

APIIT/APU

Student Appeals Procedure

1. Introduction

- 1.1. All APU Students have the right to request that APU reviews the decisions made by its boards and committees, provided that they can provide evidence to support their case. Students may request that:
 - An assessment be rescrutinised after the final results are confirmed by the Award Board.
NOTE: Students may not appeal against academic judgment but if they believe a material error has been made then they may ask for a review of the Examination board decision.
 - The decision from an Extenuating Circumstance Panel be reconsidered, if there is any additional evidence supporting extenuating circumstances which was not available at the time of the Extenuating Circumstance Panel decision.
 - The decision from an academic misconduct committee be reconsidered, if there is any additional evidence supporting their defence of the suspicion of academic misconduct.
- 1.2. First, however, students with an academic problem should be directed to their lecturer (or supervisor) if they have a concern. If the student is unhappy with the lecturer's response, they should meet with their Programme Leader (or FYP Manager). If the matter is not resolved with the PL, and the student still believes they have a case, then the student may request a meeting with the Head of School.
- 1.3. If still unresolved then they should submit an appeal to Faculty Administration and a Faculty Appeals Committee will be convened to review the request.
- 1.4. In extreme cases, when students have followed this process and still feel aggrieved, they can approach the Vice Chancellor.

2. Faculty Appeals Committee (FAC)

- 2.1. The FAC considers appeals from students who, in light of new evidence provided by them, can substantiate their belief that the application of APU policies and procedures has materially impaired:
 - The process by which they acquired knowledge
or
 - Their ability to demonstrate their acquisition of knowledge
or
 - Has a harsh impact on them due to their specific circumstances
- 2.2. Terms of Reference for the Faculty Appeals Committee
 - 2.2.1. To consider evidence submitted by a student in support of a request to review the decision of an Examination Board, or any decisions by any APU board or committee, affecting the student in relation to:
 - The mark in a module where they believe a material error has been made.
If the appeal is successful the usual outcome will be to have the piece of assessment remarked or for a further assessment opportunity to be provided with no penalty imposed

- The form of assessment for failed modules
For example, to be referred in individual elements of assessment rather than to retake a module with attendance
- The progression decision from one year level to the next
- The decision of an Extenuating Circumstances panel

2.2.2. In addition, the FAC will consider evidence submitted in support of a request to:

- be allowed to attend an exam when they have not met the attendance requirement
- set aside, or modify, a penalty for academic misconduct

2.2.3. The FAC may also advise on actions which may be required to be taken to prevent similar material irregularities identified from re-occurring.

2.3. Urgent Appeals

2.3.1. In some cases, the time between a student learning they will not be issued an examination docket and the time of the exam may be short. In such cases the Deans of Faculty may receive the appeal and take 'chairs action'. They will subsequently report the outcome of such cases to their Faculty Appeals Committee.

2.3.2. In cases where the Dean is unavailable, the appeal may be submitted to the Deputy Vice Chancellor, Registrar or Vice President for Operations. They will decide the outcome of the appeal and advise the Faculty Appeals Committee accordingly.

2.4. Composition of the Faculty Appeals Committee

2.4.1. The committee shall consist of

- Dean of Faculty/Head of School (Chair)
- Programme Leader(s)
- Module Leader(s)
- HOS or PL from another APU Faculty
- Faculty Administrator

2.4.2. See flowchart for the procedures to deal with a student appeal.

Flowchart: Student Appeals Procedure

