Academic Appeals Procedure

Version Number 4.7

Effective from 8 October 2026

Academic Quality Manager

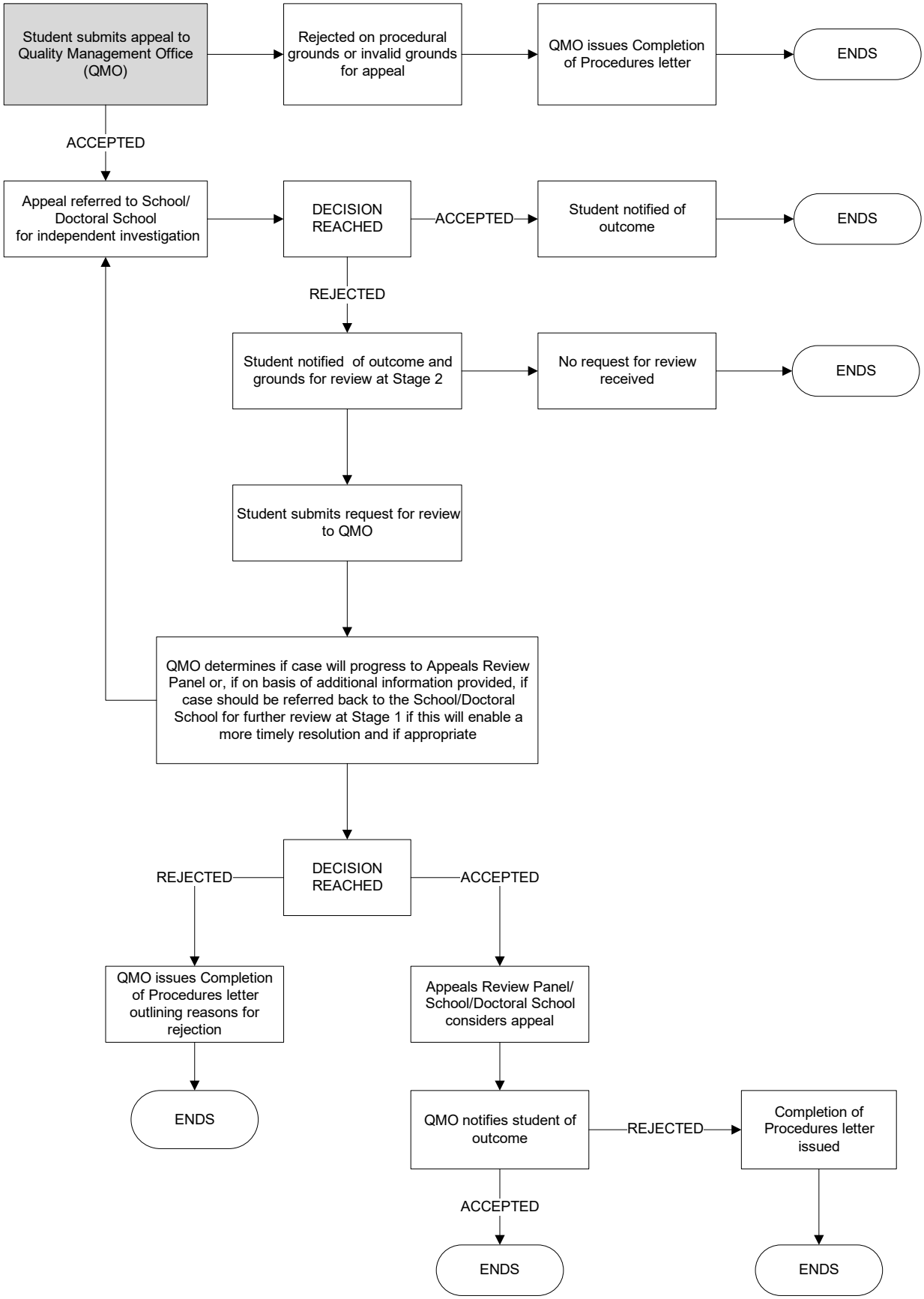
Quality Management Office

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1.0 Flowchart – Academic Appeals Procedure



2.0 What is the purpose of this Procedure?

This Procedure explains the valid grounds for an academic appeal (subsequently referred to as an appeal in this document), the procedure that will be followed to consider an appeal and the status of a student during the appeal process.

3.0 What does this Procedure cover?

An appeal is a request for a review of a decision made by the Assessment Board (this includes decisions made by a Module or Programme Assessment Board or an independent assessor linked to an apprenticeship programme) or the Postgraduate Research Award Board charged with making decisions about student assessment, progression or award, including decisions reached by the Programme Assessment Board relating to the award of APL for credit.

The University does not verify behaviours where there is an Apprenticeship Assessment plan (rather than an End-Point Point Assessment Plan). Verification of behaviours is the employer's responsibility. Apprentices cannot appeal to the University if an employer has not verified their behaviours. If the apprentice has concerns, they should raise these with their employer in the first instance. The final route to escalate concerns regarding the employer is through the DfE see Complain about a further education college or apprenticeship.

4.0 Who does this Procedure apply to?

This Procedure applies to all students registered at the University of Salford, including those following University of Salford programmes at collaborative partner institutions (with the exception of the British University of Bahrain (BUB)) or to those individuals who have recently finished their studies, as long as appeals are raised within the timeframes specified in the Procedure. Students at BUB should refer to the Academic Appeals Procedure in place at BUB.

5.0 What is the difference between an appeal and a complaint?

An appeal differs from a complaint. Appeals and complaints are considered under different Procedures.

An appeal is a mechanism to request a review of a decision reached by an Assessment Board if specific grounds are met.

For integrated apprenticeships, an appeal is a mechanism to request a review of a decision reached by an Independent Assessor on the End Point Assessment decision if specific grounds are met.

A complaint is defined as an expression of dissatisfaction by one or more students about the University's action or lack of action, or about the standard of service provided by or on behalf of the University.

6.0 Where can I get advice and information?

Independent advice about the Academic Appeals Procedure is available from the Students' Union Advice Centre. For further details see https://www.salfordsu.com/advice/advice-centre/.

Frequently asked questions are available at: https://www.salford.ac.uk/askus/topics/admin-essentials/academic-appeals

General information on the operation of the Procedure is available from the Quality Management Office academicappeals@salford.ac.uk or askUS askus@salford.ac.uk.

7.0 Can someone else make an appeal on my behalf?

Appeals by third parties (including parents, guardians and friends) will only be dealt with through the Procedure where a consent form is completed. You can give authority for a third party to pursue an appeal on your behalf by completing the third party consent form and send this to the Quality Management Office at academicappeals@salford.ac.uk.

8.0 What if I have disability and need reasonable adjustments to enable to me engage with this Procedure?

If you have individual needs and require reasonable adjustments, these may be made to the process. Please contact the Quality Management Office.

9.0 What do I need to know about my personal data?

You can find more information about how the University will use information you provide with your appeal under Student Facing Policies and Procedures.

10.0 What standards of behaviour does the University expect from individuals using the Procedure?

The University expects you to comply with the standards of behaviour set out in the Student Code of Conduct at all times this includes during the appeals process. Where students (or third parties/supporters) demonstrate behaviour deemed to be aggressive, offensive or abusive during this process, consideration of an appeal may be terminated.

11.0 On what basis or grounds can I submit an appeal?

An appeal can be submitted on one or more of the following grounds:

i. exceptional circumstances where, for good reason, the Assessment Board was not made aware of a significant factor relating to your assessment through the Exceptional Circumstances Procedure when it made its original decision (for students on taught programmes only);

ii. exceptional circumstances affecting assessment candidates, which for good reason, have not been notified to the University through routes outlined in the Code of Practice for the Conduct of Postgraduate Research Degree Programmes (for students on postgraduate research programmes only);

iii. that there has been a procedural irregularity in the assessment process;

iv. that the Assessment Board/Postgraduate Research Award Board has acted in a way which is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. the decision was not a possible conclusion that a similar meeting of the Assessment Board/Postgraduate Research Award Board might have reached.

12.0 What do I need to know about fit to sit?

By attending an assessment or submitting a piece of coursework, you are declaring that you are fit and well enough to take assessments, so you are deemed to be 'fit to sit or submit'. As such, you cannot submit an appeal based on Exceptional Circumstances (EC) on the basis that your standard of performance in the assessment has been affected by ECs.

Exceptionally, where you are unable to determine if you were fit to sit/submit an assessment and have done so, you can submit an appeal based on Exceptional Circumstances (EC) to ask that the assessment attempt should be considered as a non-submission or absence. This would normally be limited to situations where you were so unwell or so severely affected by your circumstances that you were unable to recognise or determine your own ill health, and medical documentation would need to be provided to confirm this.

13.0 What can't be considered through the Procedure?

This Procedure **cannot** be used to bring complaints related to teaching, supervision or services. These must be raised at the time when they occur and through the appropriate channels e.g. programme/module leader, personal tutor, supervisor, Staff-Student Committee or the Student Complaints Procedure.

Disagreement with the academic judgement of the Assessment Board or the Postgraduate Research Award Board in confirming marks, grades or recommendations of examiners for assessments does not constitute valid grounds for appeal. The University defines academic judgement as 'a judgement that is made about a matter where only the opinion of an academic expert will suffice'[1].

Appeals against decisions reached through other Procedures cannot be re-considered through this Procedure.

[1] OIA (2013) retrieved 4th December 2012 from http://www.oiahe.org.uk

Late notification of self-certification claims does not constituent grounds for appeal.

14.0 What if a group of students wishes to make an appeal on the same issue?

Where an appeal is raised by a number of students it can be dealt with as one collective appeal in the following circumstances:

i. the names of all students who wish to bring the appeal forward as disclosed to the University on a Group Appeal Form;

ii. the case is conducted through a lead student to facilitate the progress of the appeal.

15.0 The Appeals Process – Stage 1

15.1 What should I do before submitting an appeal?

Before initiating an academic appeal, you are advised to discuss any concerns about results or decisions with an appropriate member of staff (e.g. relevant module leader/programme leader/supervisor). If it has not been possible to resolve any concerns via this route, then you may submit an academic appeal. It is important for you to note the timescale for submission of an appeal as appeals submitted outside of the timescale, without good reason, will not be considered.

15.2 How do I submit a stage 1 appeal?

You must complete a stage 1 academic appeal form and provide evidence. You are required to:

i. specify which of the permitted grounds your appeal relates to;

ii. state the decision or outcome of the Assessment Board /Postgraduate Research Award Board against which you are appealing;

iii. state the reason for your appeal and a rationale;

iv. provide appropriate evidence to support your appeal (Appendix A provides indicative guidance about the types of evidence that may support exceptional circumstances) and provide evidence in English, or with a translation if evidence is provided in another language;

vi. provide a copy of the relevant Assessment Board results letter or Postgraduate Research Award Board letter;

vii) state the outcome you are seeking from your appeal.

15.3 What evidence should I provide?

The evidence provided must be proportionate to your appeal request. Evidence must support the circumstances described in your appeal, cover the time period affected

and the timing of the assessment. If you are submitting an appeal on the basis of exceptional circumstances but did not engage with the EC Procedure at the time of the assessment, a rationale and evidence to support your case must be made.

If you are using evidence which relates to a third party, you must confirm that you have sought permission to use this on the appeal form.

If your appeal is submitted beyond the published timescale, a rationale and evidence must be provided to explain why you could not engage with the process within the published timescale.

If concerns arise regarding the authenticity of evidence provided to support an appeal, the University reserves the right to check the authenticity of such evidence with the identified originating source.

The University will not normally accept the use of covert audio or video recordings (recordings made without the knowledge of another individual) as evidence to support a case.

15.4 What is the deadline to submit my appeal?

You must submit your appeal within **15 working days from the date on your results letter**. If you are on an interruption of study and wish to submit an appeal, you should still submit your appeal within this deadline.

If your appeal is submitted after this deadline, an explanation must be provided, along with evidence to support your explanation. For example, if you were in hospital and were unable to meet the deadline, evidence of your stay in hospital is required.

15.5 How is my appeal reviewed?

Appeals falling into any of the following categories will not be considered a Completion of Procedures letter will be issued:

i. Appeals submitted more than 15 working days after the deadline where no good reason for the delay has been provided;

ii. Appeals that do not state one or more of the specified grounds for appeal, including those based on academic judgement or raise matters that should be considered under the Student Complaints Procedure);

iii. Appeals that do not provide evidence to support the grounds and circumstances outlined in the appeal;

iv. Appeals which seek an outcome that is not possible through the Procedure.

15.6 What happens at stage 1?

If your appeal is accepted for further consideration, this will be sent to your Faculty (if you are on a taught programme) or the Doctoral School (if you are on a research programme) for investigation and review. For students on a research programme, the supervisory team will normally be informed that an appeal has been received.

The review will be undertaken by someone independent from the programme team. The Faculty/Doctoral School will review your appeal within 20 working days reaching one of the following outcomes:

- uphold or partially uphold the appeal;
- reject the appeal.

Your Faculty (or the QMO in the case of appeals from PGR students) will write to you to inform you of the outcome, normally within 6 weeks. In cases where the appeal is rejected, a rationale will be provided. QMO is required to keep a record of all appeal outcomes for monitoring purposes.

Where an appeal is upheld or partially upheld there are limited outcomes that can be reached, and these are most likely to include:

- **the offer of a further (replacement) assessment attempt** - where a student is granted a replacement assessment attempt, any mark previously achieved for the original assessment shall be rendered void and shall not contribute to the final outcome. The mark awarded for the replacement attempt shall stand, irrespective of whether it is higher or lower than the original mark.
- **removal of late submission penalties** where these have been applied;
- **resolution of any errors in mark calculation**.

It is not possible to amend marks or degree classifications on the basis of exceptional circumstances.

Information you provide may be shared with relevant support services for the purpose of providing you with appropriate support and guidance. Please note that any disclosures of risk to yourself will be shared with the Wellbeing and Counselling service to ensure that the University can act in your best interests.

16.0 The Appeals Process – Stage 2

16.1 What if I am dissatisfied with the stage 1 outcome?

If you are dissatisfied with the outcome reached at stage 1, you may request a review of the decision at stage 2. Stage 2 may only be invoked when stage 1 has been completed. No new issues may be introduced at stage 2.

16.2 How do I submit a stage 2 appeal?

Your stage 2 request must be submitted using the stage 2 appeal form. You are required to:

- state the ground(s) on which your request is based (see 16.3 below) and provide a rationale;
- provide any relevant evidence.

16.3 What are the grounds for review at stage 2?

The grounds for review are:

A. New and relevant evidence is available that could not reasonably have been provided earlier.

B. There was a significant error or defect in the procedure that may have affected the outcome, including the reasonableness of the outcome.

16.4 What is the deadline to submit a stage 2 appeal?

You should send your stage 2 form to the Quality Management Office **within 10 working days from the date on the stage 1 response**.

16.5 What happens after I submit a stage 2 request?

On receipt of a request for review, the Director of Academic Quality (or nominee) will review your stage 2 request, normally within 15 working days, to determine whether the request for further review is valid, based on the grounds for review stated in section 15.3. Additional information may be sought from your Faculty/Doctoral School, if required, to assess the case. On the basis of additional information received at stage 2

- the Faculty/Doctoral School may be asked if they wish to reconsider an appeal again at stage 1 in the first instance if this will enable more timely resolution for you;
- your case may be referred to an Appeals Review Panel;
- if your appeal does not meet grounds for further consideration, a Completion of Procedures letter will be issued (see 16.0).

16.6 What happens at an Appeals Review Panel (students on taught programmes)?

If there are valid grounds, appeals relating to undergraduate and postgraduate taught programmes will be considered by an Appeals Review Panel consisting of:

i. A senior member of academic staff (as Chair) from a Faculty other than that in which your programme is located;

ii. One member of academic staff who is from a Faculty other than that in which your programme is located;

iii. A nominee of the Students' Union.

An officer from the Quality Management Office will provide administrative support (the Panel Secretary). You will be invited to attend the meeting along with the relevant Dean of Faculty (or nominee). Meetings will normally be scheduled within 15 working days of a request for review being confirmed. Copies of relevant documentation will be made available to all parties, normally 5 working days in advance of the meeting. The Procedure followed during a meeting is included in Appendix B.

16.7 What happens at an Appeals Review Panel (students on research programmes)?

Appeals relating to research programmes will be considered by an Appeals Review Panel consisting of:

i. Two academic members of staff who have been part of a supervisory team for a research award over the past three years (members must not include the your supervisor or be a member of your supervisory team), one of whom will be nominated as Chair;

ii. A nominee of the Students' Union.

An officer from the Quality Management Office will provide administrative support (the Panel Secretary). You will be invited to attend the meeting along with the relevant Dean of Faculty (or nominee). Meetings will normally be scheduled within 15 working days of a request for review being confirmed. Copies of relevant documentation will be made available to all parties, normally 5 working days in advance of the meeting. The Procedure followed during a meeting is included in Appendix B.

In the case of research programmes which have a significant taught component (e.g. MRes, DProf), if the appeal relates to the taught element of the programme, the appeal will be considered by the Appeals Review Panel for Taught Programmes. If the appeal relates to the research element of a programme it must be considered by the Appeals Review Panel for Research Programmes.

16.8 What decisions are made by the Appeals Review Panel and what is the process?

The Panel will make one of the following decisions:

- uphold or partially uphold the appeal and determine the ground(s) on which the appeal is upheld;

- reject the appeal.

If upheld or partially upheld, the Board will then determine an appropriate outcome (see 14.6).

If your appeal is rejected, a Completion of Procedures letter will be issued with a rationale to explain why your appeal was rejected.

The Panel Secretary will write to you to advise of the outcome within 5 working days.

If your appeal is upheld, the Panel will refer the matter back to the Assessment Board, Postgraduate Research Award Board or Independent Assessor (integrated apprenticeships) with a rationale for its decision.

It is the responsibility of the Assessment Board or Postgraduate Research Award Board to notify you of the outcome once the matter has been considered by the Board or Independent Assessor (integrated apprenticeships)

In cases where the Board must reconsider its decision, this will be considered either at its next meeting or through Chair's Action after appropriate consultation (including the Independent Assessor for integrated apprenticeships). Once the Assessment Board or Postgraduate Research Award Board has met, you will receive confirmation of the outcome.

In the case of research awards, where appropriate, the Postgraduate Research Award Board may refer the matter back to the original examiners or may have to appoint new examiners to re-assess a thesis; the examiners would then make further recommendations to the Postgraduate Research Award Board.

16.9 What will happen if a serious error or irregularity is found?

The Appeals Review Panel may request an investigation through the Quality Management Office if the Panel finds that there has been serious administrative error, non-observance of regulations or and irregularity by an Assessment Board, Postgraduate Research Award Board, or Independent Assessor (integrated apprenticeships). Where deemed appropriate by the Quality Management Office, the matter shall form the subject of a report to the relevant academic committee with recommendations for remedial action.

17.0 What if I'm dissatisfied with the University's final decision?

If your appeal is not upheld, you will receive a "Completion of Procedures Letter" when you have reached the end of the process and there are no further steps which can be taken internally within the University. If an appeal is not upheld, the University will issue a Completion of Procedures Letter automatically. If an appeal is upheld or partly upheld, you can ask for a Completion of Procedures letter.

The ‘completion of procedures’ letter will explain that if a student remains dissatisfied at the conclusion of the University’s internal appeals procedure, you may ask the Office of the Independent Adjudicator for Higher Education (OIA) to review the appeal outcome. This will require completion of an OIA scheme application form upon receipt of the ‘completion of procedures’ letter. The scheme application form must be submitted within 12 months of the date that the completion of procedures letter was issued. The OIA website provides further information regarding the scheme and its eligibility criteria.

Independent advice about submitting a complaint for review to the OIA is available through the Students’ Union.

18.0 What do I need to know about attendance at meetings?

You are encouraged to attend meetings convened under this Procedure.

You may be accompanied by a supporter or representative and that individual may speak on your behalf. The supporter/representative must not be someone who has been suspended or excluded from the University for any reason and the supporter must be willing to act in that capacity. It is your responsibility to relay all relevant communications under the Procedure to your supporter/representative. You must advise the University of the name of your supporter prior to a meeting.

You are responsible for paying the costs of attendance at meetings. The University will not reimburse any costs. You are also responsible for paying any costs incurred by your representative/supporter.

Virtual attendance through Microsoft Teams or other technology may be considered if 5 working days’ notice is provided.

If, for good reason, you or the Dean of School (or nominee)/representative from the Doctoral School is unable to attend a meeting/hearing under the Procedure, then either party may request that the meeting is deferred until a later date. Alternatively, you may request permission for your representative to attend the meeting to present the case on your behalf. Where a representative is attending a meeting on your behalf, the meeting will only be required to consider the representations made by your representative during the meeting and written information provided before the meeting. Any representations made by you after the meeting cannot be considered.

If you or the Dean of School (or nominee)/representative from the Doctoral School is unable to attend a meeting held under this Procedure, without providing good reason in advance, the Chair may decide that the meeting may proceed in your/their absence. In this instance, the appeal will be considered on the basis of the evidence available at the time of the meeting.

19.0 Can I record meetings held through this Procedure?

The audio recording of meetings/hearings held under this Procedure is prohibited, subject to such reasonable adjustment as may be agreed by the University where required under the Equality Act 2010. Notes from meetings will be provided.

20.0 Can I attend my graduation ceremony whilst my appeal is under review?

If you are appealing a decision which relates to a final award you may be able to attend a graduation ceremony where an award has already been confirmed. Attendance shall not prejudice the appeal. Subsequently, if the outcome of the appeal permits you to receive a different classification of degree or a different award, and you have received your certificate, you will be required to return any original award certificate obtained before receiving a revised award certificate.

21.0 What is my student status during an appeal?

If the appeal outcome you are seeking on a taught programme is progression to the next level/stage of your programme, temporary progression may be granted by your Faculty to ensure you are not disadvantaged. This will only be possible where, through an accepted appeal, you meet the requirements for progression laid out within the Academic Regulations for Taught Programmes and the appeal is received before the deadline for completion of registration. Upon receipt of appeals which request progression to the next level/stage of a programme, the QMO will notify the Faculty of this request to enable the Faculty to reach a decision on temporary progression. The Faculty is responsible for ensuring that you have access to the appropriate timetable and Blackboard access. Attendance at the next level or stage while an appeal is being heard cannot form the basis for a claim that you have been permitted to progress onto the next level or stage.

It is your Faculty's responsibility to counsel you if you are permitted to temporarily progress to ensure that you understand your academic and assessment position. It is your responsibility to seek advice about funding eligibility if you temporarily progress.

Where you are permitted to temporarily progress, pending the outcome of an academic appeal, assessment may be completed and marked, and feedback shall be given. However, marks will not be ratified by a Module Board while the appeal remains under consideration. Where the appeal is upheld and you are permitted to progress and register on the next level or stage, the marks obtained pending the outcome of the appeal should be ratified by a Module Board in the normal way. Where the appeal is dismissed, any marks obtained pending the outcome shall be declared null and void. You will then be required to fulfil any outstanding credits in accordance with the original decision of the Programme Board.

22.0 What if I am appealing against a decision to withdraw me from my programme?

If you are appealing against a decision requiring you to withdraw from your programme because of academic failure, you must withdraw pending the outcome of the appeal. If your appeal is successful, you shall be permitted to undertake further assessment(s) at the next specified assessment period.

23.0 What if a post-holder specified in this Procedure is unable to take action?

If any post-holder of the University who is specified in this Procedure (the Specified Post-holder) for any reason declines, fails or is unable to take action that is their responsibility under this Procedure, then Director of Academic Quality is able to approve the appointment of a substitute who will be as close as possible to the specified post holder in terms of their position within the University.

24.0 Related Documentation

- Frequently Asked Questions – Academic Appeals
- Academic Regulations
- Assessment and Feedback Policy
- Assessment Boards for Taught Programmes Policy
- Exceptional Circumstances Procedure
- Student Complaints Procedure

25.0 Appendices

Appendix A: Evidence for Exceptional Circumstances
Appendix B: Procedure to be followed during a stage 2 appeal panel
Appendix C: Document Control Information

APPENDIX A: Evidence for Exceptional Circumstances

This guidance provides examples of evidence that may support an Exceptional Circumstances (EC) request. The examples are not exhaustive. If your circumstances are not listed, you should still submit an EC request and provide the most appropriate evidence available.

EC requests are considered on a case-by-case basis, taking into account the nature, severity and timing of the circumstances, together with the quality of the supporting evidence provided.

All evidence should be submitted in English, or in the original language and a translation provided.

Acute Short-Term Illness/Medical Issue

Examples of acceptable evidence:

- Letter from a doctor or counsellor
- Proof of attendance at a hospital, walk-in centre, or similar healthcare service
- Evidence from another appropriate healthcare professional

Bereavement

Examples of acceptable evidence:

- Letter from a doctor, counsellor, religious leader, or other professional
- Death certificate
- Order of service

Problems at Home

Examples of acceptable evidence:

- Letter from a doctor or counsellor
- Letter from an independent professional such as a social worker, support worker/adviser

Victim of Crime

Examples of acceptable evidence:

- Police report
- Crime reference number
- Official witness statement or report

Personal Matters

Examples of acceptable evidence:

- Letter from a doctor or counsellor
- Proof of attendance at a hospital or healthcare service

Caring Responsibilities

- Letter from a doctor or other professional confirming caring responsibility
- A local authority carers' assessment.

- A DLA letter
- Carer Allowance documentation from DWP
- A letter from a counsellor / support worker or an organisation such as the Carers Trust, a local Carers Centre

Housing Problems
Examples of acceptable evidence:

- Evidence from an independent professional
- Debt or arrears letters
- Tenancy agreement
- Correspondence from a landlord, housing provider or local authority

Natural or Environmental Events
Examples include severe weather, flooding, wildfire, earthquakes or other significant disruptions.

Examples of acceptable evidence:

- News or media reports
- Meteorological Office reports or alerts
- Evidence of disrupted travel arrangements

What Counts as Good Evidence?
Good evidence should:

- Be relevant to the circumstances described.
- Confirm the timing of the events concerned.
- Explain, where possible, how the circumstances affected your ability to complete or attend an assessment.
- Be from an independent and reliable source.

APPENDIX B: Procedure to be Followed by the Stage 2 Appeal Review Panel

The Panel will undertake to conduct a fair and proper hearing and consider all relevant information. The following process will normally be followed during the meeting:

1. The Chair will ensure that introductions are made and the role of each person present is clear.
2. The Chair will invite the student to declare any matters which could impact on their participation in the hearing (e.g. ill health).
3. The Chair will outline the process which will be followed during the panel hearing.
4. The Chair will invite the student to outline the reasons for their appeal.
5. The Chair will invite the Dean of Faculty (or nominee)/representative from the Doctoral School to respond to any of the issues raised by the student.
6. Panel members may ask questions.
7. The student or Dean of Faculty (or nominee)/representative from the Doctoral School may call witnesses to present evidence.
8. The student or Dean of Faculty (or nominee)/ representative from the Doctoral School shall question their witness(es).
9. Any questions for the witness(es) shall be addressed through the Chair.
10. Witnesses withdraw once their evidence has been heard and there are no more questions.
11. Commentary deemed by the Chair to be irrelevant, frivolous or vexatious will not be heard and will not be recorded.
12. Both the student and Dean of Faculty (or nominee)/representative from the Doctoral School shall have the right to make final submissions to the Panel. The student will speak first, followed by the Dean of Faculty (or nominee)/ representative from the Doctoral School. No new information is permitted at this stage.
13. Both parties will be asked to withdraw whilst the Panel reaches a decision.
14. The standard of proof for the Panel when reaching a decision is on the balance of probabilities.
15. The decision of the Panel will normally be communicated orally to the student and Dean of Faculty (or nominee)/ representative from the Doctoral School when the Panel is re-adjourned after considering evidence. It will also be communicated in writing, normally within 5 working days. The written response shall state whether the appeal has been upheld, partially upheld or rejected. If the appeal is partially upheld or not upheld, the outcome letter will constitute a ‘completion of procedures’ letter.

Appendix C: Document Control Information

Revision History incl. Authorisation: (most recent first)			
Author	**Summary of changes**	**Version**	**Authorised & Date**
Annette Cooke	Clarification that apprentices can't use the Academic Appeals Procedure to appeal if an employer has not verified their behaviours	V4.7	Quality and Standards Committee September 2026
Annette Cooke	Appendix A (examples of evidence) presented in a more accessible way.	V4.6	Editorial update September 2026
Annette Cooke	Changes to grounds at stage 2 to offer greater clarity and accessibility and inclusion. Clarification that where a replacement assessment attempt is offered, this will replace the previous mark obtained	V4.5	Chair's Action on behalf of the Quality and Standards Committee Approved 2.12.25
Annette Cooke	Updated in light of change from PMC to EC agreed by QSC and other editorial updates	V4.4	Editorial update June 2023
Emily Armstrong	Inclusion of appropriate references to End Point Assessments and Independent Assessors	V4.3	Emma French Chair's Action on behalf of the Quality and Standards Committee XXXXX. Approved 19/09/2024
Annette Cooke	Removal of intention to appeal stage and a change to the deadline to submit an appeal from 10 to 15 working days.	V4.2	Chair's Action on behalf of the Quality and Standards Committee 9 May 2024
Annette Cooke	Clarification included on process for intention to appeal and that students at Bub must submit appeals to BUB,.	V4.2	Editorial update July 2023
Annette Cooke	Changes made to names of roles/Departments, clarity regarding fit to sit, updates matters which cannot be reviewed through this procedure and inclusion of a referral to support.	V4.1	Editorial update
Annette Cooke	Procedure re-presented in Q and A format, , statement about appeal outcomes included, Schools now responsible for issuing stage 1 appeal outcomes.	V4.0	SELTEC May 2021

Policy Management and Responsibilities:	
Owner:	This Policy is issued by the Head of Academic Quality who has the authority to issue and communicate policy on Academic Appeals and has delegated day to day management and communication of the policy to the Quality Standards Manager, Quality Management Office.

Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.
Author to complete formal assessment with the following advisory teams:	
Equality Analysis (E&D, HR)	
Legal implications (LPG)	
Information Governance (LPG)	
Student facing procedures (QMO)	
UKVI Compliance (Student Admin)	
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	
Review:	
Review due:	2026/27
Document location:	Academic Handbook / Student Facing Procedures
The owner and author are responsible for publicising this policy document.	