This brief guide to appeals for students at the Malaysia Campus is designed to help students understand the Academic Appeals process.

**What is the purpose of an appeal?**

An appeal is a request to review a decision. The outcome of an appeal will either result in the decision being upheld or changed.

**What type of decisions do I have the right to appeal against?**

Students have the right to appeal to the Academic Appeals Committee for a review of a decision of an academic body which makes decisions on student progression, assessment and awards. In particular, the following decisions can be appealed:

- An Academic Progression decision
- Termination of a Taught Course
- A Degree Class decision
- A Research Degree decision
- A decision regarding Fitness to Practice

The purpose of an appeal is **not to question an academic judgement**, so it is not possible to argue, for example, that a result unfairly reflects the merit of your work or ability. Neither can there be an appeal regarding provisional marks.

**What do I need to establish?**

You will need to base your appeal on **at least one of the three** following grounds:

- Procedural Irregularity, significant enough to have materially affected the decision/recommendation, rendering it unsound.
- The decision is manifestly unreasonable which no reasonable person would find comprehensible – this to be used in **exceptional** circumstances only.
- Evidence of prejudice or bias took place on the part of the Examiner and can be proven.

This will form the basis of your appeal and it is vital that it is made clear what grounds your appeal is based on. If it is unclear which grounds you are appealing under, then it is likely that your appeal will not proceed.
Background to Appeals at the Malaysia Campus

The University of Nottingham Academic Appeals Policy is detailed in the University of Nottingham Quality Manual.

However, the procedure for holding an Academic Appeals Committee hearing at UNMC requires local procedures.

Malaysia Campus Appeals Procedure

If you decide to appeal then you must do so no later than one month after the date of the letter sent to you informing the decision against which you are appealing.

The initial stage of an appeal will be through a written submission to the Secretary of the Academic Appeals Committee, using only the Academic Appeals Form provided. This should be submitted to the Student Registry Office in Block A at UNMC.

What happens next?

If the Secretary believes there are no grounds for Appeal then they may recommend that the appeal be rejected outright.

If the Secretary believes that there may be grounds, then a request is made that the School (or decision making body) responds to the appeal. This may result in a change to the original decision. If however the decision remains unchanged, the appeal is then referred to a member of the Academic Appeals Committee.

If the member of the Appeals Committee considers that there is no case or it is bound to fail, then the appeal is rejected.

If the member of the Appeals Committee concludes that the decision of the School is one that would clearly not have been endorsed on behalf of Quality and Standards Committee, the case can be referred to either a member of or the Chair of the Quality and Standards Committee. If this does not apply, but the member of the Appeals Committee feels that the grounds for an appeal may be established, then a full Academic Appeals Committee hearing will be convened.

If the appeal goes to a full hearing then the Secretary shall convene the Academic Appeals Committee with the appropriate constitution.

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