

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>

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**