (If NO then please complete section 2)	Attempt Number:	Re-start Date (term / year)	Unit	Unit Value	Mark
		New Expected End Date			
2 Name and unit values of modules to be re-sat. Please indicate whether module attendance is required; re-sit date and classification criteria	Unit	Unit Value	Attendance Required (Y/N)	Capped marks	Re-sit Date (term / year)
Comments					
Signed: _____ Date: _____					
Name: _____					
(Head Academic Director)					

Part D: (To be completed by the Review Panel if appeal is rejected)

If the recommendation is to reject the appeal, the student may request a review of the decision and the paperwork must be forwarded to a Review Panel consisting of an Independent Director and a member of Academic Services.

Recommendation by Review Panel (for consideration of a rejected appeal):

If the decision of the Review Panel supports the original decision made by the Head Academic Director for undergraduate taught students then no further approval is required.

In the case of an appeal which is upheld by the Panel (and thus overturns the original decision) then the paperwork must be forwarded to the Head of College for a final decision and Section E completed.

Signed:

Name:

Date:

(Independent Director)

Signed:

Name:

Date:

(Academic Services Representative)

Part E: (To be completed by the Head of College)

For approval of revised degree classification or final decision

Recommendation of Head of College

Signed:

Date:

Name: