Academic Appeals Process

STAGE 1: Initial Consideration by ASM

ASM determines if there are grounds for appeal

Yes, grounds

No grounds

Student does not request a review (within 5 working days)

Student requests a review to the Deputy Registrar (Quality & Standards) (within 5 working days)

Confirms ASM decision

Agrees, there are grounds

STAGE 2: Consideration by the Assessment Board

ASM investigates the appeal and reports findings to Chair of the Assessment Board or MC Board. Chair decides one of the following:

Yes material irregularity did occur, the original decision would have been different

Yes material irregularity did occur, but the original decision would not have been different

No material irregularity did not occur

Chair of Assessment Board decides outcome of appeal (Where appropriate, Chair of MC Board will notify Chair of Assessment Board)

Upheld

Board’s original decision is reviewed

Reject

No change in Board’s decision

Outcome sent to Student (student has right to request consideration at Appeal Hearing – see Stage 3)

STAGE 3: Consideration of a Request for an Appeal Hearing

Request for consideration at an Appeal Hearing – DR determines if there are grounds

Yes, grounds

Request is accepted and matter is referred to STAGE 4 (Appeal Hearing)

No grounds

Request is rejected and Stage 2 decision stands

No further opportunities for appeal – CoP Letter

Appeal Hearing is convened and Appeals Panel makes final decision

Appeal Upheld

Grounds for appeal have been met

Appeal Rejected

No grounds for appeal and Stage 2 decision stands

No further right of appeal – CoP Letter

Matter is referred back to Chair of the Assessment Board or MC Board (where appropriate) to reconsider original academic appeal

Consideration at an Appeal Hearing

Consideration by the Assessment Board

STAGE 1: Initial Consideration by ASM

STAGE 2: Consideration by the Assessment Board

STAGE 3: Consideration of a Request for an Appeal Hearing