Summary of Appeals Procedure

The University’s Appeals Procedure allows all students the opportunity to raise an appeal against an academic decision, confidentially and without fear of disadvantage, and this may be done on the basis of:

- Defective or unfair procedure by the academic body.
- Failure of the academic body to take account of medical or adverse circumstances notified in line with procedures on *Incomplete Assessment resulting from Good Cause* (see §16.45 in the Code of Assessment).
- Medical or adverse circumstances not previously presented to the academic body, if good reason can be given as to why this was not presented previously.

The Appeals procedure is provided in the Fees and General Information Section of the University Calendar, in the following Calendar sections:

26 Code of Procedure for Appeals by Students Against Academic Decisions
27 Code of Procedure for Appeals to a College Appeals Committee
28 Code of Procedure for Appeals to the Senate Appeals Committee

The *College Appeals Committee* exists to consider appeals in the first instance.

Process for Appeals to College

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Student submits letter of intention to appeal
  College Appeals Committee Convener may direct student as appropriate

Student submits full grounds, evidence, and states the remedy sought
  Written response sought from Convener of body which made the original decision

Preliminary Disposal
  Convener of College Appeals Committee decides on consideration of appeal

  - Dismiss
    - Refer back to body which made the original decision e.g. Board of Examiners
      - Student may seek reinstatement of appeal if they can show that the College Appeals Committee overlooked an aspect of the appeal
    - Refer to Full Hearing
  - Referral to Full Hearing
  - Uphold
    - Refer back to body which made the original decision e.g. Board of Examiners
      - Student may appeal to Senate Appeals Committee
    - Dismiss
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*Student may appeal to Senate Appeals Committee if they can show that the College Appeals Committee overlooked an aspect of the appeal.*
The Senate Appeals Committee can review the process of the College Appeals Committee if an appeal is referred to it. A student may appeal against the decision of the College Appeals Committee, to the Senate Appeals Committee, on the grounds that:

- New evidence has emerged that could not reasonably have been provided to the College Appeals Committee, and/or
- There has been defective procedure at College level, and/or
- The disposal at College level was manifestly unreasonable – in this case, the student must state how s/he believes the College committee erred in making its decision

**Process for Appeals to Senate**

1. Student submits letter of intention to appeal
2. Senior Senate Assessor may direct student as appropriate
3. Student submits full grounds, evidence, and states the remedy sought
4. Written response sought from Convener of College Appeals Committee
5. Senate Assessor decides on consideration of appeal
6. Preliminary Disposal
   - Dismiss
   - Refer back to College Appeals Committee or body which made the original decision
   - Refer to Full Hearing
7. Full Hearing
   - Dismiss
   - Refer back to College Appeals Committee or body which made the original decision
   - Uphold

Student may seek a reinstatement of appeal to a Full Hearing if they can show that the Senate Appeals Committee overlooked an aspect of the appeal.