

Academic Appeal Stages

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 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.
- No Stage 1 appeal may be rejected unless a preliminary discussion has taken place
- 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 AA 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 AA Panel
- If proceeding to Full AA 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**
- For 2020/21 : The appointed chair in a partial panel need only be outside of the school concerned (instead of faculty), unless they are a Dean or Associate Dean where they need be outside the faculty.



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 SA 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 SA Panel
- If proceeding to Full SA panel this should be within **15 working days** of Partial SA Panel decision.
- Full report with decision to be sent to student within **5 working days**