



Academic Appeals

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Academic appeals procedure

An academic appeal is a challenge to, or request for reconsideration of, a decision by an academic body – normally an exam board of the University – that makes decisions on student progress, assessment and awards.

This may include a request to change marks, progress decisions, or final award classifications. It

1. **Who can make an academic appeal under this procedure?**
- 1.1 Any current undergraduate or postgraduate taught student registered with the University, or r

4.2 We can only consider an academic appeal when it relates to:

- a. **Serious mitigating circumstances** (a) which the Board of Examiners was not aware of when making their decision, and (b) which you were, for valid reasons, unable or unwilling to submit earlier. Your mitigating circumstances and reasons for not submitting them by the original deadline must be valid and should normally be substantiated with evidence. You cannot self-certify for illness after the mitigating circumstances deadline has already passed.
- b. **Procedural irregularities**, such as administrative errors that meant the University did not correctly follow its assessment, marking or examination procedures. Appeals will only be considered if there is a substantiated concern that the Board of Examiners' decision might have been different had the error(s) not occurred.
- c. **Evidence of prejudice or bias on the part of the examiners**, including the reasonable perception of bias during your assessment and/or the consideration of your progress by the Board of Examiners. Appeals will only be considered if you have provided a full account of how you have been treated unfairly.

5. **What can you not make an academic appeal about?**

5.1 You may not appeal against a matter of academic judgement. Academic judgement refers to the determination of a matter where the opinion of an academic expert is essential. T

6. How do you make an appeal?

- 6.1 You should email A&C@london.ac.uk to request an academic appeal submission form. The process is initiated by the submission of a completed form.
- 6.2 You are invited to write clearly and concisely, identifying what you see as the core issue(s) and telling us what your desired outcome is. It is also important that if you have any documentary evidence you provide it to us as at the point of submission.
- 6.3 If you require any reasonable adjustments to enable engagement with any part of the process, please let the Student Resolution and Casework team know as soon as you are able by emailing A&C@london.ac.uk.

7. How will your appeal be handled?

7.1 General points

- a. We have given some indicative timings for each stage below. In total, we will aim to ensure that the process takes no longer than 90 days from receiving your appeal to the end of Stage 3.
- b. We will do our best to act more quickly where, for example, the impact of the issues raised might have detrimental consequences for your health or where you are feeling significant distress.
- c.

7.3 Stage 2 – Formal consideration by Chair of Board of Examiners

7.31 If your submission meets the grounds for appeal, the Student Resolution and Casework Team will carry out the necessary initial investigations and will compile a case file. The file will then be sent to the Chair of the Board of Examiners for review.

7.32 The Chair of the Board of Examiners may consult other members of the Exam Board, including External Examiners, at their discretion, in order to reach a decision. The Chair of the Board will decide whether your appeal should be upheld, partially upheld or not upheld.

7.33 You will receive a letter from the Student Resolution and Casework Team (w/o)-3 (l)- -1.22n(pn) Tw 8.85

A student member

7.47 No member of the Representations Panel will have a personal or other significant interest in the case to be considered.

7.48 The Representations Panel will be presented with all documentary evidence relating to your case, including records of consideration at Stages 1 and 2 and your Stage 3 submission, in order to make a decision. You will be provided with a copy of the documentation that will be considered by the panel.

7.49 You are entitled to present your case to the Representations Panel in person or through online video conferencing arrangements, depending on the format of the meeting, or by providing a written statement. You will receive a copy of the decision.

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