

# Higher Education Appeals Policy and Procedure

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Policy owner:	Assistant Principal of Curriculum		

## Approval required

SMT Y/N	Y	SMT approved/review date	18 July 2023
Governor Y/N	N	Governor approved date	N/A

## Publication

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## Changes made

Version	Author	Date	Section	Changes summary
2	Assistant Principal for Curriculum	July 23	Whole	Transferred to new policy template

# Higher Education Appeals Policy and Procedure

## Introduction

This policy applies to all students studying Higher Education courses at Craven College.

As defined by the Office of the Independent Adjudicator (OIA), “an appeal is a request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards”.

The following details how the objectives of this policy will be met and identifies:

1. Purpose
2. Scope
3. Responsibilities
4. Communication
5. Implementation
6. Monitoring
7. Associated Documentation

## 1. Purpose

The Higher Education Appeals Policy and Procedure seeks to deal with student appeals in a timely fashion. There is no right of appeal against academic judgements, however all students have a right of appeal against the decision of the Board of Examiners (BoE).

## 2. Scope

This policy will apply to all students studying higher education courses at Craven College.

The Higher Education Appeals Policy and Procedure has been written to meet the expected standards of the [OIA Good Practice Framework](#).

## 3. Responsibilities

- The Quality & Compliance Lead has responsibility for the administration of the appeals procedure through the six stages
- The Assistant Principal for Curriculum and the Assistant Principal for Quality have responsibility for applying this policy fairly and accurately for the review of all appeals

- Members of the HE Scheme Management Board, as possible members of an appeals panel have responsibility for applying this policy fairly and accurately

#### **4. Communication**

- The Higher Education Appeals Policy and Procedure will be published on a standardised template
- The Higher Education Appeals Policy and Procedure will be reviewed by the Assistant Principal for Curriculum and the Quality & Compliance Lead, before being escalated through the approval process
- This policy will apply to all students studying Higher Education courses at Craven College. It will be the responsibility of the Quality & Compliance Lead to communicate the content of the policy with relevant staff and all Higher Education students
- This policy will be published on the College's intranet and website

#### **5. Implementation**

The Higher Education Appeals procedure seeks to deal with student appeals in a timely fashion. With this in mind the student may also wish to discuss the nature of their appeal with the Quality & Compliance Lead to help them decide the best way forward.

Should they wish to continue the following advice and guidance will help the process. Students should also refer to the Good Practice Framework for Handling Complaints and Academic Appeals published by the Office of the Independent Adjudicator <http://www.oiahe.org.uk/providers-and-good-practice/good-practice-framework.aspx>

The following are not normally considered to be legitimate grounds for appeal:

- Where a student questions the exercise of academic judgement, that is, the decision made by academic staff on the quality of the work itself
- Where a student disagrees with the conclusions reached by the panel which considered their additional consideration, unless further evidence can be provided
- Lack of awareness or knowledge of the relevant regulatory framework
- Lack of awareness or knowledge of the requirements for the submission of additional consideration

Criteria for appeal may include:

- Evidence that was not brought to the attention of the relevant Committee, Board of Examiners or Panel at the time of their decision, that would have led them to a different decision; and there is good reason why the evidence was not presented at the appropriate time

- Demonstrable procedural irregularities in the conduct of the assessment process of such a nature as to cause reasonable doubt as to whether the result would have been different if they had not occurred
- Evidence of prejudice or bias on the part of one or more of the examiners and/or member of the relevant Committee, Board of Examiners or Panel

#### **6. Monitoring**

- The number of appeals and their outcome will be monitored annually and reported to the HE Scheme Management Board
- The number of completion of procedures letters will be monitored annually and reported to the OIA

#### **7. Associated Documentation**

Higher Education Appeals Form

## Appendix 1

The student initially raises their concern regarding the decision of the Committee, Board of Examiners or Panel with the Course Tutor, who will inform the Quality & Compliance Lead as soon as possible after the decision (either provisional or confirmed) is received, normally within 5 working days

