

HE Academic Appeals Procedure HE9b

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

- 1.1. This procedure applies to all students studying on higher education programmes at Askham Bryan College which are validated by Askham Bryan College only. For programmes validated by university partners, please refer to the policies and procedures of the validating university. This procedure has been informed by the Good Practice Framework for the Handling of Complaints and Academic Appeals, published by the Office of the Independent Adjudicator in 2016.
- 1.2. This policy and procedure refer to the College policy on Academic Appeals for students on Higher Education programmes, validated by Askham Bryan College, only.
- 1.3. This procedure should be read in conjunction with HE9: Higher Education Academic Appeals. Both HE9 and HE9b will be available on the College's website to ensure students are aware of their right to appeal.
- 1.4. Impartial guidance may be sought by students from the Student Union. Authoritative guidance on the operational aspects of this procedure may be sought from the Director of Higher Education (using the highereducation@askham-bryan.ac.uk mailbox only)

2. PROCEDURE

This procedure has three steps. Each preceding step must be completed before progressing to the next stage. Appendix I displays a flowchart of the process.

Step 1: Raising a concern

- Students should raise any concerns with their Course Manager in the first instance, following notification of the decision of the assessment board. If the Course Manager is unavailable, the student should contact the Head of HE Operations and Quality. If a decision has arisen from an academic misconduct or mitigating circumstances panel, the student should contact the Chair of that panel.
- Students should raise any concern as quickly as possible, as any formal appeal (see Stage 2), must be submitted within 10 working days of the notification of the assessment board decision.

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Step 2: Formal appeal

- If a student chooses to submit a formal appeal, s/he should complete the academic appeals form. Requests for the appeals form may be made to highereducation@askham-bryan.ac.uk mailbox.
- The written appeal must be submitted with 10 working days of the notification of the decision of the board. Appeals submitted outside of this timeframe will not be processed.
- The appellant is responsible for providing any evidence to substantiate why the appeal is being made. Evidence must be submitted with the appeals form. Receipt of the appeal will be acknowledged via email.
- The Director of Higher Education or appropriate representative will conduct an investigation and one of the following decisions will be communicated to the student, normally with 20 working days of receipt of the appeal:
 - a) Reject the appeal, if there is evidence that the decision making boards and panels have applied their procedures correctly, and/or there is no sound reason why mitigating circumstances were not made available to the board before the decision making body convened;
 - b) Uphold the appeal, if there is clear evidence, following investigation, that there has been material irregularity or error without referral back to the decision making body;
 - c) Refer the appeal back to the relevant decision making body to consider its original decision, subject to the evidence gathered during the investigation
 - d) Request additional information from the appellant, and/or relevant decision making body and/or Chair, and/or any representative from the Higher Education department to assist in making a judgement.

Step 3: Review of the Appeal

- If a student is not satisfied with the outcome of an appeal, they may request a review of the appeals decision. Students must write to the Chief Executive Officer within 5 working days of notification of the decision and fully explain their reasons for requesting a review.
- The final outcome will be communicated to the appellant within 15 working days of receipt of the review letter.

3. COMPLETION OF PROCEDURES

3.1 Once the College’s appeals procedure has been exhausted, the College will issue a ‘Completion of Procedures’ letter to the appellant. The purpose of this letter is to confirm that the College’s procedures have been completed and there is no further internal process to consider.

3.2 If students are not satisfied with the outcome of the final stage of the procedure, they have the right to contact the Office of the Independent Adjudicator (OIA) for Higher Education.

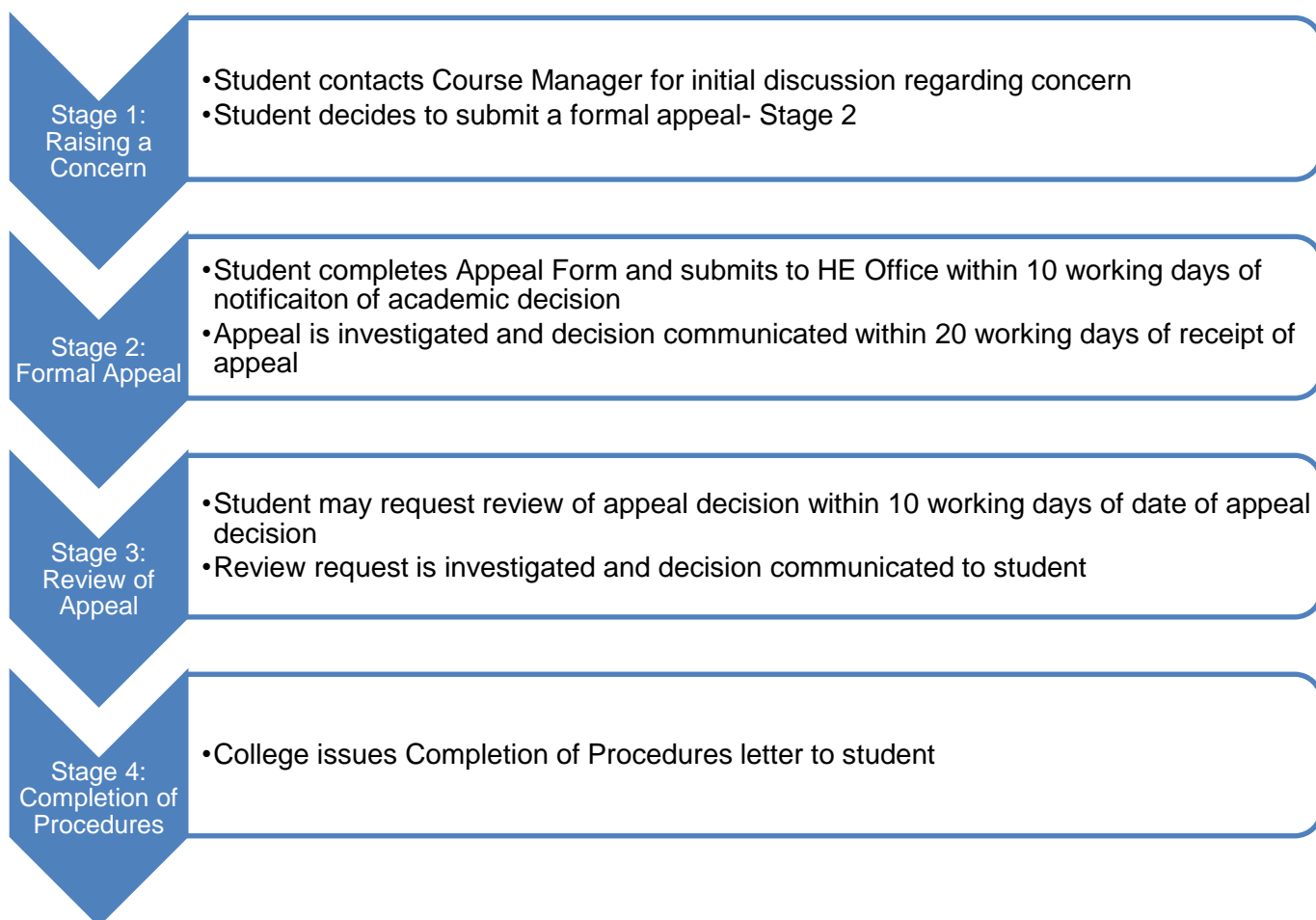
4. REPORTING AND RECORDS

Records of appeals will be held for 18 months following the date of conclusion of the case. Data (anonymized) will be presented to the Academic Board and Corporation, and also to reporting or regulatory bodies for the purpose of reporting requirements, where appropriate

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5. APPENDICES

Appendix I. Summary of Appeals Procedure



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