



University of
Salford
MANCHESTER

Academic Appeals Procedure

Version Number 4.2

Effective from 1 August 2023

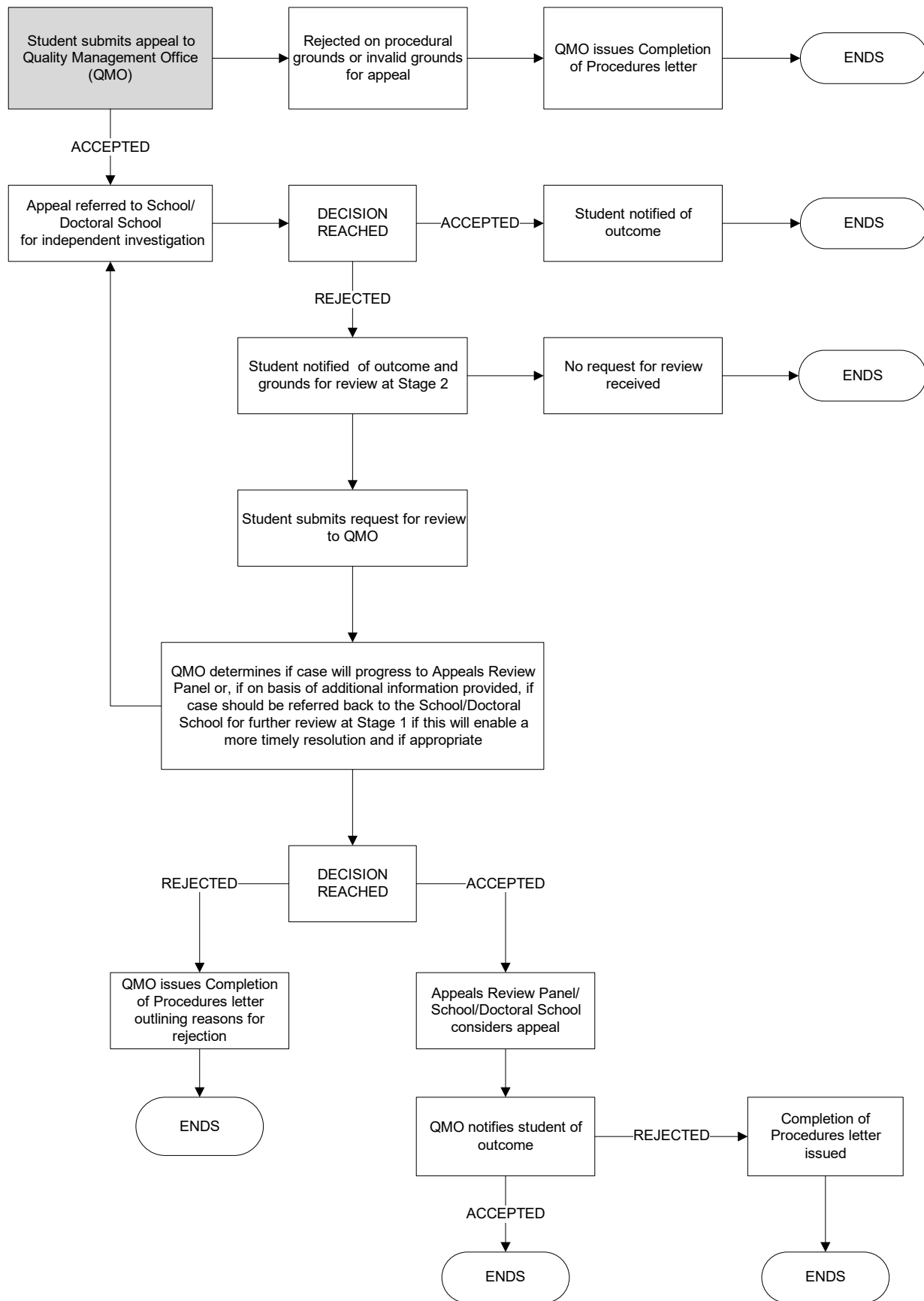
Quality Management Office

Table of Contents

1.0	Flowchart – Academic Appeals Procedure	4
2.0	What is the purpose of this Procedure?.....	5
3.0	What does this Procedure cover?	5
4.0	Who does this procedure apply to?	5
5.0	What is the difference between an appeal and a complaint?	5
6.0	Where can I get advice and information?	5
7.0	Can someone else make an appeal on my behalf?	5
8.0	What if I have disability and need reasonable adjustments to enable to me engage with this Procedure?	6
10.0	What standards of behaviour does the University expect from individuals using the Procedure?.....	6
11.0	On what basis or grounds can I submit an appeal?.....	6
12.0	What do I need to know about fit to sit?	7
13.0	What can't be considered through the Procedure?.....	7
14.0	What if a group of students wishes to make an appeal on the same issue?	7
15.0	The Appeals Process – Stage 1	8
15.1	What should I do before submitting an appeal?.....	8
15.2	How do I submit a stage 1 appeal?.....	8
15.3	What evidence should I provide?.....	8
15.4	What is the deadline to submit my appeal?.....	9
15.5	How is my appeal reviewed?.....	9
15.6	What happens at stage 1?.....	10
16.0	The Appeals Process – Stage 2	10
16.1	What if I am dissatisfied with the stage 1 outcome?	10
16.2	How do I submit a stage 2 appeal?.....	10
16.3	What are the grounds for review at stage 2?.....	11
16.4	What is the deadline to submit a stage 2 appeal?	11
16.5	What happens after I submit a stage 2 request?	11
16.6	What happens at an Appeals Review Panel (students on taught programmes)?.....	11
16.7	What happens at an Appeals Review Panel (students on research programmes)?	12
16.8	What decisions are made by the Appeals Review Panel and what is the process?	12
16.9	What will happen if a serious error or irregularity is found?	13
17.0	What if I'm dissatisfied with the University's final decision?.....	13

18.0	What do I need to know about attendance at meetings?	14
19.0	Can I record meetings held through this Procedure?	14
20.0	Can I attend my graduation ceremony whilst my appeal is under review?.....	15
21.0	What is my student status during an appeal?.....	15
22.0	What if I am appealing against a decision to withdraw me from my programme?.....	15
23.0	What if a post-holder specified in this Procedure is unable to take action?	16
24.0	Related Documentation	16
25.0	Appendices	16

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 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.

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. 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 <http://www.salfordstudents.com/advice>.

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 sending it to the Quality Management Office.

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 through your appeal [here](#).

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. During the appeals process, the University expects all parties to act reasonably and fairly towards each other and treat the process with respect. Where students (or third parties/supporters) demonstrate behaviour deemed to be aggressive, offensive or abusive during this process, consideration of appeals 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. personal mitigating circumstances where, for good reason, the Assessment Board was not made aware of a significant factor relating to your assessment through the Personal Mitigating 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 Personal Mitigating Circumstances (PMC) on the basis that your standard of performance in the assessment has been affected by PMC.

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 Personal Mitigating Circumstances (PMC) 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.

Late notification of self-certification claims does not constitute 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.

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

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 provided in section 13.4 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 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 personal mitigating 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 personal mitigating circumstances but did not engage with the PMC 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?

An appeal must be submitted within 10 working days from the date on your results letter. If full evidence to support the appeal is not available within 10 working days, you should submit a complete and submit a stage 1 academic appeal form along with your results letter within 10 working days from the date on your results letter, and then supply all remaining evidence, within 20 working days, again from the date of publication of results. 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.

15.5 How is my appeal reviewed?

A Quality Standards Manager (or nominee) will undertake an initial review of your appeal. Appeals which fall into the following categories will not be taken forward for further review and a completion of procedures letter will be issued:

- i. Appeals which are clearly out of time without good cause (i.e. submitted after the 10 working day deadline or when notification of intention to appeal is made within the 10 working day timescale but full information is submitted outside the 20 working day timescale);
- ii. Appeals which do not state one or more of the specified grounds for appeal (including those based on academic judgement and those which form the basis of a student complaint);
- iii. Appeals which do not provide evidence to support the case outlined in the appeal;
- iv. Appeals which request an outcome that is not possible through the Procedure.

Whilst recognising that all appeals need to be resolved within reasonable timescales, the Quality Standards Manager (or nominee) will identify any appeal which may need early consideration and take appropriate action, for example where the impact of the issues raised by a student within their appeal may have a detrimental effect on their mental health.

15.6 What happens at stage 1?

If your appeal is accepted for further consideration, this will be sent to your School (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 School/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 School (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;
- 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 personal mitigating 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:

- i. that there was a procedural irregularity at stage 1 of the Academic Appeals Procedure which has materially disadvantaged you;
- ii. the emergence of new and relevant evidence which, for good and reasonable cause, was not available during stage 1;
- iii. that evidence is available to show that the outcome reached at an earlier stage was manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar hearing or process of consideration might have reached.

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 5 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 School/Doctoral School, if required, to assess the case. On the basis of additional information received at stage 2

- the School/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 School other than that in which your programme is located;

- ii. One member of academic staff who is from a School 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 School (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 School (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 or Postgraduate Research Award Board 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.

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. 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 or Postgraduate Research Award Board. 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 twelve 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 School 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 School of this request to enable the School to reach a decision on temporary progression. The School 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 School'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](#)
- [Personal Mitigating Circumstances Procedure](#)
- [Student Complaints Procedure](#)

25.0 Appendices

Appendix A: Evidence for Personal Mitigating Circumstances

Appendix B: Procedure to be followed during a stage 2 appeal panel

Appendix C: Document Control Information

APPENDIX A: EVIDENCE FOR PERSONAL MITIGATING CIRCUMSTANCES

This table gives an indication of what may be required to support a PMC claim. It is not comprehensive and there will be PMCs which do not fall within the examples given. In such a case, students should still complete a form and supply appropriate evidence (where appropriate). PMC requests will be accepted or rejected depending on their nature, severity, timing and the cogency of the evidence. You must provide the most appropriate type of evidence for your circumstances.

	Self Cert Notification through online PMC form (no evidence needed)	Letter from Doctor or counsellor	Proof of attendance at hospital or similar	Letter/ evidence from independent professional	Debt letters	Tenancy agreement	Official witness report/ Police report	Death certificate/ order of service	News/ media report	Evidence of travel arrangements/ statement from independent 3rd party	Meteoro logical office/ News Report
All evidence should be submitted in English or in the original language with a translation provided											
Acute short term illness	✓	✓	✓	✓							
Medical Issue		✓	✓	✓							
Bereavement	✓	✓		✓				✓	✓		
Problems at home		✓	✓	✓							
Victim of crime							✓				
Personal Matters		✓	✓	✓							
Housing problems				✓	✓	✓					
Natural/ Environmental Matters (e.g. extreme weather conditions)									✓	✓	✓

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 School (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 School (or nominee)/representative from the Doctoral School may call witnesses to present evidence.
8. The student or Dean of School (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 School (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 School (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 School (or nominee)/ representative from the Doctoral School when the Panel is re-adjoined 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 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
Annette Cooke	Additional ground for appeal added for PGR students. Updates to terminology to reflect existence of Doctoral School. Clarity added in relation to standard of evidence to support an appeal and status of a student during an appeal. Change to the initial review process made and removal of guidance (to be included in a separate document)	V3.9	SELTEC May 2020
Annette Cooke	Updated to include reference to the Procedure covering decisions reached by the Programme Board relating to the award of APL for credit. Examination Boards replaced by Assessment Boards. Self-certification not appropriate ground for appeal.	V3.8	SELTEC May 2019
Annette Cooke	<i>Updated for 2018/19 and additional guidance provided where the School representative does not attend a meeting of the Appeals Review Panel</i>	V3.7	20 August 2018
Annette Cooke	<i>Clarification added regarding informal resolution at stage 2 plus update to process flowchart</i>	V3.6	Chair's Action taken on behalf of SELTEC 17/10/2017
Annette Cooke	<i>Annual update. Removal of second stage initial review process. Timescales expressed as working days.</i>	V3.5	21/7/2017
Annette Cooke	<i>Transferred onto new policy template form. Links updated.</i>	V3.4	25/06/2016
Richard Clemens	<i>Responsibility for review of stage 2 appeals updated.</i>	V3.3	15/06/2016

	<i>Amendment of the Appeals Review Panel order of proceedings to allow for the student and School to attend. Removal of gendered pronouns</i>		
Annette Cooke	<i>Policy updated to clarify process for submission of an appeal</i>	V3.2	24/11/2015
Annette Cooke	<i>Policy updated to reflect OIA's good practice framework for handling appeals</i>	V3.1	27/05/15

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)	<i>25 June 2016.</i>
Legal implications (LPG)	
Information Governance (LPG)	<i>Policy template advice</i>
Student facing procedures (QMO)	<i>Involved throughout development</i>
UKVI Compliance (Student Admin)	

Consultation:

Staff Trades Unions via HR	USSU consulted December 2022
Students via USSU	
Relevant external bodies (specify)	

Review:

Review due:	2023/24
Document location:	Quality Handbook

The owner and author are responsible for publicising this policy document.