

Academic Appeals Frequently Asked Questions

Preparing an Appeal

Q: What kind of decisions can students appeal against?

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

Termination of a taught course or research degree

Conditions imposed on progression to the next stage of a taught course or phase of research study

A classification decision

A decision not to award a qualification for which a student is registered

A decision of a University Fitness to Practise Committee or Practice Assessment Panel

The outcome of an Extenuating Circumstances claim

Q: What are considered grounds for making an appeal?

A: Students must be clear about the reasons why they believe that an academic decision is incorrect before lodging an appeal. An appeal can only be brought on one or more of the following grounds:

- Procedural irregularity which has disadvantaged the student and was significant enough to have materially affected the decision made
- Evidence of prejudice or bias, or reasonable grounds to support a perception of prejudice or bias on the part of one or more of the Examiners
- The decision making body took a decision which was manifestly unreasonable

The following circumstances will not be considered grounds for appeal:

- Academic judgment - which includes the mark, the pass/fail decision or the grade given by the person who is marking the piece of work. If you are unhappy or disappointed with the mark you receive for a piece of work, you should seek feedback in line with the University's feedback policy which may help you to understand how the mark was arrived at.
- Current concerns relating to the quality of teaching, supervision or support may be covered by the [Students Complaints Policy](#).

Making an Appeal

Q: What is the deadline for submitting an appeal?

A: You must submit an academic appeal within one month of notification of the decision against which you wish to appeal

Q: How do I appeal?

A: First, read the University's [Academic Appeals Policy](#).

Then look at the [Academic Appeals Procedure](#).

You should use the appeals form available in Section 1 of the Academic Appeals Procedure. Make sure that you read the form carefully and provide all the information requested. It is your responsibility to make the case, and to make it clearly; reviewers cannot make assumptions – you must spell out the cause and effect for them.

Your appeal should be submitted to the Student Registry Team:

By email: student_registry@nottingham.edu.my

Or by post: Student Registry Office, First Floor, Trent Building, University of Nottingham, Malaysia Campus, Jalan Broga, 43500 Semenyih, Selangor

Q: What happens after an appeal is submitted?

A: The Academic Appeals Policy has a number of different stages, beginning with:

An initial consideration by the Secretary to the Academic Appeals Committee. Your case may be rejected if it is clear that the circumstances claimed do not constitute sufficient grounds for an appeal.

If the Secretary believes there may be grounds for an appeal, a response will be requested from the student's School.

The School has the option to change the original recommendation, in which case you will be informed of this decision.

Alternatively, the School can confirm its original recommendation, in which case the written response will be sent to you and you will be given the opportunity to comment. The full case is then referred to a staff member of the Academic Appeal Panel for review.

If the Academic Appeal Panel believes the case is insufficient then the appeal will be rejected.

However, if the Academic Appeal Panel believes that grounds for an appeal may be established, the panel can consider a number of next steps. The Academic Appeals procedure provides more detail of this process.

Q: How long will it take for an appeal to be resolved?

A: We aim to let students know the outcome of their appeal as quickly as possible but do need to take time to give due consideration to each case. You can find details of the different stages of the process in the Academic Appeals procedure and we will keep you up to date with the progress of your appeal.

Q: What happens at an Academic Appeals Hearing?

A: The Sub-Committee at an Academic Appeals Hearing is usually made up of two academic staff members of the Academic Appeals Committee and one student delegate nominated by the Student Association. The members of the Sub-Committee will not have had any prior involvement with your case. In some cases it is not possible for a student delegate or Sabbatical Officer of the Student Association to be on the Panel, for example during exam periods. In these cases a third academic staff member of the Academic Appeals Committee will complete the Sub-Committee.

Before the hearing all attendees, including the School Representative, will be sent a complete copy of all papers relating to the appeal. On the day of the appeal the Chair will ensure that both you and the School have the opportunity to state your case and ask questions of each other. The Sub-Committee's decision will be made on the basis of information available to them on the day.

You are entitled to bring a supporter and are permitted to have this person speak on your behalf. The supporter cannot be a solicitor or other legal representative.

Q: What are the possible outcomes from an Academic Appeals hearing?

A: After the appeal hearing has been concluded, the Sub-Committee will make a judgement on the appeal, based on the balance of probabilities. The Sub-Committee will base its decisions on the information and evidence submitted. The Sub-Committee can:

- (i) Reject the appeal and confirm the original decision;
- (ii) Uphold the appeal and accept the revised recommendation submitted by School as part of process;
- (iii) Uphold the appeal and refer the case back to the School to reconsider;
- (iv) Uphold the appeal and substitute another decision, rejecting the revised recommendation submitted by School as part of process, if applicable.

Q: Can I still continue on my programme of study, if I have an ongoing appeal?

A: If there has been a decision to terminate your programme of study, then you are no longer a registered student of the University and therefore will not be able to collect your grant or apply for a student loan. It may be sensible for you to try to keep up with your studies in the hope that your appeal will be successful. Your School may assist you in this by allowing you to continue attending lectures or clinical placements, but this is at their discretion. In order to minimise any difficulties arising from this situation, we will make every effort to process your appeal as quickly as possible. However, it is essential that proper consideration be given to your appeal to ensure that the correct decision is made; in some cases this will inevitably take some weeks to achieve. Your assistance in providing information as concisely and as clearly as possible will help things progress as smoothly as possible.

If you are a finalist, please see the Quality Manual for more information about [arrangements for graduation for degree class and change of award appeals](#).

Further Steps

I have received the outcome of my appeal and am still not satisfied; what are my options?

If you are dissatisfied with the outcome of the formal stage, you may be able to request a review, on the following grounds:

- Procedural irregularity in the handling of the formal stage;
- A compelling argument that the decision was not reasonable in the circumstances. Claims of this nature must be supported by evidence and a clear rationale for the unreasonable nature of the decision. Claims that amount simply to an expression of dissatisfaction with the decision will not be considered.

The request for review should be submitted to the Complaints and Conduct department at academic-appeals@nottingham.ac.uk. The request should be submitted within 10 working days of you being notified of the outcome of their application to appeal.