



UCFB|GIS*

Academic Appeals Policy

Owner:	Head of Academic Quality
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(see the Academic Integrity and Academic Misconduct Policy)

- x Appeals against decisions taken under disciplinary proceedings (see the Sexual Violence and Misconduct Policy and UEL Non-Academic Misconduct Policy)

3.7 Depending on when an appeal form is received by the UEL Complaints & Appeals team at UEL, it may not be possible for the student to continue their studies in the current academic year if too many teaching weeks have been missed. If the re-enrolment deadline has expired, the right to return will be determined by the Chief Operating Officer at UEL. In some cases, students may be required to defer their studies to the next academic year.

4. Equality Issues and Reasonable Adjustments

4.1 This Policy is neutral in terms of equality-related issues.

4.2 This Policy is intended to be clear, transparent accessible and fair to all parties. UFCB|GIS will ensure any students who have protected characteristics under the Equality Act 2010 are not treated less favourably when accessing the applicable academic appeals procedure for that student.

4.3 Students may raise issues which may also be covered by different UFCB|GIS policies. UFCB|GIS have discretion to decide how to progress matters in the best interests of all parties, including deciding which matter and procedure should take precedence or whether interlinked matters can be considered under one or more of its policies.

4.4 In the case of a student with additional needs, reasonable adjustments can be made to avoid them being treated less favourably. This may include holding meetings remotely. Any student who wishes to a seek reasonable adjustments should discuss their needs with UFCB|GIS who will seek to refer the student to appropriate support or put in place appropriate adjustments.

5. Grounds for Appeal

5.1 There are limited grounds on which an academic appeal can be considered, which may include any of the following:

- x There is clear evidence of a significant administrative error on the part of the institution or in the conduct of the assessment/examination and that this accounted for your performance.
- x The assessment had not been conducted in accordance with the approved regulations for the course of study.
- x If some other material irregularity had occurred in the procedures of the relevant Board.
- x There is evidence that the student that e9.065 0

decision at the time as to whether to attempt an assessment or to

submitted under the correct procedures, falls within the grounds upon which an appeal may be made, and is submitted within the deadline and is in the required format. This should be completed by the UEL Complaints & Appeals team **within 10 working days** of receipt of the academic appeal.

6.4 This process may result in:

- x the student being referred to a different procedure.
- x the academic appeal proceeding to formal consideration.
- x the academic appeal being rejected because it is not made under the permissible grounds or is out of time.

6.5 Where some parts of the student's academic appeal fall outside the permissible grounds, this will be explained to the student. There will be some cases where an appeal relates to external assessment by a

~~Professional Services and Regulatory Affairs (01181979205900) (t: 362157122) (R) 832 (\$~~

b) Contain a brief summary of the grounds of appeal, including as appropriate:

- x any respects in which it is alleged that the assessment failed to accord with the regulations pertaining to the course (identifying the regulation(s) which has/have allegedly been breached), or the nature of the material administrative error or other material irregularity relevant to assessment which has occurred;
- x evidence, other than the personal testimony of the student, in corroboration of the factual basis of the appeal, or indicate how such corroboration will be provided;
- x clarity of the nature of the revised outcome sought.

7.5 On receipt of a valid notice of appeal, the UEL University Secretary (or nominee) will check to establish if the grounds for an appeal are met as follows:

- x Were the relevant procedures followed during the formal stage?
- x Was the outcome reasonable in the circumstances?
- x Has the student received clear reasons why the academic appeal w(a)3.9 (d)-10.9 (rr)3.9 (s)2.5(p)3(c)-4.2 (l)1.4/MCID .2 (l)-5 (a)3tc.9 (n)-5.1 (a (t)-6.2 (h)

- 8.3 The Academic Appeals Panel shall be entitled to call witnesses on its own initiative and to call further, relevant documentation.
- 8.4 The appeal shall be heard only on the grounds stated in the notice unless the Academic Appeals Panel decides otherwise. In the latter event, either the student or the relevant Board shall be entitled to request an adjournment appropriate to the requirements of the new grounds to check and share the evidence. If the adjournment will result in the appeal going into another day, the chair can take the decision to make a referred decision and notify the parties of the decision in writing.
- 8.5 Each party shall have the right to receive a copy of any written submission that is made on the part of the other **within 7 working days** of the panel.
- 8.6 The student shall be invited to provide details of any reasonable adjustments which may need to be made for the hearing to accommodate the appeal if they have a declared disability.
- 8.7 Where there is a clear justification for doing so e.g., where travel costs are prohibitive or the students' mode of attendance makes attendance in person difficult, a request to conduct the Panel remotely can be considered. The Chair of the panel will have the final say on whether the panel can be convened online.
- 8.8 If the student does not appear at the date and time scheduled for the hearing, the Academic Appeals panel shall consider whether any reasons advanced for non-attendance are valid, and:
- x if members so judge, adjourn proceedings to a later meeting;
 - x if no reasons are provided, or if they are judged invalid, proceed in the student's absence.

9. Outcome of the Appeal Panel

- 9.1 The Academic Appeals Panel shall have the power to either:
- a) Null and void previous attempt/s
 - b) To dismiss the appeal
- 9.2 The Academic Appeals Panel shall state the grounds on which it has reached its decision and what matters it requires the relevant Board to consider further. The Academic Appeals Panel may make recommendations, providing these are not academic judgements and that all reasons for the recommendations are given.
- 9.3 The Academic Appeals Panel shall consider whether, in consequence of any decision made in accordance with this policy, any decision of the Progression Board should be reviewed.

- 9.4 The decision of the Academic Appeal Panel is final and there shall be no further appeal against this decision.
- 9.5 If an academic appeal is not upheld, this will be communicated to the student in writing by the issue of a Completion of Procedures letter as soon as possible and within 28 days.
- 9.6 The Completion of Procedures letter will include a clear explanation and outline the reasons for the decision. The decision should also advise the student about:
- x Their right to submit a complaint to the Office for the Independent Adjudicator for Higher Education (OIA) for review.
 - x The time limit for doing so.
 - x Where and how to access advice and support.

10. Office for the Independent Adjudicator for Higher Education (OIA)

- 10.1 In the event that the appellant remains dissatisfied with the final outcome after the internal procedures have been completed, they may lodge a request for external review directly with the Office of the Independent Adjudicator for Higher Education (OIA).
- 10.2 Any request for review to the OIA must be submitted **within 12 months** of the Completion of Procedures letter being received by the student. The OIA will not usually review complaints which have not been considered by the UCFB|GIS.
- 10.3 The Office of the Independent Adjudicator for Higher Education may be contacted via:

Tel: 0118 959 9813 Th O 84d- O TdH1 AMC()T.OO6 200 AMCID 24ET/Artifact BM.OO2 TM

