

# **ACADEMIC APPEALS REGULATIONS**

Groundwater and Definition of the Groundwater Resource

when the decision was taken and which might have had a material effect on the decision [*Note: if students wish to appeal on such grounds, they must give credible and compelling reasons with supporting documentation why this information was not made available prior to the decision being made.*];

- b) that there was a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred;
- c) that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners;

Additionally, for Research Degree candidates;

- d) the supervision or training of the **appellant** in respect of research for a thesis or equivalent work was unsatisfactory to the point that his or her performance was seriously affected [*Note: if 1 3493 524.35 Tm 04 Tc(:)TETB 12 Tf1*]

- 3.3 Appeals should be submitted electronically or in hard-copy to the Head of Standards and Enhancement: Taught Provision. Where official documents form part of the evidence, the originals should normally be submitted in hard-copy. Alternatively copies which have been counter-signed by a member of Student Support Services (or a designated member of staff at a partner institution) to verify that originals have been seen, may be submitted. Students are advised to make and retain copies of all documentation prior to submission for their own reference purposes.
- 3.4 The Head of Standards and Enhancement: Taught Provision (or a nominee) will normally acknowledge receipt of the Academic Appeal within five working days.
- 3.5 Students should note that submission of an appeal on the basis of degree classification prior to graduation may mean that their graduation will be delayed whilst the appeal is investigated and resolved. This may mean that they are unable to attend their originally scheduled graduation ceremony.

#### 4. Consideration of an Academic Appeal

- 4.1 On receipt of the Academic Appeal, the Head of Standards and Enhancement: Taught Provision (or a nominee) will assess the appeal. If the appeal is not submitted within the published deadline and there are no associated extenuating circumstances, then the student will be informed that the appeal is out of time, normally within ten working days of the appeal receipt. The sift may also identify the need for further evidence, in which case the student will be notified of a deadline for submission of this.
- 4.2 Appeals submissions which are both in time and are supported by evidence, will then be further considered by the Head of Standards and Enhancement: Taught Provision (or nominee). If it is determined that the appeal is straightforward and does not require further investigation, it may be submitted directly to an Appeals Panel, together with a recommendation as to whether it should be upheld or refused and what adjustments should be made to the student's record.
- 4.3 If the Academic Appeal is considered to warrant further investigation, then an Investigating Officer from an academic area will be appointed. The student will be informed of the identity of the Investigating Officer. Where possible, an Investigating Officer will not have been involved in the appeal prior to their appointment. Following the investigation, the Investigating Officer will submit their findings to an Appeals Panel, together with a recommendation as to whether it should be upheld or refused and what adjustments should be made to the student's record.
- 4.4 The Investigating Officer will be drawn from a list of Investigating Officers kept by the Head of Standards and Enhancement: Taught Provision.

## 5. Appeals Panel

### 5.1 Taught programmes

- 5.1.1 An Appeals Panel will meet normally within thirty calendar days of the published deadline for the receipt of appeals (see section 3.1) to consider a student appeal and the recommendation of the Investigating Officer. An Appeals Panel will consist of:

At least two members of academic staff drawn from a list kept by the Head of Standards and Enhancement: Taught Provision;

The Head of Standards and Enhancement: Taught Provision (or a nominee) to act as Officer to the Panel and to advise on regulatory and procedural matters.

- 5.1.2 The members of academic staff appointed to the Appeals Panel will not } [ { æ | Á @ ç ^ Á ^ ^ } Á ç [ | ç ^ á Á Á @ Á ç á ^ } ç Á ç ] ^ æ É Two members of academic staff will need to attend in order for the meeting to be quorate.
- 5.1.3 Students will not normally be expected to attend the Appeals Panel, but their attendance may be requested by the Appeals Panel, should the Appeals Panel deem it necessary. If a student is unable or unwilling to attend, the appeal will still be considered in their absence and non-attendance on the part of the student will not normally be a valid reason for requesting a review of the Ç ] ^ æ Ú æ ^ | ç Á ^ & ç á } Á ç ^ Á ^ [ , É ^ & ç } Á D Ä





**8. Adjustments to a student profile following a successful or partially upheld appeal**

- 8.1 Successful appeals will not normally result in the award of additional marks for an assessment unless the Appeals Panel determines that the work submitted should be re-marked, in which case the mark may go up or down, depending upon the academic judgement of the assessors. Re-marking will follow standard University procedures and regulations.
- 8.2 In rare cases where a student has successfully appealed an assessment that they passed, the student will normally be given the choice to retain their original mark or undertake re-assessment. If re-assessment is undertaken, the mark for the re-assessed work shall stand, even if it is worse than the mark originally achieved.



<b>APPEALS REGULATIONS AND PROCEDURES</b>	
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