

# SENATE REGULATION 12 (November onwards): Academic Appeals

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## **Scope and coverage of Academic Appeals procedures**

1. An academic appeal must relate to one or more of the following decisions of a Panel or Board of Examiners, or of Research Degree Examiners which concern the assessment of a student:

- a) A mark or grade for any examination, test, practical assignment or project, thesis, dissertation or coursework, which has been confirmed by the Examiners;
- b) A recommendation from the Examiners that a student should or should not obtain a degree or qualification from the University;
- c) The class of degree or any mark of distinction recommended by the Examiners;
- d) A recommendation from the Examiners that a student may or may not be permitted to progress into the next year of their programme of study, to repeat any module or programme, to resubmit an assessment, or to re-sit an examination;
- e) The outcome of a formal progress review under Senate Regulation 5.16 (for postgraduate research students)

2. Academic appeals which challenge the academic judgment of the assessors or Examiners are not permitted and will not be considered.

### **Academic Appeals and Complaints**

3. If an academic appeal and complaint are submitted simultaneously, the Registrar will determine how the submissions shall be considered; this may include one matter being suspended whilst the other is reviewed, or both being considered in parallel.

### **Timeliness**

4. It is expected that both students and the University will adhere to the timeframes set out in this Regulation.

### **Fair dealing**

5. Academic appeals are managed with due discretion by the University. Students will not be prejudiced in their academic career or University life by having submitted an academic appeal.

6. Vexatious or frivolous academic appeals will not be considered by the University; in such cases, the University will write to the student to provide reasons for this decision.

7. Where appropriate, the University may verify the authenticity of any documents submitted in support of an academic appeal, or statements made within the appeal itself, and may refer the matter for investigation under Senate Regulation 6, if there are concerns about authenticity.

8. It is expected that all parties involved in an academic appeal will act reasonably and fairly, and treat the process in a respectful manner. If inappropriate behaviour is displayed, further action may be taken.



### **Academic Appeals Committee and Panel**

**19.** The Academic Appeals Committee is a sub-committee of Senate. The Committee consists of a Chair, who shall be appointed by and a member of Senate, and at least sixteen members of academic staff, who shall also be appointed by Senate, at least 3 of whom shall be Professors. At least two members of the Committee shall be appointed as Vice-Chairs. The Registrar (or nominee) shall appoint a senior member of the University administration as Clerk and Secretary to the Academic Appeals Committee.

**20.** Each member of the Committee shall be appointed for 3 years, and can be re-appointed at the end of this period. The term of office for membeadem (hi)2.6 (.9m)4.96 ((hom)-5.0or.5 (m)-



the Investigators will be considered by the Chair or a Vice Chair of the Academic Appeals Committee, and

- b) That there is evidence of a procedural irregularity on the part of the University in considering the Stage One Appeal, and that sufficient evidence remains that the appeal warrants further consideration;
- c) That there is evidence of prejudice or bias on the part of the Investigators and/or the Academic Appeals Panel;
- d) That, giving due consideration to the documentation previously provided, the decision of the Investigators and/or the Academic Appeals Panel was unreasonable.

**43.** Upon receipt of a Stage Two Appeal, the Head of Student Affairs & Casework (or nominee) will determine whether the ground(s) for appeal have been met. Where they have, a Review Panel will be convened; otherwise the appeal will be dismissed on vo1-4.445 (w)13.5 (i)2.6h-6.6 (h)

## **APPENDIX A – Upheld academic appeals**

Where an academic appeal is upheld, the following actions may be considered as a means of resolution:

*In the case of an appeal by an undergraduate or taught postgraduate student*

- Require the Board of Examiners to reconsider its decision, taking into account such information or findings as deemed appropriate.

*In the case of an appeal by a postgraduate research student concerning an examination*

- Require the Examiners to reconsider their decision, taking into account such information or findings as deemed appropriate;
- Require that the student be permitted to revise and resubmit their thesis within a specified timeframe, with specified support or supervision; or
- Require the thesis to be re-examined (this may also include the appointment of one or more new Examiners).

*In the case of an appeal by a postgraduate research student concerning 2f 2fa( ) 203 or*