



# 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



### **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 members shall normally start at the beginning of an academic year.

**21.** The Committee shall meet at least once annually to consider matters of policy as well as the anonymised range of cases and outcomes it has considered in the previous period. The quorum for the Committee is 8, including the Chair; the Committee shall be supported by the Clerk and Secretary to the Academic Appeals Committee. A summary of this meeting and other key matters for discussion shall be submitted in an annual report to Senate.

**22.** A Panel of the Committee is convened to consider Stage One Appeals. A quorate Panel shall consist of at least three members, including a Chair and normally at least one Professor. A Secretary shall be appointed by the Clerk and Secretary to the Academic Appeals Committee to assist the Panel.

### **Early resolution**

**23.**

c) That

**32.** On completion of the investigation, the Investigators may uphold the appeal and make recommendations to resolve it, may dismiss the appeal, or may refer the appeal to an Academic Appeals Panel, if they determine it requires further consideration. The decision of the Investigators will be considered by the Chair or a Vice Chair of the Academic Appeals Committee, and either ratified or varied, in consultation with the Investigators.

**33.** The decision of the Investigators shall normally be communicated in writing, within 30 working days of their receipt of the appeal.

Academic Appeals Panel

**34.**

that sufficient evidence remains that the appeal warrants further consideration;

- b) That there is evidence of a procedural

## **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*

- x 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*

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