

## **Academic Appeals Panel**

### **Committee purpose**

To be an independent review body for formal academic appeals and appeal outcome reviews for undergraduate, postgraduate taught and research student cases. All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

### **Membership**

Each Panel shall consist of:

- Chair: A Pro-Vice-Chancellor or Deputy Pro-Vice-Chancellor
- A minimum of two members drawn from a pool of expert staff with no current academic or personal connection with the cases under consideration by the Panel
- Panel members to be appointed by the University Education Committee for a tenure of three years, in the first instance
- The pool will comprise of expert academic and professional services staff.

Appointment requirements:

- i. Staff with significant experience of taught course and research examinations matters.
- ii. In appointing members, the University Education Committee will be mindful of the need to achieve a membership with balanced experience of undergraduate and postgraduate taught and research courses.

### **Terms of Reference**

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1. The Academic Appeal Panel will review the Formal Appeal decision, taking consideration of the following:
  - Whether the relevant policies, procedures and regulations were followed during the formal stage;
  - Whether the outcome was reasonable;
  - Whether the student received clear reasons why the academic appeal was rejected at the formal stage;
  - Whether the student has provided new evidence that could have made a difference to the outcome and given good reasons for not providing this earlier.
2. The Appeals Panel is empowered to come to one of the following decisions:
  - Determine that the outcome of the Formal Appeal stage was reasonable and correct and there is no further information provided in the review form to alter this decision. A Completion of Procedures letter will be sent to the student.

- Refer the appeal request to the relevant academic body for reconsideration.

3. The Panel will:

- a) Provide advice on the interpretation and application of the Progression and Award and associated appeal regulations.
- b) Oversee matters of policy and procedure relating to appeals in respect of taught courses.
- c) Report and make recommendations in respect of appeals on an annual basis to the University Education Committee, via the Education and Students Regulations Committee.
- d) Meet as required.