

## ACADEMIC APPEALS PROCEDURE

### **Purpose (a)(i)(m)(e) - QETQ**

1. The Academic Appeals Procedure is intended to allow students enrolled on undergraduate institutions to appeal their ratified academic results, as published by Assessment Boards, or circumstances relating to them.
2. The Academic Appeals Procedure comprises three stages: an informal stage for early resolution; a formal stage in which a panel of academics appointed by the Academic Registrar considers the appeal; and a review stage which a student may follow if they are dissatisfied with the outcome of their formal stage appeal.
3. The Academic Appeals Procedure operates in accordance with the Quality Assurance Agency (QAA) [UK Quality Code for Higher Education Advice and Guidance for Concerns, Complaints and Appeals](#) published in November 2018, and the





unbiased advice and guidance, as well as signposting to internal and external specialised agencies

Service and/or Student Services.

## **EARLY RESOLUTION**

**With fit to sit declaration**

25. A student should submit a formal stage appeal under this procedure where they have submitted work or attended an examination/presentation but subsequently wish to withdraw their appeal due to extenuating circumstances not known in advance which impacted their ability to make a rational decision about their fitness to sit at that time.

**FORMAL STAGE ACADEMIC APPEAL**

**Submitting a Formal Stage Academic Appeal**

26. The student must submit the completed Formal Stage Academic Appeal form and any supporting documents to OSACC within fifteen working days of the notification of the result or academic decision against which they wish to appeal. Appeals submitted after this deadline with good reason for the delay may still be considered. The student should contact OSACC immediately if they are unable to meet this deadline. The Academic Registrar or nominee will determine whether a late appeal can be accepted.

27. The Formal Stage Academic Appeal form is available on the [University of Suffolk website](#). The student must state the grounds on which they wish to appeal and must include all necessary supporting evidence and documentation. No evidence submitted can be anonymous.

**Grounds for Formal Stage Academic Appeals**

28. The grounds on which a formal stage appeal can be considered are:

- a. Procedural irregularity where the procedures and regulations of the University have not been complied with and where the validity of the academic result or decision has therefore been undermined;
- b. Extenuating circumstances where, for good reason, the Assessment Board was not made aware of a significant factor relating to the assessment of the student when it made its assessment.





to consider an appeal will result in the appeal being closed. A Completion of Procedures letter will not usually be issued.

41. Where an appeal has met the requirements as detailed in paragraph 36, the appeal will be



understanding English may be accompanied by an interpreter.

46. OSACC will provide the Panel with the documentation submitted by the student and any additional evidence gathered in accordance with paragraphs 31

- any other action to correct procedural irregularity, unfair treatment, prejudice or bias.

Recommendations may also be made by the Academic Appeals panel to an Assessment Board in relation to matters concerning any financial implications / penalties associated with a appeal.

54. The Chair of the Assessment Board will notify the student, in writing, of the decision of the Assessment Board and any appropriate action, along with the rationale for the decision, within

of the letter will be add (OASIS) for information.

55. A student who is not satisfied with the outcome of their formal stage appeal (whether or

the outcome was not reasonable in all the circumstances.

### **Supporting Evidence for Review Stage Academic Appeals**

59. Students should ensure they submit all appropriate evidence to support the stated grounds for their appeal. A non-exhaustive list of examples of acceptable evidence is set out in paragraph 34 above. The Academic Registrar or nominee has the right to request additional written evidence from the student and/or staff and to include such additional evidence as is deemed conducive to reaching a better-informed judgement.

### **Consideration of Review Stage Academic Appeals**

60. OSACC will acknowledge receipt of the review stage appeal and undertake an initial assessment in consultation with the Academic Registrar or nominee to check that the appeal meets at least one of the grounds in paragraph 58 and that the form is fully completed with

65. OSACC will send a copy of the review stage appeal form and supporting evidence submitted by the student along with the documentation submitted and considered at the formal

