

Higher Education Appeals Policy

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2	Assistant Principal of Curriculum & Student Experience	July 23	Whole	Transferred to new policy template
3	Assistant Principal of Curriculum & Student Experience	June 24	Whole	Roles and meeting titles updated. Review cycle changed Review schedule changed
4	Assistant Principal of Curriculum & Student Experience	August 25	Whole	Role title updated
5	Assistant Principal of Curriculum & Student Experience	October 25	Whole	Transferred to new template, separate procedure created.

Higher Education Appeals Policy

1. Introduction

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 Higher Education Appeals Policy aims to deal with appeals submitted by HE students in a timely manner. 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).

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 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 Board of Examiners or Panel

2. Scope

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

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

3. Role and Responsibilities

- The Quality & Compliance Lead has responsibility for the administration of the appeals procedure through the six stages
- The Assistant Principal for Curriculum & Student Experience has responsibility for applying this policy fairly and accurately for the review of all appeals
- Members of the HE Academic Board will be chosen to form an appeals panel that has responsibility for applying this policy fairly and accurately

4. Policy Statement

Craven College provides a high standard of education and related services and encourages students to inform it of any issues which may have arisen in any of its processes. Where a student feels that a decision has been made by an academic body, such as the Board of Examiners, requires review, they have the right to submit an appeal against that decision.

5. Monitoring and Review

- The number of appeals and their outcome will be monitored annually and reported to the HE Academic Board
- The number of completion of procedures letters will be monitored annually and reported to the OIA
- The policy will be reviewed on an annual basis or in response to legislative changes

6. Associated Documentation

[Higher Education Appeals Procedure and Appeals Form](#)

7. Equality Impact Assessment

This policy has been assessed for equality impact to ensure it does not discriminate against any protected characteristics.