



# Academic Appeals

## Contents

Introduction .....	2
What is an academic appeal?.....	2
Grounds for an academic appeal .....	3
'Procedural irregularity' .....	3
'New evidence' .....	3
Evidence .....	4
Impact of participation in the appeals process .....	4
Sources of advice and guidance .....	5
The academic appeals process .....	5
Stage 1 – Informal academic appeal .....	6
Stage 2 – Formal academic appeal.....	7
Stage 3 – Review of Appeal stage.....	12
Submitting an appeal .....	7
Academic Appeal Committee (APC) initial review of documentation.....	8
APC case officer – preparation for panel .....	9
Academic Appeals Panel .....	9
Outcomes .....	11
Finding of Bias or Prejudice .....	12
Rejected Appeals.....	12
Submitting a Request for Review .....	13
Consideration of a Request for Review .....	13
Appeals to Open University.....	14
Support and Representation .....	14
Monitoring and review .....	15
Conduct & Behaviour .....	16



## Introduction

- 1 This document describes the institution-wide process for the management of academic appeals for students on taught and research programmes.
- 2 This appeals process operates within the context of the Learning Partnership Agreement and the UK Quality Code Section B9: Complaints and appeals and Section 11: Research degrees and with reference to the Good Practice Framework for Complaints and Appeals (OIA, 2014).
- 3 The College has one appeals process for all academic matters.
- 4 No appeal made in good faith, even if unsuccessful, will disadvantage the student.

## What is an academic appeal?

- 5 An academic appeal is a request that a decision made by either:
  - a. Assessment Board with regard to assessment, progression or award
  - b. Mitigating Circumstances Panel
  - c. Academic Misconduct

be reconsidered on the basis that a mistake has been made and that this has had a significant negative impact on the student.

The permitted grounds for appeal are listed in the table below.

Decision making body	Permitted grounds for Appeal
Assessment Board	'Procedural Irregularity'
Mitigating Circumstances	'Procedural Irregularity' or 'New Evidence'
Academic Misconduct	'Procedural Irregularity'

- 6 No appeal is allowed on matters relating to academic, or in the case of practice based assessments, professional judgement. An appeal may only be raised from the most recent decision e.g. the most recent Assessment board decision on progression.

Appeals cannot be back dated to a previously held event as an appeal should have been made at the time.

- 7 Other concerns should be raised through the appropriate process:



- the tutorial system or a student representative;
- the student complaints process for concerns relating to the provision of a programme of study or service;
- the mitigating circumstances process where a student's performance has been affected by personal circumstances.

## Grounds for an academic appeal

### 'Procedural irregularity'

- 8 A procedural irregularity is a failure of a decision-making body/decision maker to follow the process or rules in place for making decisions, or when a decision has been made based on an error of fact.
- 9 Examples could include:
- Assessed work not properly assessed in accordance with College regulations; Mathematical error or an error in recording marks;
  - Work not assessed by an approved assessor or examiner;
  - Decision-making body not properly constituted;
  - Decision-making body did not act in accordance with College regulations or procedures;
  - Prejudice or bias on the part of one or more examiners, assessors or panel members.
- 10 A procedural irregularity will only be considered grounds for an appeal where the failure has had a **material effect** on the decision which is being appealed.
- 11 Dissatisfaction or disappointment with the result of an assessment or decision of those areas covered within the Academic Appeals process is not sufficient grounds for an academic appeal.

### 'New evidence'

- 13 An academic appeal may be made against a decision of a Mitigating Circumstances has come to light following the decision of the panel which:
- was **not available** at the time of the meeting of the panel; and
  - has a **material bearing** on the basis on which the panel's decision was made.
- 14 It should be noted that for evidence to be considered '**not available**' it must not have been accessible to or known to the student at the time they were required to make their submission to the panel. Information available but not requested of the information holder by the student or not provided to the panel will not be considered valid grounds for an appeal.



## Evidence

- 15 For an appeal to be considered there must be evidence supporting the claim.
- 16 Admissible evidence must be factual and specific in supporting the grounds for appeal; it might include **original** versions of:
- medical certificates;
  - assignment feedback forms;
  - correspondence (written or email);
  - witness statements (which must be dated and signed);  
tutorial record forms;

The decision letter or e-mail notification containing information on which appeal is based **must** also be provided.

- 17 Copies of documents are not normally acceptable. Originals will be copied and returned to the student if requested.
- 18 Providing documents that are fraudulent or include unauthorised amendment may cause a student to be referred to the Student Disciplinary Process.
- 19 Unsupported claims or unsupported allegations against any individual or group of staff will not be considered. False information or defamatory allegations submitted as part of an appeal can lead to disciplinary action.
- 20 Evidence of mitigating circumstances will not be accepted directly as grounds for an Academic Appeal. A student wishing to submit a mitigating circumstances claim must do so by following the Mitigating Circumstances process.

## Impact of participation in the appeals process

- 21 Where a student is in the process of any stage of an academic appeal they may attend a graduation ceremony for any award that has been confirmed. Should the outcome of the appeal lead to a change in classification or a different award being made, an updated certificate will be provided on return of the original award.
- 22 The College reserves the right under this process to take no further action in response to an appeal if the matter becomes the subject of court or tribunal proceedings which have not been stayed (adjourned or put on hold). In effect consideration of the appeal will be suspended until such time as the proceedings are completed.
- 23 By engaging in the Academic Appeals process, students remain subject to all other processes and procedures of the College, for example disciplinary action.



## Sources of advice and guidance

- 24 Students are encouraged to seek advice from the Student Services/Welfare before submitting a formal appeal.
- 25 Students may also approach the Academic or Quality Assurance Panel for information regarding how the appeals process works.

## The academic appeals process

- 26 The appeals process is divided into three stages, 'Informal', 'formal' and 'review'.
- 27 Due to the nature of decision-making process for Mitigating Circumstances and Academic Misconduct, an investigation cannot be made into decision making process as part of the Informal stage. Any appeals raised regarding these processes will start at the formal appeal stage. Students are still encouraged to seek clarification of the decision making process (see paragraphs 29 and 30).
- 28 In the first instance an attempt to resolve queries and concerns informally should be made.
- 29 Decision-making bodies are expected to be open to re-examining their decision-making processes when queried by a student and, where an error has been made, evidence misinterpreted, or procedures not been followed, they should change a decision if appropriate, without the need for a formal appeal.
- 30 The College seeks to resolve academic appeals as quickly as possible and normal timescales are included in this document. On occasion, a student or the College may not be able to meet the normal timescales for a good reason and all parties will be kept informed of any changes to timescales.
- 31 It is the right of a student to withdraw from the appeal process at any time.
- 32 Students should be advised that if they are in a referral situation, and have submitted an appeal, they should still complete and submit their referral work within the given time limit.
- 33 Students, where permitted to progress or continue a programme of study should also continue to undertake relevant learning and teaching and assessment activities.
- 34 Appeal submissions should be as clear and concise as possible, concentrating on the grounds for the appeal and linked to the evidence. Other information which does not constitute an appeal, such as a complaint about the level of service provided, should be excluded and the appropriate route followed for these kinds of concerns.



## Stage 1 – Informal academic appeal

- 36 Students should make their concerns known in writing, using the '[Informal Academic Appeal Form](#)' within 10 working days of the notification of the decision for which they wish to raise an appeal. The students concerns should be directed as per the table below.

Decision making body	Point of contact
Assessment Board	College registrar

- 37 Failure to access the decision made regarding their studies in a timely manner, for example not reviewing results lists on the virtual learning environment (VLE) is not sufficient reason to submit an appeal beyond the time limit of 10 working days, except in exceptional circumstances - for example protracted hospitalisation.
- 38 Concerns received should be referred as follows for investigation and an attempt at resolution made:

Decision making body	Referral person/contact for Informal investigation
Assessment Board	Nominated investigator

The role of the investigating officer is to explore the issues raised, collate and review any evidence available, including that from the student as requested to come to a conclusion on the Informal appeal. They may need to conduct meetings with the student and or members of staff, either individually or as a group as part of this process. It is anticipated that this review should take no more than 10 working days.

- 39 At this stage any error which has been found should be corrected by the appropriate decision making body, which may be by Chair's action.
- 40 At the end of this process the student should be notified in writing (see Informal appeal record form, Form 1) as to what steps have been taken to resolve their concern, a response to each of the key facts of the matter, the outcome of the Informal process with or without the offer of a resolution, and their right to submit a formal appeal if they are still dissatisfied. This correspondence should also include any additional documentary evidence on which the decision has been made.
- 41 All documentation and evidence considered, including notes of meetings, outcome of the Informal appeal and where appropriate written communications, should be held electronically by the registry team for future reference and monitoring purposes and the Informal appeal record form forwarded to Academic Committee Panel.



## Stage 2 – Formal academic appeal

- 42 At any point during the formal process where it proves possible to come to a resolution, formal proceedings will cease, the appeal will proceed no further and will be closed.

### Submitting an appeal

- 43 If a student wishes to proceed with a formal appeal this should be submitted to the Academic Appeal Committee (APC) ([appeals@lcibs.co.uk](mailto:appeals@lcibs.co.uk)) within 10 working days of receiving notification of the conclusion of the Informal appeal process, Mitigating Circumstances panel or outcome of Academic Misconduct investigation.
- 44 It is not appropriate to add additional grounds at the Formal Appeal stage, which were not raised at the Informal stage. A full explanation of the grounds that have been cited must be made, meeting the definition (see paragraphs 5-6 and 8-14 for permitted grounds and definitions).
- 45 To make a formal appeal a student must complete a '[Notice of formal academic appeal form](#)' and submit this together with:
- A copy of the decision notification that they are appealing against;
- Informal appeal record form and accompanying documents (if appropriate, see paragraph 27);
  - all relevant evidence to support the appeal (see paragraphs 15-20 for guidance regarding evidence).
- 46 Formal appeals should be directed to the College immediately after the informal stage has been completed and within the University's timescales.



## Academic Appeal Committee (APC) initial review of documentation

47 When an appeal is received it will be reviewed initially by a member of APC to determine whether it has been submitted within the requirements of the process. If one or more requirements are not met, the actions will be taken as listed in the table below:

ACTION	
Not within the designated time limit	Rejected
Not/Inappropriately completed 'Notice of Academic Appeal form'	Returned to student for completion/clarification with set deadline for response
No evidence of an attempt at Informal resolution (Mitigating Circumstances and Academic	Request clarification of Informal resolution and if none undertaken refer back to the appropriate Informal stage.
No admissible grounds/ grounds not explained	Request clarification from student with set deadline for response. If not received the appeal will be rejected.
No evidence supporting the grounds	Request clarification from student with set deadline for response. If not received the appeal will be rejected.

52 Appeals submitted which require further clarification or additional evidence to proceed will be referred back to the student for response within a specified time period. Failure to respond by the stated deadline will result in the appeal being rejected.

53 Appeals brought on inadmissible grounds will be rejected with, if appropriate, a recommendation for the student to pursue an alternative process i.e. student complaints.

54 Appeals rejected at APC initial review stage will complete the formal stage of the process.





## **APC case officer – preparation for panel**

- 55 Following the initial review by a member of APC which confirmed that the appeal met the initial requirements for consideration by an Academic Appeals Panel, a case officer will be assigned from APC to prepare the papers.
- 56 The case officer's role is to provide the panel with a coherent and concise factual report of the appeal and to provide guidance on any specific regulations or course information that may be required. They will not make a judgement on the case.
- 57 During the review of the appeal by the case officer, Mitigating Circumstances Panel/Decision maker for Academic Misconduct may also be approached for further information to be supplied if it is found that there are matters outstanding. A response will be required in a specific timescale and will be shared with the student prior to the Panel meeting.
- 58 The case officer may also need to request further information from the student within a specific timescale.
- 59 All information will be shared with the student and the representative of the decision-making body prior to the panel meeting with the formal invitation to attend the Panel.
- 60 Where in the opinion of the case officer there is a clear and obvious reason to uphold the appeal, they will refer the case to the Chair of the next Academic Appeals Panel for consideration by Chair's action. Examples include a mathematical error, new evidence not available at the Informal stage which has a material bearing or a clear breach of College regulations.
- 61 Cases which have been confirmed as being referred to a panel may not be rejected by Chair's action.

## **Academic Appeals Panel**

- 62 Academic Appeals Panels will be scheduled in advance to take place at regular intervals throughout the academic year.
- It is the responsibility of the Panel to:
  - consider the evidence presented by the student and decision-making body
  - consider the case officer's report
  - determine if the evidence provides that the grounds have been met
  - make recommendations to the original decision-making body, if appropriate, to reconsider the decision in the light of the grounds that have been established.
- 63 Once a case officer has completed their review, the case will be added to the agenda of the next Academic Appeals Panel scheduled to take place (or the following meeting if less than 10 working days remain). The student and representative will be notified of the date and time of the Panel and be provided with the full documentation.



- 64 The student will be invited to attend the meeting. If a student is unable to attend the Panel on the date and time set they may ask for their case to be deferred to the next scheduled meeting. Further postponement will not be granted except in exceptional circumstances.
- 65 If a student chooses not to attend, or is unable to make a second proposed Panel date, the appeal will be decided in the student's absence based on the evidence presented.
- 66 The decision making body will be invited to send a representative to the meeting – normally the individual who investigated the appeal at the Informal stage. The decision of the Panel will not be invalidated by failure of the representative being available.
- 67 The Academic Appeals Panel will comprise:
  - A senior member of College staff, at an equivalent level of programme lead or higher
  - two programme appeals nominees (from a different programmes of study to that which the case relates)
  - A Student Welfare member (or nominee)
  - A secretary
- 68 The Chair may also invite observers or co-opt additional panel members to provide specific expertise. In order for the panel to be quorate, a minimum of one of the Colleges appeals nominees must attend the panel.
- 69 A student attending a Panel has the right to be accompanied by one other person acting as a supporter or representative. See the section below, 'Support and Representation' for definitions.
- 70 If a student who is normally based at one of the College's campuses is not currently attending the College's campus – for instance during vacation or on placement - they will be entitled to be reimbursed for reasonable, personal out-of-pocket expenses in attending a Panel. Students undertaking distance learning or who are based at Partner organisation campuses either in the UK or overseas and are unable to attend for good reason will be invited to join the meeting by telephone or other electronic means.
- 71 If the student does not attend owing to unforeseen circumstances and is able to submit evidence to support this, in the interest of fairness the Panel's decision will not be confirmed and the case will be referred to the next scheduled Academic Appeals Panel.
- 72 The Chair will ensure that both the student and representative of the decision making body are given an opportunity to present to the Panel and to answer questions posed by the Panel for clarification.



- 73 After both parties have presented their cases, the Chair will ask them to leave and the meeting will be concluded in private. The Chair of the Panel may at their discretion either; defer the appeal to be concluded at a later date/defer it to be heard at the next scheduled Panel. Examples of why this may be required are: if the representative of the decision making body is ill on the day and cannot be replaced at short notice, if there is additional information that the panel requires to make its decision or if additional information is raised in the meeting to which either the student or representative has been unable to respond, and which may have a material bearing on the decision.

### **Outcomes**

- 74 The secretary to the Panel will inform both the student and the representative in writing of the Panel's decision within 5 working days. The registrar will also be informed.
- 75 If an appeal is upheld it will result in a recommendation to the relevant decision making body to reconsider the case in the light of the findings of the appeal.
- 76 The recommendation may cover one or more of the following:
- guidance to the decision-making body in terms of correct procedure or the interpretation of procedure for the case in hand and/or in general
  - highlight an error or errors which have been made, or information which has not been taken into consideration
  - suggest a change in practice or procedure
  - suggest a potential remedy or course of action.
- 77 It should be noted that even in the case of a successful appeal this may not make a difference, significant or otherwise, to a student's overall position or final award.
- 78 For appeals against the decisions of the Assessment Board or Mitigating Circumstances Panel, they must be re-convened, or a decision taken by Chair's Action within 10 working days of the notification of the Appeals Panel decision. The student and the Appeals Panel secretary will be notified in writing within 5 working days of the decision taken.
- 79 For appeals against a decision of Academic Misconduct, the Dean will be required to re-consider their decision within 10 working days of the notification of the Appeal Panel decision. The student and the Appeals Panel secretary will be notified in writing within 5 working days of the decision taken.



### Finding of Bias or Prejudice

- 80 Where an Appeals Panel makes a decision that there has been prejudice or bias in the original decision-making process, the case will be referred to the Dean to consider the most appropriate route for the new decision to be deliberated.

This may be:

Referred to the Mitigating Circumstances panel, with specific members excluded A mitigating circumstances claim be reviewed by the Dean in liaison with 2 members of Academic Staff with experience of the Mitigating Circumstances Procedure;

### Rejected Appeals

- 80 If the appeal is rejected by the panel the student will be informed of their right to request a ['review of appeal' \(stage 3\)](#).
- 81 If the student does not request a review within the specified time scale, the case will be closed.
- 82 The student may request that the College provide a 'Completion of Procedures letter' in order to make a complaint to the Office of the Independent Adjudicator. The College will provide these as requested and it will clearly state that the student has not completed the procedures of the institution.

### Stage 3 – Review of Appeal stage

- 83 If a student is dissatisfied with the outcome of the formal appeal, the student has the right to request a ['Review of Appeal' \(review\)](#) on limited grounds.

#### Grounds for a Request for Review

The grounds for a review are limited to:

Material procedural irregularity; for example

- Decision-making body not properly constituted
- Decision-making body did not act in accordance with University Academic Appeals process
- Prejudice or Bias
- Manifest Unreasonableness; i.e. was the outcome reasonable in all the circumstances?
- New material evidence that could not have reasonably provided in the formal appeal. The additional evidence must be
  - **not available** at the time of the meeting of the panel; and
  - have a **material bearing** on the basis on which the panel's decision was made.



- 84 It should be noted that for evidence to be considered '**not available**' it must not have been accessible to or known to the student at the time they were required to make their submission to the panel. Information available but not requested of the information holder by the student or not provided to the panel will not be considered valid grounds for an appeal.
- 85 The review will not consider any new issues raised by the student or normally reconsider the issues that have been raised in the formal appeal.

### **Submitting a Request for Review**

- 86 In order to request a review, the student must submit a statement in writing to [appeals@lcibs.co.uk](mailto:appeals@lcibs.co.uk), addressed to the Chair of Academic Appeals Committee, within 10 working days of receiving notification of the conclusion of the formal appeal process. Any evidence to support the request for review should be provided with the statement, or if in hard copy, listed in the statement and forwarded to APC.
- 87 The request for review will be assessed within 5 working days of being submitted to APC to ascertain if it meets the criteria above (i.e. made in time, citing appropriate grounds and with explanation of the grounds).
- 88 If the request for review does not meet the criteria, the request will be denied and the student will receive a Completion of Procedures letter, which will outline the reason(s) for denying the review and will advise the student of the right to further action through the Office of the Independent Adjudicator.

### **Consideration of a Request for Review**

- 89 If the request for review is considered to meet the criteria, the case will be considered by senior member of the APC, or nominee as agreed by the Chair of Academic Appeals Committee, who has not previously been involved, hereafter referred to as the 'Reviewer'. The Reviewer will undertake the review, which would be expected to be completed within 10 working days.

It is the remit of the Reviewer to decide if:

The grounds cited have been proven;

If the proven grounds have a material effect on the case; and therefore that the case should be reconsidered at a new Academic Appeals Panel.

- 90 If the Reviewer finds in favour of the student, the student will be written to, normally within 10 working days of completing the review, informing them of the decision and explaining the procedure for the appeal to be re-heard.
- 91 If the Reviewer does not find in favour of the student, they will provide the student with



a Completion of Procedures letter, which will outline the reason(s) and advise the student of their right to further action through the Office of the Independent Adjudicator.

## Appeals to Open University

- 92 There shall be a final right of appeal to The Open University against a decision of a Board of Examiners only if the appeal is against a decision related to either:
- (a) progression from one stage to another of the programme to the next; or
  - (b) a final award;

and both of the following criteria are met:

- (c) all appropriate internal procedures at the partner institution have been exhausted;
- (b) there are reasonable grounds to believe that the partner institution's internal procedures and regulations for dealing with appeals were not implemented correctly or fairly.

## Support and Representation

- 93 Students attending an Academic Appeals panel are entitled to be accompanied by another person to act as a supporter or as a representative.
- 94 A **supporter** is defined as 'a friend or other supporting person, attending the meeting to provide moral and emotional assistance'. A supporter is not expected to speak or take any formal part in the proceedings. This may be, for instance, another student, a member of staff, a family member or a Students' Union Adviser.
- 95 A **representative** is defined as 'a person authorised to act as an advocate of the student'. A representative has the right to speak and question witnesses on behalf of the student and would be expected to present the student's case if required, though it is preferred that the student make any statements regarding the case themselves.
- 96 When responding to the invitation to attend the Panel the student should state if they are to be accompanied to the meeting and in what capacity.
- 97 At the beginning of the Academic Appeals panel the role of any person accompanying the student must be confirmed.
- 98 The College does not allow formal legal representation as part of its internal appeals process.



## Monitoring and review

- 99 In order to maintain a rigorous and equitable procedure, the appeals process will be subject to regular monitoring carried out by the Academic Board.
- 100 Students will be able to access information regarding the process, and case studies, through the College's website.
- 101 All informal appeals are required to be tracked and all Informal Appeal Record forms must be forwarded to the Academic Board at the point they are provided to the student, whether or not an appeal is taken to the formal stage.
- 102 An annual report on Academic Appeals, collated by Academic Appeals Committee, will be presented as part of the College annual monitoring process. This report will publish statistics relating to the Appeals received throughout the academic year.



## Conduct & Behaviour

103 The College has zero tolerance towards those whose behaviour is considered to be unacceptable and will take action to protect its staff.

104 The College's definition of unacceptable behaviour includes communicating with the College in a malicious, vexatious or aggressive manner for example:

- Making frivolous appeals, or multiple appeals regarding the same subject
- Acting in a threatening manner either verbally, through an e-mail or by letter
- Making appeals that are knowingly false or unfounded.

105 If the behaviour of a student is unacceptable the College will normally tell them why their behaviour is considered unacceptable and give them an opportunity to amend it. If the behaviour continues, the College will take action.

Action that may be taken may include but is not limited to:

- requesting contact in a particular form (for example letters only);
- requiring contact to take place with a named person;
- restricting telephone calls or emails to specified days and times;
- asking the student to appoint a representative for all correspondence;
- asking the student to enter into an agreement about their conduct.

106 Where a student continues to behave in a way considered to be unacceptable, they may be referred under the College's disciplinary procedure if appropriate.

107 Where the behaviour is so extreme that it threatens the immediate safety and welfare of staff, the College will consider reporting the matter to the Police or taking legal action.





LONDON  
COLLEGE OF  
INTERNATIONAL  
BUSINESS  
STUDIES

Dock Manager's Offices  
Surrey Quays Rd, London SE16 2XU, UK  
Tel: +44(0)20 7242 1004 | [www.lcibs.co.uk](http://www.lcibs.co.uk)



LONDON  
COLLEGE OF  
INTERNATIONAL  
BUSINESS  
STUDIES

Dock Manager's Offices  
Surrey Quays Rd, London SE16 2XU, UK  
Tel: +44(0)20 7242 1004 | [www.lcibs.co.uk](http://www.lcibs.co.uk)