

# Quality Code for Higher Education

## Academic Appeal Form

If you wish to appeal against a recommendation of a Module or Programme Board of Examiners or a Department, you must complete pages 1-7 of this form, take a copy and forward it to the Higher Education & Skills Department within 14 days of receiving official notice of the recommendation that you are appealing against.

**IMPORTANT** - Before completing the form, read the Appeal Procedures (a copy of which is available on the College website and the **Summary of Process** on page 2 of this form.

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**FULL NAME** \_\_\_\_\_

**ENROLMENT NUMBER**

**PROGRAMME OF STUDY** \_\_\_\_\_

**YEAR OF STUDY**  **FULL-TIME**  **PART-TIME**

**LEVEL OF STUDY** Undergraduate  Taught Postgraduate

**EXPECTED DATE OF COMPLETION** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

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For Higher Education & Skills Department use only:

Date Form First Received \_\_\_\_\_ by \_\_\_\_\_

## Summary of the Appeal Process

Please note that this is a guide to the process of making an academic appeal – these are not the Appeal Regulations. All students are advised to read the full Regulations when making an academic appeal.

1. Student receives notification of an academic decision with which they disagree.
2. **Student approaches Department to see if problem can be resolved within the Department. If at all possible, an informal resolution should be reached which both parties agree to, to avoid the need for a formal appeal.**
3. Student is still unhappy with decision and considers formally appealing.

At this point, students are advised to obtain advice. This may be from the Course Tutor or Student Services.

4. Student decides to appeal and completes the Academic Appeal Form, attaches **all** relevant documentation and submits to Higher Education & Skills Department by post. This must be done within 14 days of the decision being appealed. Students are advised to keep a copy of all paperwork submitted.
5. The appeal is logged in Higher Education & Skills Department and an acknowledgement sent to the student.
6. The paperwork is forwarded to the relevant Academic Head.
7. The Academic Head investigates the case. S/he is likely to contact the student to ensure that all facts are known and to clear up any queries. It is the student's responsibility to ensure that they are contactable and that they respond within specified deadlines.
8. The case is presented to the academic Department, and their response is obtained.
9. The Academic Head will pass the Department's response to the student, to give the student a chance to respond.
10. Once all the facts and opinions are known, the Academic Head will make a recommendation as to whether there is a case to answer.
11. The Academic Head and Director of Higher Education & Skills will meet and will review the evidence and recommendation and make a final decision as to whether there is a case to answer.

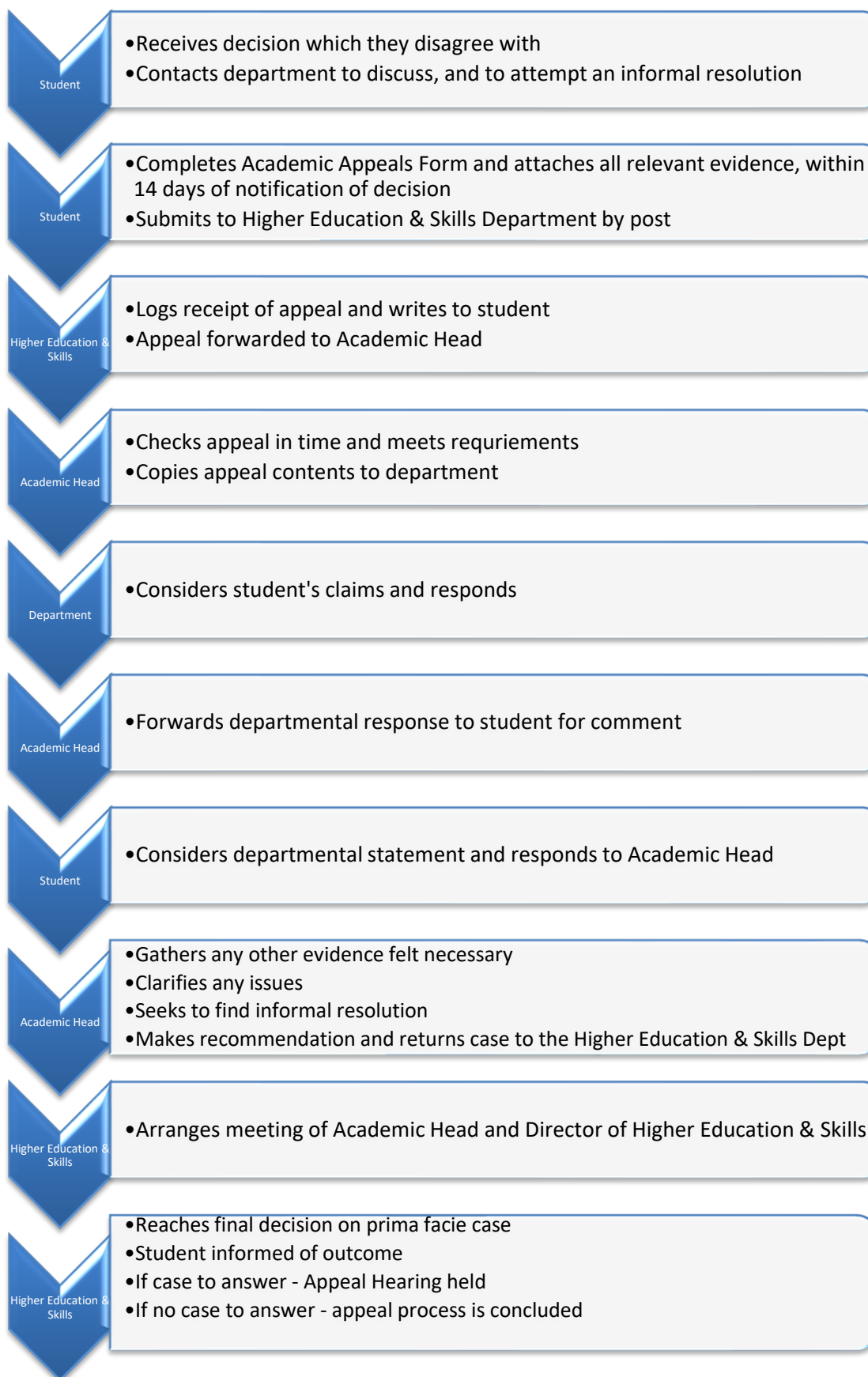
If there is found to be a case to answer (*a prima facie case*), then a formal appeal hearing will be arranged and all parties will be invited to make their case in person, to an independent appeal panel. A final decision will then be made by that panel.

If there is found not to be a case to answer, the appeal will not progress and no hearing will be held. The student will be informed of the reasons in writing by the Higher Education & Skills Department.

Whilst investigating the case, the Academic Head will also be attempting to resolve the appeal informally, by trying to reach a compromise solution to the problem which is acceptable to the student and the College. Any such resolutions will be put to the student to accept if they wish. **Similarly, students are encouraged to attempt to resolve the disagreement with the Department before making a formal appeal.**

Students must be aware that the full process of investigating an appeal may take some time (weeks or months) and that final year students appealing a degree classification cannot graduate until the appeal is resolved – **by graduating the student is accepting the classification awarded.**

## Summary Flowchart of Process



**(1) I wish to appeal against (tick appropriate box):**

- (a) Termination of programme of study (where the termination was because of non-attendance or non-submission of assessed work)
- (b) Termination of programme of study (where the termination was because of professional unsuitability or professional misconduct)
- (c) Exclusion from examination, dissertation, placement or any other form of assessment
- (d) The award or refusal to award the qualification, or the classification of the qualification awarded
- (e) Any other academic decision by the Department or Examiners (excluding a decision of an Adjudicating Panel under the Code of Practice on the Use of Unfair Means – see separate form)

**(2) My grounds for appeal are one or more of the following (tick relevant boxes):**

- (a) That there existed circumstances affecting my performance of which the examiners had not been aware when the recommendation or decision was made, and that had the examiners been aware of those circumstances it is reasonably likely that the examiners would not have made the recommendation or would have made a different recommendation   
  
Please note that failure to produce evidence of such circumstances to the examiners when such evidence was available to me, and now to use that evidence in support of this appeal will probably result in the appeal being rejected.
- (b) That there were procedural irregularities in the conduct of the assessment process (including administrative error), of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had they not occurred
- (c) That there are reasonable grounds to believe that the recommendation or decision was influenced by prejudice or bias on the part of one or more of the examiners

**(3) Supporting Documentation**

(list here any documents which are relevant to your case and which you wish to use in support of your appeal - these should all be securely attached to this form). **Note that this appeal documentation should include ALL of the evidence which you wish to be considered as part of this appeal. Only exceptionally will evidence be accepted at a later date.**

**(4) I received notification of the decision which I am appealing against on \_\_\_\_\_ (date).**

If this appeal has been submitted more than 14 days after you were notified of the decision, explain the reason for the delay.

**(5) Statement of appeal and supporting evidence**

Provide a concise summary of your reasons for appealing and of the evidence which supports your case. Continue on additional sheets if necessary, and securely attach all supporting documentation. (Note that, other than in exceptional circumstances, this statement and supporting evidence will be copied to the Department/Examiners concerned to enable them to respond. ALL relevant evidence must be provided.)

**(6) Address for all correspondence relating to this appeal:**

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Tel No: \_\_\_\_\_

Mobile : \_\_\_\_\_

E-mail: \_\_\_\_\_

(If you change your address it is **your responsibility** to ensure that you notify the Higher Education & Skills Department of the change - any documents will be sent to the above address by recorded delivery).

**Student Declaration**

I declare that I am aware of the College Appeal Regulations, and that the information contained in, and supplied in support of this academic appeal is authentic and accurate to the best of my knowledge. I am aware that academic appeals may take some time to investigate, and that this may affect my graduation. I am aware that by graduating, I am accepting the diploma / degree and classification awarded. I have attempted to resolve this problem informally with the relevant Department, but an informal resolution could not be reached.

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_

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You must now take a copy of this form and then post (or deliver personally) the original to the Higher Education & Skills Department **no later than 14 days** after receiving the decision against which you are appealing. The Academic Head will then investigate the issues raised, before the Chair of the Appeals Panel decides whether *prima facie* grounds for appeal have been established.

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**For completion by the Academic Head**

**(1) Summary of the Appellant's case**

Date Student Interviewed (if applicable) \_\_\_\_\_

**(2) Summary of the Department's Response**



**(3) Appellant's Further response**

**(4) In your opinion are *prima facie* grounds for appeal demonstrated in this case?**

YES  on ground(s) \_\_\_\_\_

NO

**(5) Senior Tutor's Reasons**

**Signature of Academic Head** \_\_\_\_\_

**Date** \_\_\_\_\_

**PLEASE RETURN THIS FORM AND ATTACHED DOCUMENTS TO THE HIGHER EDUCATION & SKILLS DEPARTMENT**

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**Chair's Ruling:** *Prima Facie* grounds for appeal demonstrated:

YES

on ground(s) \_\_\_\_\_

NO

**Chair's Reasons**

**Signature of Chair**

\_\_\_\_\_

**Date**

\_\_\_\_\_

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No prima facie grounds for appeal

Student informed ..... / ..... / .....

Letter reference \_\_\_\_\_

Reported to Student Progress Committee ..... / ..... / .....

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Prima facie grounds for appeal

Appeal Committee Hearing ..... / ..... / .....

Decision of Appeal Committee - Appeal      ALLOWED     

REJECTED     

Reported to Student Progress Committee ..... / ..... / .....

Letter reference \_\_\_\_\_

Student informed ..... / ..... / .....

Department informed ..... / ..... / .....

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