

CREDIT FRAMEWORK FOR TAUGHT COURSES OF STUDY

Academic Appeals Policy

Appendix 2 Appeal Grounds against the Decision of an Academic Misconduct Committee

Table of Contents

1. Introduction and Scope	1
2. Early Resolution	1
2.1. How to Seek Early Resolution.....	1
2.2. Early Resolution Deadlines	2
2.3. Early Resolution Limitations.....	2
3. Grounds for Appeal Against the Decision of an Academic Misconduct Committee.....	2

1. Introduction and Scope

- 1.1. This document outlines the grounds for academic appeals against the decision of an Academic Misconduct Committee.
- 1.2. This document should be read in conjunction with the Academic Appeals Policy.¹ and Annex 10: Academic Misconduct².

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

¹ See [Academic Appeals Policy](#)

² See [Annex 10: Academic Misconduct](#)

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contact point for students who wish to seek Early Resolution.

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. Early Resolution Limitations

Early Resolution will normally be limited to the following reason:

2.3.1. Where a student seeks clarification of penalties incurred.

For all other reasons, students should be advised to proceed with the submission of a Formal Appeal. This will be treated as a valid reason for bypassing the Early Resolution process.

3. Grounds for Appeal Against the Decision of an Academic Misconduct Committee

Appeals from students against the decision of an Academic Misconduct Committee will be considered on the following grounds only:

3.1. **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 decision of the Committee;

and/or

3.2. **Ground 2: Illness or Other Extenuating Circumstances:** that fresh evidence can be presented, which could not reasonably have been made available before the decision was made, and which casts reasonable doubt on the reliability of the decision;

and/or

3.3. **Ground 3: Unreasonable outcome or Penalty:** that the outcome and/or penalty were unreasonable or not justified given the evidence which was available at the time;

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and/or

- 3.4. **Ground 4: Bias:** where there is evidence of bias or a reasonable perception of bias in the procedure. That is, that the student's case has not been impartially assessed by the decision-makers.