

CREDIT FRAMEWORK FOR TAUGHT COURSES

Academic Appeals Policy

Appendix 1 Appeal Grounds against the Recommendation of the Board of Examiners

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1. Introduction and Scope

- 1.1. This document outlines the grounds for academic appeals against the recommendation of the Board of Examiners.
- 1.2. This document should be read in conjunction with the Academic Appeals Policy¹.

2. Early Resolution

In the first instance, students are strongly advised to resolve any issues informally. It is beneficial to resolve concerns and queries as early as possible and prior to entering the formal appeal process.

2.1. How to Seek Early Resolution

In order to benefit from Early Resolution, students should first raise their concern directly with their Division. Schools within each Division will clearly publish the contact point for students who wish to seek Early Resolution.

¹ See [Academic Appeal Policy](#)

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2.2. Early Resolution Deadlines

Early Resolution requests must be submitted within **7–calendar days** following receipt of the academic body’s decision (and **as soon as possible** if a successful outcome may affect the student’s ability to graduate at the next Congregation Ceremony, participate in an upcoming resit period, or to progress to the next stage of their course in the new academic year).

2.3. Examples of Early Resolution

Examples of issues that may be raised directly with the Division as part of the early resolution process include:

- 2.3.1. Seeking clarification that marks and results have been recorded accurately;
- 2.3.2. Seeking confirmation that the impact of extenuating circumstances have been acted upon by the Board of Examiners, and any adjustments that have been taken as a result;
- 2.3.3. Providing additional evidence to support extenuating circumstances that has been requested by a Board of Examiners;
- 2.3.4. Providing new evidence to support extenuating circumstances that were not previously made known to the Board of Examiners;

Note that this list is not exhaustive.

- 2.4. Student wishing to seek feedback on the way in which marks and results have been arrived at should follow the Feedback Policy.

3. Deferral on Pass

Where a student is requesting the opportunity to resit or resubmit assessment where the module(s) have been passed but the final mark(s) achieved for the affected module(s) are significantly out of line with the final marks achieved for the student’s unaffected modules (also known as “deferral on pass”), they should be aware that their graduation will be delayed whilst they are given time to take up the opportunity to resit/resubmit at the next available opportunity.

4. Grounds for Academic Appeal

Appeals from students against the recommendation of a Board of Examiners will be considered on the following grounds only:

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- 4.1. **Ground 1: Administrative, Clerical or Procedural Error:** where there are reasonable grounds, supported by objective evidence, to believe that there has been an administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Board;

and/or

- 4.2. **Ground 2: Illness or Other Extenuating Circumstances:** where there is evidence of illness or other extenuating circumstances that have impacted negatively on academic performance and which the student was, for good reason, unable to submit by the published deadlines;

and/or

- 4.3. **Ground 3: Bias:** where there is evidence of bias or a reasonable perception of bias in the assessment. That is, that the student's work has not been impartially assessed on its merits.