



The College of
Animal Welfare

Academic Appeals Procedure (FE)

Introduction

This document outlines the College's procedure for dealing with appeals against academic decisions made either internally by College staff or by external assessors/examiners appointed by the College. The procedure is designed to facilitate the resolution of disputed academic decisions in a fair and objective manner in relation to: recruitment, academic performance, achievement or progression. Where assessment decisions are made by the awarding body, their own appeals process must be followed.

Please read the whole Appeals Procedure which outlines the sequence of events to be followed. It provides details of completion of the necessary forms, timescales you must adhere to etc.

If you require any advice or help with any aspect of your appeal, contact your Personal Tutor or a member of the academic team who will be happy to assist you.

Grounds for appeal

Students may have grounds for appeal against academic decisions relating to recruitment, academic performance, achievement or progression. If you are not satisfied with a decision and/or feedback, you have the right to appeal directly to the individual who made the decision.

The grounds for appeal may be as follows:

1. You do not understand why your application has been unsuccessful
2. You do not understand why you are not yet competent, due to lack of, or unclear, feedback
3. Request for reasonable adjustment has been unsuccessful
4. Request for extenuating circumstances has been unsuccessful
5. You have not been permitted to progress to the next stage of the programme

The procedure

Informal Stage

If you disagree with an academic decision you should raise your concerns with the relevant Tutor/ Assessor within 7 working days of receipt of results/outcome of assessment. They will ensure that requests for discussion/clarification is dealt with as promptly as possible i.e. within 7 working days. It is hoped that the informal stage of the process will be effective and resolve the issue. Formal appeals should only be initiated where you are unhappy with the outcome of discussions.

Formal Appeal

Stage 1

If you wish to escalate your appeal to formal (Stage 1) must do this in writing to the IQA/ Moderator/Manager within 7 working days of the feedback provided from the informal stage. They will report back in 7 working days.

Stage 2

If you are not satisfied with the outcome of stage 1, you have the right to escalate your appeal in writing to the Vice Principal Quality within 7 working days.

The Vice Principal Quality will examine the findings and call a meeting to report back within 7 working days.

Stage 3

Students who are not satisfied with the outcome or handling of your internal formal appeal, you can submit an appeal to the Awarding Organisation.

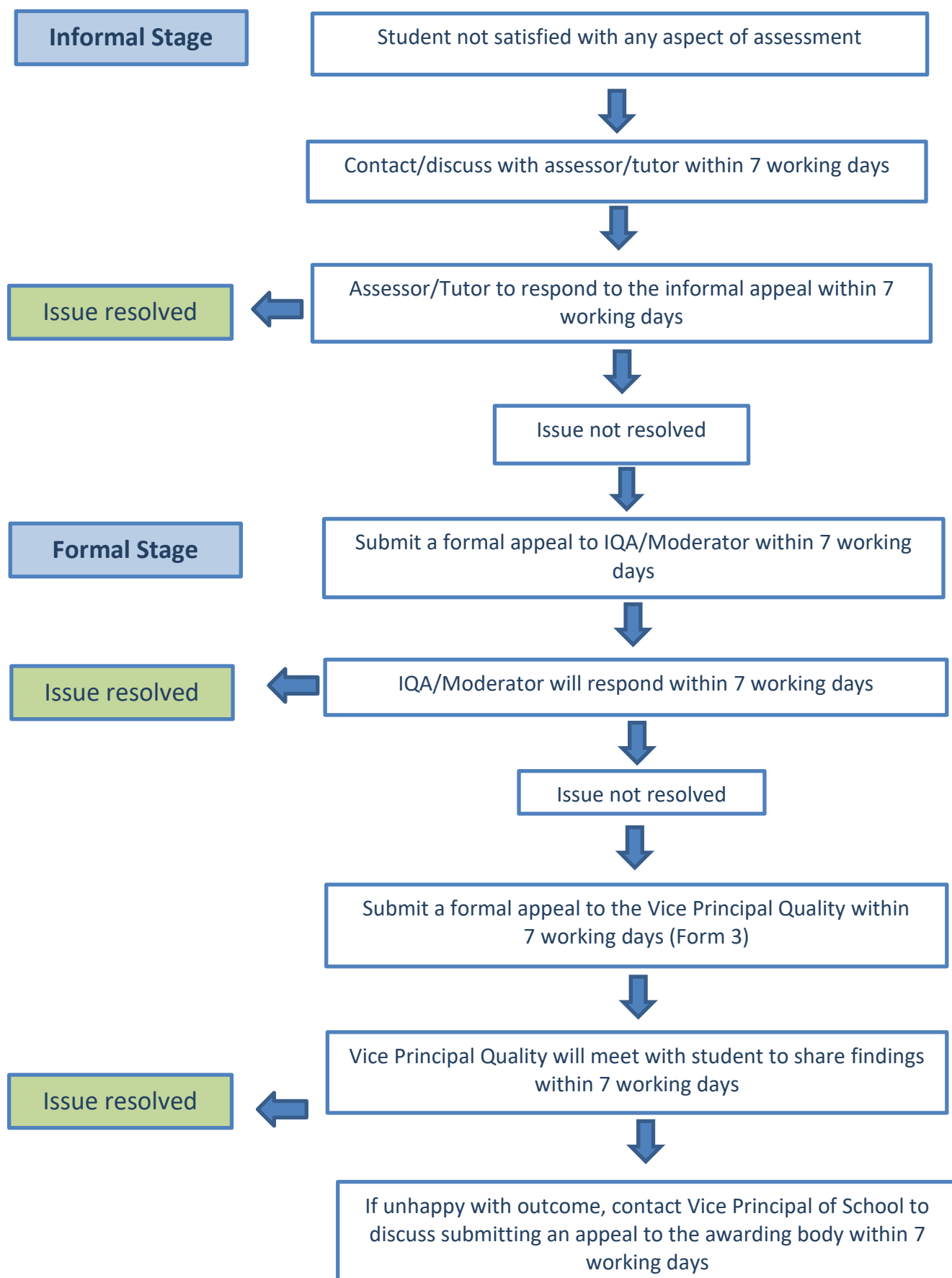
The Vice Principal of the relevant school will advise you regarding the specific procedure for the Awarding Organisation for your programme. There must be evidence that the College's internal appeals procedure has been exhausted.

Appeals against External Assessment Decisions

This procedure provides a mechanism by which students presented for external assessment may appeal against the outcome of external assessment.

On completion of external assessments and the notification of results, Programme Managers/Heads of Vet Studies/Tutors or students themselves may wish to appeal the outcome. Each awarding body has specific procedures to be followed which in turn follow the guidance provided by the Joint Council for Qualifications (JCQ). Therefore, all appeals against external assessment decisions will be processed and managed by the Vice Principal of Veterinary Studies or Vice Principal of Business School.

Overview of Appeals Procedure for Assessment Decisions





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Academic Appeals Procedure - Form 1

Name		Date	
Programme		Centre	
Unit/Module Tutor/Assessor		Name of Tutor/Assessor	
<p>I have discussed my concerns with my Tutor/Assessor: Yes / No</p> <p>Details of the appeal:</p>			
Student Signature			

Academic Appeals Procedure - Form 2

To	[Name of Student]		
Programme		Unit Number or Title	
Your appeal has been considered by the following IQA /Moderator/Manager:			
The following decision has been reached:			
Details of Action to be taken/proposed:			
Name of IQA/Moderator/Manager:			
Date:			



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Academic Appeals Procedure – Form 3

Name			
Programme		Unit Number or Title	
Module Tutor/Assessor		Date	
I wish to submit an appeal for consideration by the Vice Principal Quality: select from options below			
In my opinion there were serious irregularities in the handling of my previous appeal			<input type="checkbox"/>
Further information relevant to my appeal has become available which was not considered			<input type="checkbox"/>
Details of the irregularities or further information Copies of all information relating to stage 1 and stage 2 are included			
Student Signature			



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Academic Appeals Procedure - Form 4

To	(Name of Student)		
Programme		Unit Number or Title	
Your appeal has been considered and the following decision has been reached:			
Details of Action to be taken/proposed:			
Vice Principal:			
Date:			