

## ACADEMIC APPEAL REGULATIONS

### 1 Definitions

- 1.1 **Academic Council** means the Academic Council of the University established under Article 16(2) of the first Schedule to the Articles of Association of the University.
- 1.2 **The Vice Chancellor** means the Vice Chancellor of the University or, in his or her absence, any person duly authorised to act in his or her place.
- 1.3 **The Pro Vice-Chancellor** means the Pro Vice-Chancellor of the University so designated or, in his or her absence, any person duly authorised to act in his or her place.
- 1.4 **Head of School** means a Head of School of the University or, in his or her absence, any person duly authorised to act in his or her place.
- 1.5 **Director of Student Affairs** means the Director of Student Affairs of the University, or in his or her absence, any person duly authorised to act in his or her place.
- 1.6 **The Academic Appeals Committee** means a committee constituted in accordance with Paragraph 5 below and duly authorised by the Academic Council to act on its behalf.
- 1.7 **Subject Assessment Panel** is responsible for the assessment and moderation of Courses.
- 1.8 **Progression and Award Board** means a Progression and Award Board formally established by the Academic Council to be responsible for the assessment of each stage of programme of study. The constitution and Terms of Reference of each Progression and Award Board are subject to the approval of the Academic Council.
- 1.9 **Assessment Offences Panel** means a Panel formally established by the Academic Council to be responsible for investigating allegations of academic misconduct.
- 1.10 **Fitness to Practise Panel** means a Panel formally established by the Academic Council to be responsible for the investigation into allegations or consider evidence of failure by students to maintain standards appropriate to professional practice.
- 1.11 **Programme** means a programme of courses studied by students leading to a named award of the University of Greenwich.
- 1.12 **Programme of Study** means a component or collection of components/courses chosen by the student from scheme(s) or Programme(s) offered by the University and assessment by the University at appropriate intervals.

- 2 These regulations cover all forms of assessment for both undergraduate and postgraduate work (there are separate academic regulations governing Research Awards). This includes the award of a mark or grade for any examination test, practical assignment, project, thesis, dissertation or coursework which is, or may be, taken into account in determining whether the student concerned obtains a degree or qualification of the University, or the class of degree, or any other mark of distinction. The only right of appeal provided by these regulations is against decisions of a Progression and Award Board, an Assessment Offences Panel, or a Fitness to Practise Panel on matters related to assessment as defined above.

### 3 Rights of Appeal

- 3.1 A student may appeal against a decision of a **Progression and Award Board** on the following grounds:
- 3.1.1 that there exist circumstances materially affecting the student's performance which were not known to the Progression and Award Board when its decision was taken, and which it was not reasonably practicable for the student to make known to the Board beforehand (*Note: if students wish to appeal on such grounds, they must give adequate reasons why this information was not made available to the Progression and Award Board before it reached its decision*)
  - 3.1.2 that there were procedural irregularities in the conduct of the examinations and/or assessment procedures
  - 3.1.3 that some other material irregularity has occurred.
- 3.2 An appeal by a student against a decision of an **Assessment Offences Investigative Interview** or an **Assessment Offences Panel** may only relate to the following grounds:
- 3.2.1 that the procedure was not properly carried out
  - 3.2.2 that substantial new evidence has come to light
- 3.3 An appeal by a student against a decision of a **Fitness to Practise Panel** related to specified programmes and may only relate to the following grounds.
- 3.3.1 that the procedure was not properly carried out
  - 3.3.2 that substantial new evidence has come to light
- 3.4 **No** appeal shall be allowed on the grounds:
- 3.4.1 that although the decision of the examiners was properly made the Progression and Award Board is alleged to have erred in its judgement of the academic standard achieved by the student.

### 4 Procedure for Appeals

- 4.1 An appeal must be submitted in writing by the student concerned by completing the Academic Appeal Form, and submitting it via the Campus Student Centre to the Secretary of the Academic Appeals Committee. **The Academic Appeal Form must be submitted no later than 15 working days after the notification to the student of the decision of the Progression and Award Board, Assessment Offences Investigative Interview, Assessment Offences Panel or Fitness to Practise Panel as appropriate.** The Secretary of the Academic Appeals Committee will issue a written acknowledgement of receipt of the appeal.
- 4.2 A student submitting an appeal must specify the address to which the correspondence relating to the appeal should be sent. Correspondence sent to that address will be assumed to have been received.
- 4.3 The appeal should contain a full statement of the grounds that the appeal relies upon. In preparing such a statement the student may draw upon the assistance of relevant University staff or Partner College, if appropriate.

- 4.4 Following submission of an appeal the Secretary of the Academic Appeals Committee, in consultation with the Director of Student Affairs, will undertake a preliminary review of the appeal and obtain comments on the appeal from the Head of School, Programme Leader, Quality Assurance Officer or other appropriate person. The student shall be informed in writing of the findings within 20 working days of the acknowledgment letter. The timescales may need to be extended during University vacations and the Secretary will keep all parties informed of progress and the reason for any delay in proceedings if applicable.
- 4.5 Where the preliminary review identifies that the grounds for appeal are accepted as valid, the appeal may be submitted to the Academic Appeals Committee. If at any time during the preliminary review the Progression and Award Board or other appropriate body decides to reconsider its decision on the basis of the content of the appeal and relevant evidence, the student shall be notified accordingly.
- 4.6 Where the preliminary review identifies that the appeal does not have substance within the accepted grounds for appeal stipulated in section 3 above, the student shall be informed of this decision in writing.

## **5 The Academic Appeals Committee**

- 5.1 The Academic Appeals Committee shall normally comprise:
- 5.1.1 the Pro Vice-Chancellor (Learning & Quality) or his/her nominee (Chair)
  - 5.1.2 Two Heads of School
  - 5.1.3 Two members of Academic Council
  - 5.1.4 A representative of the Students' Union
- 5.2 No members of the Committee shall have had any previous involvement with the student in matters relating to the appeal.
- 5.3 The quorum for any meeting of the Academic Appeals Committee shall be three and must include one member of staff, and one representative of the Students' Union.

## **6 Procedures of the Academic Appeals Committee**

- 6.1 A meeting of the Academic Appeals Committee shall be convened by the Secretary of the Committee as soon as possible after the receipt of an appeal and the outcome of the preliminary review. The Chair of the Academic Appeals Committee may however allow a longer period if he or she thinks it appropriate. The timescales may need to be extended during University vacations and the Secretary will keep all parties informed of progress and the reason for any delay in proceedings if applicable.
- 6.2 The student concerned shall have the right to be heard in person by the Academic Appeals Committee. The appellant may be accompanied at the hearing by a friend or a representative of the Students' Union who may speak on his or her behalf provided that the friend has not been connected with making the decision against which the appeal is being made. The student may also invite witnesses in

- support of the case providing that they have informed the Secretary in advance of the meeting.
- 6.3 Where the student decides not to attend the Committee will consider the appeal in his or her absence.
  - 6.4 A representative of the School in which the student is studying shall be invited to be present at the hearing and invited to give evidence in response to the appeal.
  - 6.5 During the hearing:
    - 6.5.1 The Chair shall outline the procedure of the meeting to both parties
    - 6.5.2 The Chair will ask the appellant to present his or her case in support of the appeal and to introduce any witnesses in support of the case
    - 6.5.3 Members of the Committee may ask questions of the student and/or friend or witnesses
    - 6.5.4 The Chair will ask the representative of the School to respond to the appeal
    - 6.5.5 Members of the committee may ask questions of the representative of the School
    - 6.5.6 The parties will be asked to leave the meeting and the Committee will consider the evidence in private
    - 6.5.7 The appellant will be notified in writing of the decision of the Academic Appeals Committee as soon as reasonably practical following the hearing, normally within 5 working days.
  - 6.6 After considering the evidence the Academic Appeals Committee may decide as follows:
    - 6.6.1 that the appeal be rejected, in which case the appellant shall be given reasons for the decision.
    - 6.6.2 that the appeal be referred back to the Progression and Award Board to reconsider its decision taking into account such information or findings as the Academic Appeals Committee may have presented. The reconvened Progression and Award Board shall have the power to confirm or amend its original decision. Where the original decision is confirmed the appellant shall be advised of the reasons for that decision.
  - 6.7 The Committee may request supplementary information from the School before a decision can be reached. The appellant will be advised of this decision in writing. Upon receipt of any supplementary information the Committee will confirm its decision. In such cases the appellant will not be required to attend a further meeting.
  - 6.8 Notes of the proceedings of the Academic Appeals Committee shall be kept by the Secretary.
  - 6.9 The Director of Student Affairs shall be responsible to Academic Council for the operation and review of the Academic Appeals Committee.

## 7 **Appeal to the Office of the Independent Adjudicator**

If a student believes that the internal appeal process has been incorrectly conducted or feels that the outcome is unreasonable in relation to the evidence, then they have a right to raise the matter for external and independent review by the Office of the Independent Adjudicator for Higher Education (OIA) within 3 months of the issue of a Completion of Procedures letter by the University. Information on the process may be obtained directly from the OIA at: <http://www.oiahe.org.uk>

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