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## Senate Regulation 10: Regulations governing academic appeals

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- 10.1 These Regulations apply to all students who wish to appeal against the decision of a Board of Examiners or another academic body responsible for decisions on student assessment, progression, and award.
- 10.2 A student may only appeal on the following grounds:
- (a) that there are or were circumstances materially affecting the student's performance, for which supporting evidence exists, which were not known to the Board of Examiners or other academic body at the time its decision was taken and which it was not reasonably practicable for the student to make known beforehand;
  - (b) that there were procedural irregularities in the conduct of examination or assessment procedures of such a nature as to create a reasonable possibility that the result may have been different if it had not occurred;
  - (c) that there is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.
- 10.3 An appeal which questions the academic or professional judgement of those responsible for assessing a student's academic performance or professional competence will not be permitted.
- 10.4 Where a student's appeal is based on mitigating circumstances as in 10.2(a) above medical certificates from a qualified medical practitioner or other independent documentary evidence must be provided to support the claim. The evidence supplied must be in English and where the original is in another language a certified copy in English must be submitted. Medical certificates or other documentary evidence should normally be submitted at the time of the illness or other circumstances. Retrospective evidence will be considered at the discretion of an Appeals Panel and students must provide an explanation as to why it was not possible to submit the evidence at the time. Panels will only accept evidence where it considers there was a good reason for it not to have been submitted at the appropriate time.
- 10.5 A student must submit an appeal on his or her own behalf. An appeal form with supporting evidence must be submitted to the Quality Office by published deadlines, or to the Director of Administration for the College of Medicine, Biological Sciences and Psychology for students registered on the MBChB.
- 10.6 Students wishing to appeal against a degree classification must submit notice of their intention to appeal to the Quality Office before the degree congregation at which their degree will be conferred.
- 10.7 It is a student's responsibility to submit an appeal by the given deadline. Appeals submitted after the deadline will be deemed to be out of time and will not be considered unless there is clear documentary evidence which the University accepts as demonstrating that a student was prevented from submitting the appeal by the deadline.
- 10.8 On receipt an appeal will be reviewed by the Quality Office to determine whether eligible grounds and supporting evidence have been presented. Where this is not the case the appeal may either be rejected or a request for further information or evidence made. In reaching its decision, the Quality Office may also request a report from the relevant department.
- 10.9 If it appears that the appeal has been made on one of the grounds specified in paragraph 10.2 above the Quality Office will obtain a report on the appeal from the relevant Head of Department or their nominee. This report, along with the student's appeal form and supporting evidence will be considered by the next available appeals panel. A copy of the departmental report will be provided to the student.
- 10.10 If on receipt of a copy of an appeal, a department considers that there is new evidence of either mitigating circumstances that were not known at the time for good reason or a procedural irregularity in light of which a Board of Examiners would have been likely to have reached a different decision it may request the opportunity to refer the student's case back to the Board of Examiners.

- 10.11 An appeals panel will comprise three members of the academic staff of the University drawn from the annual list nominated by Colleges and approved by the Academic Policy Committee. No member of the panel will be drawn from the student's own department(s) or have had previous involvement with the student.
- 10.12 A member of the Quality Office will serve as Secretary to each appeal panel. The student and department will be notified of the date on which an appeal will be considered.
- 10.13 All appeals are considered on the basis of documentation only, submitted by students and their departments.
- 10.14 Students and departments may not attend appeal panel meetings but will be notified in writing of the panel's decision within seven days of the date of its meeting.
- 10.15 After considering the evidence an Appeals Panel may decide in the case of undergraduate or taught postgraduate students:
- (a) To dismiss the appeal;
  - (b) To uphold the appeal and require the Board of Examiners or appropriate academic body to reconsider its decision taking into account such information or findings that the Appeals Panel deems appropriate.
- 10.16 After considering the evidence an Appeals Panel may decide in the case of a research student:
- (a) To dismiss the appeal;
  - (b) To uphold the appeal and recommend that the student be permitted to re-submit for the degree for which he/she was registered;
  - (c) To uphold the appeal and recommend that the student be permitted to re-submit for a master's degree;
  - (d) With respect to (b) and (c) above the Panel may choose to recommend the appointment of new examiners.
- 10.17 At the point the University concludes the appeal process a Completion of Procedures letter will be issued notifying a student of their right to submit a complaint to the Office of the Independent Adjudicator for Higher Education, if it is eligible under its scheme.
- 10.18 The University reserves the right not to continue with the operation of appeals procedures if the appeal is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner. If there is good cause to consider that this expectation has been contravened at any stage, the matter shall be reported to the Academic Registrar. If the Academic Registrar refers the matter for consideration under the University's Student Disciplinary Regulations consideration of the appeal shall be suspended pending the outcome of the Student Disciplinary process. If the Student Disciplinary Regulations are found to have been breached in the context of an appeal, the Academic Registrar may decide to close the appeal.