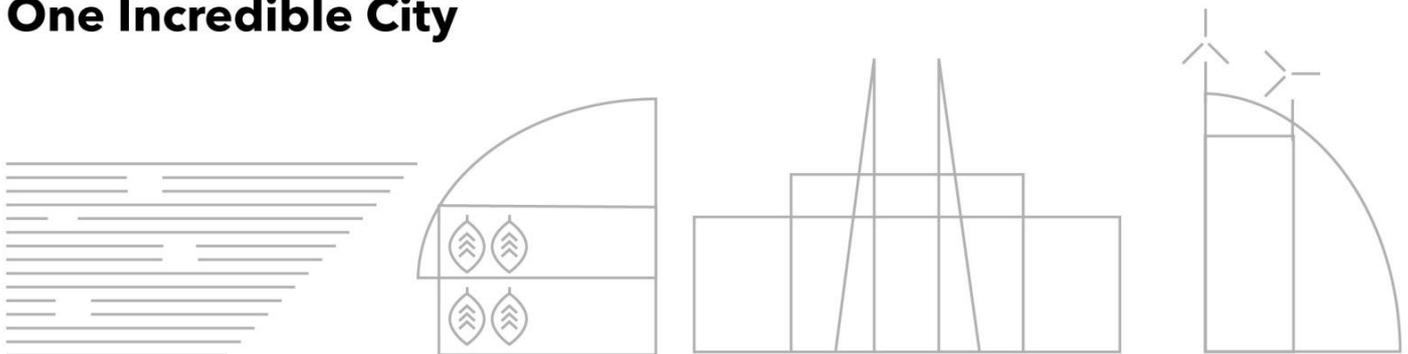


Higher Education Academic Appeals Policy and Procedure

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Document Information:

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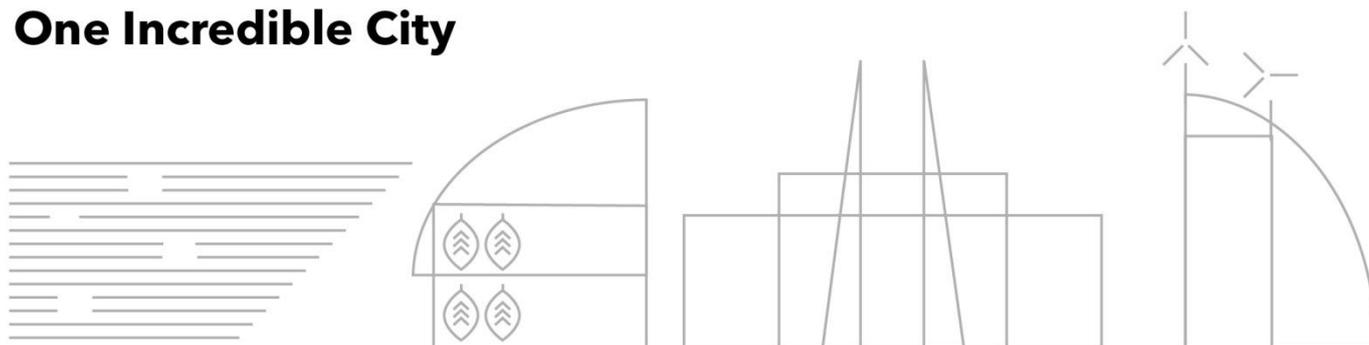
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1. Policy Statement

You can appeal against the decision of the:

- 1.1. Extenuating Circumstances Panel
- 1.2. Departmental Assessment Boards for Sheffield Hallam University Awards, or Sheffield College University Centre Review Boards for all other Awards.
- 1.3. Academic Misconduct Panel

Please note that disagreement with **academic judgement** cannot in itself constitute grounds for appeal. The definition of academic judgement by the Office of the Independent Adjudicator is: "a judgement that is made about a matter where only the opinion of an academic expert will suffice". This means that you cannot question academic judgement: that is the decision made by academic staff on the quality of your work or the assessment criteria being applied to mark your work. You may request confirmation of their validity if they think there has been an error or irregularity. You are therefore strongly advised to discuss the nature of your appeal with the HE Curriculum Leader for your course.

You are strongly advised to speak with your module tutor/leader as early as possible if you require clarification of a mark awarded for your work or if you do not fully understand the impact on you of an assessment or review board decision.

2. Grounds for an appeal

2.1 Extenuating Circumstances Panel

You may appeal a decision of an Extenuating Circumstances Panel and request that it is reviewed if you can demonstrate that:

- 2.1.1. There has been an error or irregularity in the process by which the ECP has considered your claim.
- 2.1.2. The ECP's decision is not in accordance with the regulations for considering extenuating circumstances as set out in the Extenuation Policy.
- 2.1.3. The ECP has taken insufficient account of the extenuating circumstances you presented.

2.2. Departmental Assessment Boards for Sheffield Hallam University Awards, or Sheffield College University Centre Review Boards for all other Awards.

You may appeal against a decision of a **Departmental Assessment Board** and request that it is reviewed if you can demonstrate that:

- 2.2.1. There has been an error or irregularity in the assessment process.
- 2.2.2. The decision was not in accordance with the approved assessment regulations for your course.

2.3. Academic Misconduct

You may appeal against a decision of an **Academic Conduct Panel** and request that it is reviewed if you can demonstrate that:

- 2.3.1. There has been an error or irregularity in the process by which the ACP has considered your claim.
- 2.3.2. The ACP decision was not in accordance with the Academic Misconduct Policy.
- 2.3.3. The ACP had taken insufficient account of the explanation presented to the Panel.

3. Procedure

- 3.1. This procedure tells you how to appeal against the decision of Extenuating Circumstances Panel, Departmental Assessment Boards for Sheffield Hallam University Awards, or Sheffield College University Centre Review Boards for all other Awards and Academic Misconduct Panel.
- 3.2. The Appeals procedures should not be used where you wish to complain about your experience at the College. These should be dealt with under the College's Complaints procedure.
- 3.3. Students will not be disadvantaged as a result of making an appeal provided it is made in good faith.
- 3.4. All information submitted in relation to appeals will be dealt with confidentially and will only be disclosed to the people involved in the investigation and appeal hearing, or as is necessary to progress the appeal, or required by law.

4. Making the appeal

- 4.1. The appeal should be made in writing within 10 days of the decision about which the appeal is based. Appeals submitted beyond this date will not normally be considered.
- 4.2. Appeals against the decision of an Extenuating Circumstances Panel should be made using the Extenuating Circumstances Appeal form.
- 4.3. Appeals against Departmental Assessment Boards for Sheffield Hallam University Awards, or Sheffield College University Centre Review Boards for all other Awards and Academic Misconduct Panel differ as follows:
 - 4.3.1. Appeals against the decision of Departmental Assessment boards at Sheffield Hallam University must be made according to the procedures of the University available on their website
https://students.shu.ac.uk/regulations/appeals_and_complaints/Academic%20Appeals%202015-16.pdf
The college cannot publish University procedures here by their request, in order to ensure you have the latest version.
 - 4.3.2. Appeals against Sheffield College University Centre Review Boards for all other awards to be made in writing to the Head of HE and Access, clearly stating your grounds for appeal.
 - 4.3.3. Appeals against Academic Misconduct Panels for Sheffield Hallam University Awards must be made according to the procedures of the University available on their website
https://students.shu.ac.uk/regulations/appeals_and_complaints/Academic%20Appeals%202015-16.pdf
The college cannot publish University procedures here by their request, in order to ensure you have the latest version.
 - 4.3.4. Appeals against Academic Misconduct for all other awards to be made in writing to the Head of HE and Access, clearly stating your grounds for appeal.
- 4.4. The College will provide advice and guidance to students wishing to make an appeal, eg, through the Student's Union, the Student Services team, or via your personal tutor. However, you have the right to seek advice from other avenues should you wish.
- 4.5. You will normally make the written appeal submission personally, but where necessary may appoint someone to do so on your behalf.

5. Investigating the appeal

- 5.1. Where appeals are considered by Sheffield Hallam University they will be conducted according to the processes described on their website
https://students.shu.ac.uk/regulations/appeals_and_complaints/Academic%20Appeals%202015-16.pdf
- 5.2. For all other awards, appeals will be investigated by the College's HE Appeals Panel. This will consist of a Vice-Principal, a Deputy Head of Department and the Head of Student Services. Your appeal will be acknowledged within 3 working days of receipt. You will be normally be informed of the outcome of your appeal within 15 working days of receipt of your appeal. You will be informed if there is a delay to the completion of the process.
- 5.3. At the point where a final decision regarding your appeal is made you will be sent a Completion of Procedures letter. This letter will explain that you have exhausted internal appeal procedures and give details about what you can do if you remain dissatisfied with the decision.

6. Hearing the appeal

- 6.1. The appeal will be considered by an Appeal Panel specially convened for the purpose convened either by the college or the Awarding Body as described in 6 above.
- 6.2. The panel will consider your appeal and the findings of the investigation into the appeal; the panel can request further information if required.

7. After the appeal

You will be normally be informed of the outcome of your appeal within 15 working days of receipt of your appeal. You will be informed if, for any reason, there is a delay to the completion of the process.

8. Further appeals

- 8.1. We aim to ensure your concerns are dealt with satisfactorily. However, if you think the correct procedures have not been followed you may be able to appeal the decision to the awarding body. If you wish to make a further appeal speak to your HE Curriculum Leader, who will explain the process for your particular award.
- 8.2. If you are dissatisfied with the final decision on your appeal you may be able to take your case to the **The Office of the Independent Adjudicator for Higher Education (OIA)** provided that it is eligible under its rules. You should check out the OIA rules and timescales for contacting the OIA on their website at <http://www.oiahe.org.uk/>.
 - 8.2.1. If your appeal is under consideration by the Office of the Independent Adjudicator and the decision appealed against would prevent you from progressing normally on the course at the start of an academic year, you may not attend the programme or take assessments, and may not enrol.