Academic Appeals

**Stage 1**

Notice to Appeal

• Notice to Appeal to be submitted by the student within **10 working days** of the date the decision is first communicated (5 working days in the case of pre-sessional results and supplementary examinations).

• At the discretion of the reviewer, a preliminary discussion may take place within **5 working days** of receipt.

• The Outcome (and report of any meeting) is sent within **10 working days** of the submission.

• Outcomes of preliminary meeting are recommendations only.

• Students have the right to seek advice and representation from the Student’s Union advice centre at any stage of the process – [https://www.susu.org/support/advice-centre.html](https://www.susu.org/support/advice-centre.html)

**Stage 2**

Academic Appeals Panel

• Student to submit a completed copy of the Notice to Appeal Form along with a Stage 2 Form within **5 working days** of the date of the Preliminary Report.

• Partial Academic Appeals Panel to consider the appeal on written evidence only within **10 working days**.

• Student notified within **15 working days** of receipt of the form that either:
  • The Appeal has been refused
  • The Appeal has been upheld
  • The Appeal will proceed to a full Academic Appeals Panel

• If proceeding to Full Academic Appeals Panel the meeting should normally be within **10 working days** of notification of that decision.

• Full report with decision to be sent to student within **5 working days**

**Stage 3**

Senate Appeals Panel

• Can proceed only if there has been a significant failure of due process in relation to Stage 2

• Student to submit Stage 3 Request Form to Head of Academic Appeals and Student Complaints within **5 working days**

• Partial Senate Appeals Panel to consider the appeal on written evidence only

• Student notified within **15 working days** of receipt of form that either:
  • The Appeal has been refused
  • The Appeal has been referred back to stage 2 for a fresh hearing
  • The Appeal will be heard by the Full Senate Appeals Panel

• If proceeding to Full Senate Appeals panel this should be within **15 working days** of Partial Senate Appeals Panel decision.

• Full report with decision to be sent to student within **5 working days**