

## 2.2 Appeals procedure

### Disciplinary appeals procedure

1. A student may appeal against the disciplinary decision by stating in writing reasons for the appeal which shall be submitted to the Head of Department or authorised senior member of staff within 5 days of the receiving the notification of the disciplinary decision
2. A student may appeal on the following grounds:
  - a. An appeal against the disciplinary decision supported by new and relevant evidence or information that was not available at the time of the disciplinary hearing.
  - b. An appeal against the severity of the penalty imposed by the disciplinary hearing
3. The Course Manager, Student Services Manager or authorised senior member shall consider the written appeal and decide whether there is a case to be heard. If no case is to be heard, the designate manager or authorised senior member shall inform the student in writing of this decision as soon as possible (within 5 working days)
4. If an appeal can be considered, the designated manager or authorised senior member may arrange for an appeal hearing as soon as practicable
5. The Appeal team will consist of the designated manger, a senior manager and a student representative. The team has the power to overturn the original decision, impose a different penalty or change the original penalty. The meeting will be recorded by a note taker, who shall be present, but who will not participate in the meeting
6. Once the hearing has taken place, the student will be notified of the appeal team's decision in writing within 7 working days of the hearing. The decision of the appeal team shall be final.

### Academic appeals procedure

As a quality educational institution, EThames Graduate School provides a means for students to appeal against assessment decisions for internally assessed work. The appeal can be made against a Grade on a piece of assessed work, or against any decision made by the School that may affect the academic progress of the student. Students should be aware that a sample of all assessed work is marked by a second member of staff (an internal verifier) to ensure that marking is consistent. Some work is also submitted to external examiners and verifiers, in accordance with awarding organisation quality systems.

The appeal is in two stages. Initially the appeal is considered by the lecturer or Head of Department. If the student is not satisfied with the outcome of the appeal, the appeal goes to Stage 2, where it is considered by the Academic Board. The Principal will normally present the outcome of the review to the student and this will be confirmed in writing within 7 working days.

In addition, the School works closely with our external providers, to ensure that students are aware of the academic appeals policies and procedures of these organisations.

Where students believe they have grounds to appeal against a decision of the Course Exam Board, they should initially consult Student Services. Students wishing to submit an appeal should complete the appropriate pro-forma, obtainable through Student Services.

There are two grounds on which students may appeal:

1. Where a student feels his or her performance was adversely affected by 'factors' which they are unable or unwilling to divulge on valid grounds to the Exam Board in advance, or
2. Where students feel there was a material administrative error, or the assessment was not conducted according to the regulations.

Academic Appeals Flowchart

