RESULTS AND APPEALS

Publication of results

1. The following principles apply to the publication of results:

Pass and progress lists

- Award Pass Lists are provisional until ratified by the Chair of the University Education Committee on behalf of Senate. All students awarded a degree or progressed by the Progression and Award Board (PAB) are included on the Pass/Progress List regardless of any previous disclosure agreement with the University. The original pass/progress list and one copy must be taken to the Student Systems and Records Office (SSRO) as soon possible following the PAB prior to publication of results. The Student Systems and Records Office also require a list of students who have failed the award or failed to progress at the PAB to be provided at the same time. Published pass lists should include the candidate number and classification achieved. The candidate name should not normally be included in the published pass list to ensure anonymity.

- Module results are made available to students via Sussex Direct in a timely manner after the PAB and can be found on ‘View My Study Pages/Module Results’.

- Markers must not inform students of their result, or class of degree awarded, before the official Pass/Progress List is published, except where Schools pre-warn students who have not progressed or been given an award immediately prior to the publication.

- Students may contact the Director of Teaching and Learning (or nominee) if they wish to obtain more detailed information on their degree outcome.

- The formal diploma supplement/transcript for finalists will be issued as soon as possible.

- The official minutes of the PAB meeting should be finalised as soon as possible and passed to the Student Systems and Records Office. Candidate names should not be included in the minutes. This process should be completed no later than fourteen days after the meeting of the board.

Failed students

2. In respect of students who have failed to achieve an award or progress into the next stage the PAB:

- has three days after the date of publication of the pass/progress list in which to provide the resit requirements to the Student Systems and Records Office. Resit pro forma web reports are available listing all module failures by School and student.

- is asked to contact failed award students immediately prior to the publication of the award pass list, where this is possible, to inform them that they will not appear on the award pass list.
Appeals

3. Information on the Appeals process can be found here: http://www.sussex.ac.uk/ogs/complaintsappeals

- To be admissible, an appeal against a PAB decision must be based on one of a number of specific grounds. There is no right of appeal against the academic judgement of the Markers.

- Where it is determined that there are grounds for appeal, PAB officers will be notified and may be requested to review the original decision taken by the PAB or provide additional information, as appropriate.

- Where an appeal is upheld the PAB will be informed of the outcome and should report this to the next meeting.