****

|  |
| --- |
| ACADEMIC APPEALS – PGR |
|  |
| Classification: | Code of Practice |
| Version Number: | 1-01 |
| Status: | Approved |
| Approved by: | University Research Committee |
| Approval Date: | 22/06/2023 |
| Effective from: | 22/06/2023 |
| Next Review Date: | 22/06/2028 |
| Document Author: | Academic Appeals Working Group |
| Document Owner: | Quality Support Service  |
| Department/Contact: | Quality Support Service |
| Collaborative provision: | Mandatory  |
| Related documents: | Good Practice Framework for Handling Complaints and Academic Appeals published by the Office of the Independent Adjudicators 2002. QAA UK Quality Code, 2018. |
| Published location: | Quality and Standards website – Student Information. https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality |
| All printed or downloaded versions of this document are classified as uncontrolled. A controlled version is available from the university website. |
| This document is available in alternative formats frompolicy@hull.ac.uk  |

****

|  |
| --- |
| ACADEMIC APPEALS – PGR |

Contents

[1. Introduction 3](#_Toc141958815)

[2. Definitions 3](#_Toc141958816)

[3. What is an academic appeal? 4](#_Toc141958817)

[4. Distinction between appeals and complaints 4](#_Toc141958818)

[5. Scope of academic appeals 4](#_Toc141958819)

[6. Appeals process 5](#_Toc141958820)

[7. Legitimate grounds for appeal 5](#_Toc141958821)

[8. Matters which do not constitute grounds for appeal 5](#_Toc141958822)

[9. Deadline for lodging an appeal 5](#_Toc141958823)

[10. Privacy, confidentiality and data protection 6](#_Toc141958824)

[11. Investigation of the appeal 6](#_Toc141958825)

[12. Determination of the presence of grounds for appeal 7](#_Toc141958826)

[13. Membership of the Appeals Panel 7](#_Toc141958827)

[14. Prior to the Appeals Panel 8](#_Toc141958828)

[15. The Appeal Panel 9](#_Toc141958829)

[16. Powers of the Appeal Panel 9](#_Toc141958830)

[17. Appeal Review 10](#_Toc141958831)

[18. Finality 11](#_Toc141958832)

[19. Recording and monitoring of appeals 11](#_Toc141958833)

[20. Appeals by students registered for Joint or Split-site programmes leading to University of Hull Awards 12](#_Toc141958834)

[21. Right of appeal to the University of Hull 12](#_Toc141958855)

****

|  |
| --- |
| ACADEMIC APPEALS – PGR |

# Introduction

1. The University of Hull provides a high standard of education and related services, and encourages students to inform it of any issues which may have arisen in any of its processes. Where a student feels that a decision has been made by an academic body as outlined in section 5 below, that needs to be reviewed then this Code of Practice **should** be followed.
2. The University is committed to handling academic appeals in a way which:
* encourages informal resolution;
* is clear, fair consistent and efficient;
* treats appeals with appropriate seriousness and empathy;
* treats those who are appealing, and those involved in the original decision with dignity and respect;
* is as speedy and is consistent with fair and thorough consideration;
* provides clear, detailed reasons for the decisions made;
* allows the University to benefit from the consideration of the appeal and reflect, and if necessary act upon, the issues raised to drive improvements in the student experience.

# Definitions

**Academic Appeal** – means a request for a review of a decision of an academic body charged with decisions on student progression, achievement, assessment and awards.

**Academic Body** – means a committee, board, panel, hearing or investigator making a decision on student progression, achievement, assessment and awards.

**Academic Judgement** – judgment that is made about a matter where the opinion of an academic expert is essential, for example a judgment about marks awarded, whether a student is working at an appropriate level for the programme, research methodology, or whether feedback is correct.

**Appeal Administrator** – means the person to whom the appeals are forwarded by the student.

**Day** – means working day unless otherwise specified.

**Examiner** – means anyone involved in the assessment process or awarding of marks. This includes placements mentors, tutors, supervisors etc.

**Graduate Research Director** – means the independent academic staff member investigating the appeal.

**MyJourney** – University support system for student which provides guidance and instructions on University processes and procedures.

**Programme** – means any academic activity undertaken by a student for the purpose of achieving the award of credits, a certificate, a diploma or degree, or for the purpose of achieving progression as prescribed in the relevant regulations.

**Research Degrees Committee** **(RDC)** – a subcommittee of the University Research Committee that has responsibility for the examination of research theses.

**Chair of RDC** – means the Chair of the Research Degrees Committee (RDC) or their nominated deputy.

**Secretary of RDC** – means the Secretary of the Research Degrees Committee (RDC) or their nominated deputy.

**Supporter** – means friend, fellow student, Students’ Union representative or member of University of Hull staff who may assist the student with their appeal. Legal representation is not normally permitted (see section 14).

# What is an academic appeal?

* 1. For the purposes of this Code of Practice, and in line with external sector requirements an academic appeal is defined as ‘a request for a review of a decision of an academic body around a mark, outcome or decision. Students may appeal an outcome on the basis of evidence or procedure, but not on the basis of disagreement with academic judgement’.

# Distinction between appeals and complaints

1. This Code of Practice will apply only to academic appeals. Students **should** carefully consider whether your issue is an appeal as defined above or a complaint. Guidance on these regulations can be found on MyJourney. Students may also seek independent advice and support from the HUSU Advice Centre.
2. A complaint is defined as an expression of dissatisfaction by one or more students about the University’s action or lack of action, or about the standard of service provided by or on behalf of the University. Complaints are governed by the University of Hull’s Regulations and Procedure for the Investigation and Determination of Complaints by Students.
3. Students whose issue is classed as a complaint **should** raise this directly with the area involved in the first instance. Support on complaints can be found on MyJourney.

# Scope of academic appeals

* 1. This Code of Practice applies to:
1. All University of Hull students on Research Degree programmes.
2. The decisions of the Module or Programme Board of Examiners to which powers have been delegated by Research Degrees Committee, decisions of Additional Consideration Committees, Academic Misconduct decisions and any decisions made by Research Degrees Committee;
3. For students on University of Hull programmes delivered by partner institutions, the policies and procedures for Academic Appeals of those institutions **must** be exhausted first. Should students be dissatisfied with the result at the end of this process, an appeal may be raised at the University of Hull using the process outlined in this Code.
	1. Generally, appeals are lodged from individual students. However, where the issues raised affect a number of students, those students can submit an academic appeal as a ‘group appeal’. In such circumstances, the students may nominate one student to act as group representative. The University will then communicate only through the representative and expect them to liaise with the other students.
	2. Subject to the definition of appeal in 3 above, a student may appeal against the following recommendations or decisions
* Termination of a programme of study for non-compliance with the expected standards of academic integrity, conduct and/or submission requirements of the programme;
* Termination of a programme of study on grounds of professional unsuitability of professional misconduct; including and Professional Statutory Regulatory Body (PSRB) requirements;
* To award or refuse to award the student the qualification or classification of the qualification;
* Transfer of the student onto a different qualification;
* The award or refusal to award the student a specific mark on a PGTS module;
* Any other decision of the Academic Unit, Faculty, or Board of Examiners including decisions concerning the academic progress of a candidate, Academic Misconduct decisions and any decisions made by Research Degrees Committee.
* A decision relating to a special cases request.

# Appeals process

* 1. Students can be supported and advised by third parties during the appeals process. This third party may be from the HUSU Advice Centre, but will not normally be a legal representative.
	2. No person will take part in the making of a decision regarding an appeal where they have a conflict of interest including being a member of the academic body that made the original decision, or the academic unit delivering the award.
	3. All communication with students relating to appeals will be to the email address indicated by the student on the approved appeals form. It is the student’s responsibility to check this account regularly.

# Legitimate grounds for appeal

7.1 A student may appeal on one or more of the following grounds:

1. There is evidence of circumstances affecting the student’s performance where, for good reason, the academic body was not made aware of these circumstances when it made its original decision;
2. Demonstrable procedural irregularities in the conduct of the academic body process which are likely to have materially affected the result. Procedural irregularities are when the procedures and regulations of the University have not been followed;
3. Evidence of prejudice or bias on the part of one or more of the examiners and/or members of the academic body;
4. That the supervision of the candidate’s research was not of the standard which would normally be expected from an appropriately qualified supervisor of a research degree, as a result of which the candidate’s performance was seriously affected and there are exceptional reasons for the student not raising this until after the decision of the Examiners.

# Matters which do not constitute grounds for appeal

* 1. The following are not considered to be legitimate grounds for appeal:
1. Where a student questions the exercise of academic judgement. Academic judgement is defined as a judgement that is made about a matter where opinion of an academic expert is essential, so for example includes decisions regarding the most suitable award, the feedback presented and disagreements about academic approach;
2. Where a student disagrees with the conclusions reached by academic body, unless further evidence can be provided as in section 7 above;
3. Lack of awareness or knowledge of the relevant University regulations, policies and processes, including the requirements for the submission of additional considerations and any special cases requests.

# Deadline for lodging an appeal

* 1. A student wishing to appeal **must** lodge a statement in writing using the designated form which can be obtained from the Doctoral College pages on the University’s SharePoint site. If the student no longer has access to their University account then an appeal form can be requested by emailing rdcsecretary@hull.ac.uk. Complaints by third parties (i.e. by individuals or organisations other than the actual student) are not normally accepted.
	2. The completed form **must** be submitted within 15 working days of the date on which the notice of recommendation or decision of the academic body was served on the student in writing (including via email). Appeals received after this deadline will not normally be considered. Late appeals will be referred to the Chair or Deputy Chair of Research Degrees Committee to determine whether exceptional circumstances apply as to why the appeal was not submitted within the accepted timeframe, and may be rejected.
	3. Results or decisions will normally be sent via email to the student’s University email address. It is the responsibility of the student to check emails.
	4. Failure to submit an appeal as outlined in 9.1-9.3 above will result in the rejection of the appeal, and forfeit of the right to appeal.
	5. The completed appeals form **must** be accompanied by supporting evidence at the time of lodging an appeal. In exceptional circumstances where a student is unable to provide supporting evidence at the time of lodging an appeal, they **should** indicate on the form the nature of the evidence, the reasons for the difficulty in obtaining it and the date by when it can be submitted. Evidence **must** normally be received within 10 working days following submission of the appeal.
	6. If evidence is found not to be genuine, the appeal may be dismissed and a referral made for the matter to be considered under the Student Disciplinary Regulations as deemed appropriate.

# Privacy, confidentiality and data protection

* 1. Any appeal raised by a student will be treated with the highest level of confidentiality that can be maintained. The University of Hull will only disclose confidential information relating to any appeal to members of staff who are directly involved in the administration and consideration of an appeal, and as necessary to allow an open and fair investigation and for the outcome of the investigation to be reported appropriately. In the first instance this will be the Investigating Officer and the members of RDC. This may also include sharing the appeal with the relevant academic body who made the decision.
1. Depending on the nature of the appeal, the evidence may include third party data, opinion and information which was provided in confidence. This information will be handled consistently and fairly and in accordance with data protection principles, making it clear to all parties that the sharing of this information is only agreed for the purposes of reaching an informed and fair decision. Students **should** only share third party data when they have been given explicit permission to do so.
2. Detailed records of the appeal submission, investigation and outcome, as well as any review, will be kept in accordance with our Data Retention Policies.

# Investigation of the appeal

1. Students **should** note that the appeals process can take time to complete and that appeals submitted close to the start of the next stage of their course or graduation may not be resolved in time or in the way that students are expecting. This may therefore cause delays in progression resulting in the inability to start the next year of the course as expected or to attend the graduation ceremony as expected.
2. Appeals **should** normally be resolved within 90 calendar days of the date of appeal. However, on occasions the process may continue beyond 90 calendar days where there are a number of complexities and subject to factors such as awaiting further information from the student. Throughout the investigation of the appeal, and any following processes, the student will be informed if any delays occur in the timeline outlined below.
3. On receipt of the appeals form, the Appeals Administrator, will check that the appeal is made within the correct timeframe, that the appeal is against a decision outlined in section 5.3, and that the grounds for appeal are clearly stated and are a legitimate reason for appeal as detailed in section 7.1. The Appeals Administrator will note where this is not the case and forward the appeal to a Graduate Research Director (GRD).
4. The appeal will be rejected where it falls outside the time frame, is outside those areas which constitute legitimate grounds for appeal or falls outside of the decisions which can be appealed. The rejection of the appeal and the reasons behind the decision will be notified to the student in writing.
5. The Graduate Research Director will then investigate the appeal. The GRD will consider the following:
* If there are grounds for appeal
* The need for further investigation before a decision can be taken
* Whether the appeal should be rejected
* Possibility of an informal resolution
1. During this investigation, the GRD will contact the student (if available) and supervisors and may contact the academic unit or relevant academic body who **must** make a formal written response to the issues raised within 10 working days of receipt of the request.
2. If further evidence is provided by the academic body, this will be shared with the student and they will be allowed to respond within 10 working days.
3. For cases where further evidence or information is required, this may delay the appeal being presented to the Chair of RDC.

# Determination of the presence of grounds for appeal

1. After the investigation has taken place, the GRD will make a recommendation as to the presence of grounds for appeal and submit their recommendation to the Appeals Administrator / Secretary to RDC or their nominated representatives.
2. Where the GRD decides that grounds for appeal have not been demonstrated, the appeal will be rejected and the student will be informed in writing by the Appeals Administrator within 5 working days, setting out the reasons for the rejection. The student will have the right to request a review of this decision as detailed in section 17. If the student feels they do not have grounds for a review, they can request a Completion of Procedures letter to indicate that they have exhausted the University’s internal procedures. They **must** request this no later than 25 working days from the decision of GRD.
3. Where grounds for appeal have been demonstrated, the GRD **should** at this point detail any proposed informal resolution on the GRD investigation template and present their findings at a meeting attended by the GRD investigating the appeal, the Chair or Deputy Chair of RDC and the Appeals Administrator / Secretary of RDC, or their nominated representatives.
4. Informal resolutions may include the request for the academic body to reconsider their decision in light of the new evidence presented, or review or repeat their process to ensure correct procedures were followed and are now followed, to reach the decision.
5. Where an informal resolution is supported by the academic body, the student will be contacted with a proposal and will need to decide whether to accept or reject this proposal and respond normally within 5 working days.
6. If the student accepts the informal resolution, the appeal will be withdrawn and the matter will be considered closed.
7. Where grounds for appeal have been determined at the completion of their investigation, but no informal resolution has been agreed by either the academic body or the student, or where there is a discrepancy in the decision formed by RDC and the view of the academic body, an Appeals Panel will be convened.

# Membership of the Appeals Panel

1. The membership of the Appeals Panel **must** take into consideration the context of the University Equal Opportunities Policy. No-one who was involved in the decision being appealed, or consideration of the case, shall be part of a panel. The Panel will consist of the following members:
2. The Chair of the Appeal Panel, who will normally be the Chair of RDC (or their nominee) unless there is a conflict of interest, in which case an appropriate authorised representative will be invited to act as Chair;
3. Two senior academic colleagues who **must** not be members of the academic area to which the student belongs, who are responsible for the delivery of any module(s) to which the appeal relates or been a member of the academic body that made the decision;
4. There shall be a Secretary to the Appeal Panel who is responsible for ensuring that all documentation and notifications are dealt with in accordance with this Code of Practice, but **must** not otherwise participate in the making of decisions by the panel;
5. The Chair will be responsible for ensuring that members of the panel are familiar with the contents of this Code of Practice prior to the Appeals Panel;
6. Where possible and without diminishing panel experience or expertise, consideration **should** be given to the diversity of the panel members to mitigate against factors such as unconscious bias.

# Prior to the Appeals Panel

1. The panel meeting will be held as soon as is reasonably practicable, but normally within 25 working days of the decision that grounds for appeal have been demonstrated and no informal resolution has been agreed.
2. The student will be informed in writing of the time and date of the meeting and the members of the panel with at least 10 working days’ notice. The student will be emailed with the details to the address notified by the student on the approved appeals form.
3. The student may object to the proposed panel membership no later than 7 working days before the panel, with details of the grounds for their objection(s).
4. Any such objection will be considered by the Chair of the panel, or, if the objection relates to the Chair, by the Chair of RDC or their nominee.
5. The Chair of the Panel or the Chair of RDC has discretion to determine the validity of such objections, and may direct that the panel proceed with the proposed membership or direct that an alternative panel member be sought. The panel may be postponed where necessary to facilitate this. The student **must** be informed in writing of the decision.
6. The student can request that the meeting be held online, face-to-face or as a hybrid meeting, and the panel will seek to facilitate this wherever possible.
7. The student **must** confirm their attendance at the appeals panel to the Appeals Administrator. **Should** they be unable to attend, evidence will need to be provided as to why. Students also have the right to be accompanied by a supporter such as a friend or HUSU Advice Centre staff member. The student **must** notify the Secretary of the Appeal Panel of the details of any supporter at least 5 working days prior to the panel meeting.
8. Legal representation is not normally permitted. However, in exceptional circumstances the student may seek permission to be accompanied by a practising member of the legal profession and this **must** make the request in writing. When considering the request for permission the following criteria shall be considered:
9. The complexity of the appeal
10. The capacity of the student to present their case
11. If permission is granted the University accepts no liability for the payment of legal fees incurred by the student irrespective of the outcome.
12. Where permission is granted for the student to be accompanied by a practising member of the legal profession, any appeal panel may also be supported by, a practising member of the legal profession for the purpose of providing advice and support throughout the duration of the panel process.
13. A representative of the academic body who made the decision which is being appealed will also be invited to the meeting.
14. The appointed Secretary will ensure that all parties are provided with copies of any written statements or other evidence which is likely to be relied on at the panel meeting, as well as a list of people attending.
15. Failure of the student to attend the panel without good cause will be taken as evidence of the student’s intention to withdraw the appeal. Good cause will be determined by the Chair of the Appeal Panel. An appeal may be heard in absentia with agreement of the student.
16. In the event a panel member is unable to attend the panel due to unforeseen circumstances such as sickness, or compassionate leave at short notice (within 48 hours of the panel being due to commence), the Chair in conjunction with the remaining panel member **must** consider if it would be appropriate to continue with the panel.
17. Where it is deemed it would be appropriate, the Chair or Secretary to the panel **must** contact the student to inform them of this and seek their agreement to proceeding with a reduced panel.
18. Where such agreement cannot be obtained or where it would not be deemed appropriate to continue with a reduced panel the panel **must** be re-arranged.
19. Where such notice is received more than 48 hours in advance of the panel the Chair/Secretary **should** attempt to secure an alternative panel member and notify the student or rearrange the panel*.*

# The Appeal Panel

1. The student will have the right to be heard in person by the Appeal Panel. If accompanied by a supporter, they are permitted to speak on the student’s behalf but the student will be required to answer any questions put to them and to provide information directly as required by the Appeal Panel.
2. The student may call any witness or other person whom they deem qualified to provide relevant evidence, which may include representatives from the academic body against whose decision the appeal was lodged. It is the responsibility of the student to inform the Secretary of any witnesses they wish to attend and to ensure they have the details of the panel.
3. The Appeal Panel may call any other witness or other person whom it deems qualified to provide expert advice.
4. Both parties are entitled to be present while evidence is presented by any witness and to question any witness through the Chair. Questions can be raised during the panel; however questions can also be sent to the Chair in advance of the meeting. The Chair and/or panel shall be entitled to filter any questions submitted by the student as deemed appropriate.

The meeting agenda will consist of the following:

1. Panel introductions;
2. Case presentation by the Graduate Research Director;
3. Evidence presented by the student;
4. Evidence presented by the witness(es);
5. Questions for student and witness(es).

# Powers of the Appeal Panel

1. The duty of the Appeal Panel will be to consider all the evidence presented and determine whether the appeal **should** be upheld or rejected by deciding whether any or all of the grounds have been satisfied.
2. Where the Appeal Panel determines that the appeal **should** be rejected, the student will be informed of this decision in writing (including via email). This letter will advise the student of their right to request a review of that decision in accordance with section 17, unless the Appeals Panel is a result of a review of a previous appeal decision.
3. Where the Appeal Panel determines that the Appeal **should** be upheld, it will declare the decision against which the appeal was lodged invalid and make one or more of the following decisions as appropriate:
4. That the student be reinstated and permitted to proceed with their programme of study;
5. The student be permitted to submit a fresh piece of work within a deadline determined by the Appeal Panel and for a fresh decision to be made on the basis of its fair assessment;
6. A fresh attempt at examination;
7. That another decision be made as the Appeal Panel deems appropriate (subject to xx that they cannot be empowered to award any credit or qualification);
8. Thesis to be re-examined (but this would not be considered a “fresh attempt”).
9. If the thesis is to be re-examined, the following conditions are to be observed:
10. That at least one of the examiners be replaced, whilst ensuring that the examining body has the same composition as the original examining body.
11. The new examiners **should** be given no information about the previous examination except the single fact that they are conducting a new examination following a successful appeal, unless there is good reason to do so, and the Appeals Administrator is satisfied that this will not result in any bias or prejudice;
12. The examiners **should** submit independent reports on the thesis, and **should**, if applicable, examine the candidate orally before presenting a joint recommendation.
13. Any decision detailed above may be accompanied by guidance from the Appeal Panel to the relevant academic body.
14. The Appeal Panel will not be empowered to award any credit or any other qualification, but can offer recommendations such as re-examination of the work.
15. The Appeal Panel will be empowered to make any additional recommendation relating to issues arising from the appeal as it deems appropriate, for example, advice for the future on the way any similar decision-making process is conducted.
16. The student will be notified in writing of the Appeals Panel’s decision with reasons within 5 working days of the Appeals Panel meeting. The student will also receive a copy of the minutes of the meeting once they have been finalised.

# Appeal Review

1. Where an appeal has been rejected by a GRD or an Appeals Panel, the student can request a review of that decision, unless that decision was already in response to an Appeal Review (at this point a Completion of Procedures letter will be issued to the student). The request to review a decision **must** be received by the RDC Secretary within 10 working days of the decision being communicated to the student. Any requests received after this period will normally be rejected and a Completion of Procedures letter will be issued to the student. The request **must** set out the basis of review on one of the following grounds:
2. There is evidence of procedural irregularity in the initial consideration of the appeal;
3. The submission of new evidence which the student had not, for valid reasons, been able to provide earlier.
4. If the student feels they do not have grounds for a review, they can request a Completion of Procedures letter to indicate that they have exhausted the University’s internal procedures. They **must** request this no later than 25 working days from the decision of the Appeals Panel.
5. The review stage will not usually consider the issues afresh or involve a further investigation.
6. A request for review will be referred to an independent Graduate Research Director not previously involved in the case. The issues to be considered are as follows:
7. Was the appeal conducted in accordance with the Code of Practice Academic Appeals PGR?
8. Has any new evidence been provided which was not previously considered, and there is a good reason why it was not presented earlier?
9. At the review stage, the following decisions can be reached:
10. Uphold the decision;
11. Request that the decision be reconsidered by RDC;
12. Recommend that a new Appeal Panel consider the case.
13. The review will be undertaken as soon as is reasonably practicable, but normally within 10 working days of the request being received. The final decision will be communicated to the student in writing outlining the reasons for the decision. A Completion of Procedures letter will be issued to indicate that the student has exhausted the University’s internal procedures. The letter will provide guidance on how to submit a request for review to the Office of the Independent Adjudicator for Higher Education (OIA).

# Finality

1. The decision shall be final and not subject to further challenge within the University of Hull.
2. Research Committee is the final arbiter of the application and interpretation of these Regulations, if an appeal is within the scope of this Code of Practice and/or if exceptional circumstances exist.

# Recording and monitoring of appeals

1. The Secretary to Research Degrees Committee will be responsible for keeping a record of the following information in relation to each appeal:
2. the type of decision against which the appeal is lodged;
3. the grounds on which the appeal is based;
4. the outcome of the appeal;
5. the time taken for each stage;
6. the panel composition.
7. The Research Degrees Committee will consider an annual anonymised report on appeals within each academic year, summarising the information above.
8. As part of this annual report, RDC will, where it is appropriate to do so, make recommendations to the University as to the:
9. adequacy of advice, guidance and support mechanisms for students;
10. adequacy of staff development and support for those operating the appeal procedures;
11. level of understanding of staff and students of the procedures;
12. evidence of persistent appeals about certain processes or academic bodies;
13. effectiveness of the overall procedures in meeting their aims.

An annual report will be presented to the University Research Committee.

1. This annual review of the appeal process and procedures **should** ensure that they remain effective and consistent with current regulations.
2. Where appeals highlight improvements that can be made to University systems, processes and behaviors these will be recorded and followed up with the relevant areas, with a report back into RDC. These actions will also be part of the annual report. Academic appeals will be viewed as one part of our Student Voice mechanisms.

# Appeals by students registered for Joint or Split-site programmes leading to University of Hull Awards

* 1. It shall be the responsibility of all Institutions (hereafter ‘partner institution’) offering programmes of study which lead to awards of the University of Hull (hereafter ‘joint or split-site programmes’) to establish regulations and procedures which reflect the expectations set out in the Quality Assurance Agency UK Quality Code of Higher Education, the OIA Good Practice Framework, and the general principles embodied in the University of Hull Appeals Regulations.
1. An appeal by a student on a split-site or joint programme (leading to a University of Hull award) shall be made to the partner institution at which they are based at the time of the issue being appealed using their appeals procedures.
2. Partners **must** designate an officer or committee responsible for the Institution’s appeals procedures and inform the Secretary of RDC of the identity of the officer or committee.
3. The officer or committee **must** lodge with the Secretary of RDC a copy of the current appeals regulations and procedures. This **should** conform with the OIA Good Practice Framework and allow for both a formal appeal and review stage.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.

# Right of appeal to the University of Hull

* 1. Where a student on a joint or split-site programme is dissatisfied with the outcome of their appeal made to, and determined by, the partner institution they may complain to the University in accordance with the following paragraphs:
1. An appeal shall be limited to challenging the application of the procedure through which the original appeal was considered by the partner institution;
2. An appeal may only be made where the student has exhausted the procedures at the partner institution or where they can demonstrate that the partner institution has failed to follow its procedures in such a way that this failure is likely to have materially affected the outcome of the appeal;
3. An appeal **must** be made in writing using the University’s Academic Appeals form - and be submitted to the Secretary of RDC within 15 working days of receiving the final decision of the partner institution. The appeal shall include a copy of the partner institution’s final determination and any other evidence which the student believes is relevant to the matter;
	1. On receipt of a valid appeal an investigation will be made and submitted to RDC for consideration. The investigation **should** involve:
4. requesting from the student further evidence if required;
5. providing a copy of the appeal and supporting evidence to the partner institution, requesting a formal response and providing any further evidence that the partner institution wishes to make;
6. providing a copy of the partner institution’s response and further evidence to the student inviting any final comment which the student may wish to make.
7. RDC will consider the appeal conducted in accordance with Code of Practice: Academic Appeals.
8. Where the appeal is upheld the partner institution shall re-consider the original appeal, taking into account any evidence, other than new material, obtained through the University’s investigation, addressing any defect in the application of the partner institution’s procedures identified.

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 1 01 | Academic Appeals Working Group, Helen Fenwick ADE FACE | June 2023 | Revisions include:* New introductory section outlining purpose and principles.
* Expansion and revision of definitions.
* Outline of the academic bodies of which decisions can be appealed added.
* Specifics on declarations of interest and further information on academic judgement outlined.
* Clarification of the role of the DC and Research Directors added.
* Adjustments made to timeframes to support timely and consistent process.
 |
| 1 00 | Nikki Davies, Registry, Student Services. | For Sept 2018, Senate | This new University Code of Practice: Academic Appeals replaces the University Regulations for Academic Appeals. |