

**BRADFORD COLLEGE
UNIVERSITY OF BRADFORD**

**Regulations Governing Appeals by Students Against an Aspect of their Academic Assessment,
for Courses leading to Awards of the University**

1. GROUND FOR APPEAL AND NOTICE OF APPEAL FOR STUDENTS ON AWARD-BEARING TAUGHT PROGRAMMES OF STUDY AT UNDERGRADUATE AND POSTGRADUATE LEVELS
 - 1.1 The grounds for appeal by students against a decision of the Board of Examiners concerning an aspect of their academic assessment may be any of the following:
 - 1.1.1 that there exist circumstances affecting the candidate's performance of which the Board of Examiners was not aware when it took its decision;
 - 1.1.2 that there were procedural irregularities in the conduct of the assessment;
 - 1.1.3 that there is evidence of an administrative error of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion if it had not been made;
 - 1.1.4 that there is evidence of prejudice or bias on the part of one or more of the examiners;
 - 1.1.5 the inadequacy of supervisory or other arrangements for a project or dissertation;
 - 1.1.6 that the decision of the Board of Examiners was such that no reasonable body of people could reasonably have arrived at that decision.
 - 1.2 An appeal on the grounds set out in 1.1.1, 1.1.2, 1.1.3, or 1.1.4 above will only be permitted if there was good cause for the student not to have informed the Programme Manager, in writing, of the circumstances or complaint at least two working days in advance of the meeting of the Board of Examiners.
 - 1.3 An appeal on the grounds set out in 1.1.5 above will only be permitted if the complaint was submitted in writing to the Programme Manager before the date of submission of the project, or dissertation, unless there were exceptional reasons for it not having to come to light until after the assessment.
 - 1.4 The College will make every effort to ensure that the procedures are applied so as to be accessible to disabled students.
2. SUBMISSION OF APPEALS
 - 2.1 The appeal must be received by the Higher Education Manager within 21 days of the date of the publication of the recommendations of the Board of Examiners or Quality and Planning Committee (as appropriate) unless there is good cause for the student being unable to comply with this requirement.
 - 2.2 The appeal must comprise a properly completed copy of the Appeal Form and a Letter of Appeal setting out, in writing and in full, the grounds for and the nature of the appeal. No additional grounds may be cited, nor additional substantive points made, at any later time in the consideration of the appeal.

- 2.3 Students may approach Learner Services or the Students' Union for assistance with the preparation or submission of an appeal.
- 2.4 In the case of an appeal based on 1.1.1 above, students may request that detailed information relating to their personal circumstances shall remain confidential to the Higher Education Manager or his/her representative considering the case, the Programme Manager, the Chair of the Board of Examiners or the Quality And Planning Committee (as appropriate), and (where relevant) the external examiner(s).
- 2.5 In the case of an appeal based on 1.1.1 above, a student must submit with the Letter of Appeal written evidence corroborating the mitigating circumstances, whenever this is available.

3. CONSIDERATION OF APPEALS

- 3.1 Appeals shall be considered in the first instance by the Higher Education Manager who shall decide whether there is a *prima facie* case for consideration.
- 3.2 The Higher Education Manager shall have available for consultation for this purpose a copy of the Procedures of the Board of Examiners, the Minutes of the Board of Examiners or the Quality And Planning Committee (as appropriate) and of any relevant mark sheet. Programme Area shall be required to produce such information upon request and within 14 days of the issue of the request.
- 3.3 The Higher Education Manager shall be permitted to request further information from the student and/or the Programme Area in order to assist in the determination of the *prima facie case*. The student and/or Programme Area shall normally be required to produce such further information within 14 days of the issue of the request.
- 3.4 If the Higher Education Manager decides that there is not a *prima facie* case for consideration, the appeal is dismissed.
- 3.5 Appeals that are not dismissed shall be referred for consideration as follows:
 - 3.5.1 An appeal based solely on either 1.1.1, above shall be considered by means of a review of the original decision by the Board of Examiners or the Quality and Planning Committee (as appropriate), taking into account the new circumstances.
 - 3.5.2 In the case of an appeal based on a combination of either 1.1.1 above and one or more of the other grounds for appeal, that part of the appeal which relates to 1.1.1 shall take precedence and shall be considered by means of a review of the original decision by the Board of Examiners or the Quality and Planning Committee (as appropriate). Should the outcome of the review not be acceptable to the student, then that part of the appeal which relates to the other ground(s) for appeal shall be considered by an Academic Appeals Committee.
 - 3.5.3 An appeal based entirely on grounds other than 1.1.1 shall be considered by an Academic Appeals Committee.
- 3.6 In the case of an appeal which is considered under the provisions of 3.5.1 above, it shall be open to the student to submit one further appeal against the outcome of the review by the Board of Examiners or the Quality and Planning Committee (as appropriate) on any/all of the other grounds set out under 1.1 above, within 14 days of the date of the issue to the student of the outcome of the review.

4. ACADEMIC APPEALS COMMITTEE

- 4.1 An Academic Appeals Committee shall, on behalf of the Senate of the University of Bradford, consider the case of a student who, having submitted an appeal to the Secretary to the Academic Board against an aspect of his or her assessment, has had that appeal referred to the Committee by the Higher Education Manager.
- 4.2 The composition of an Academic Appeals Committee shall be as follows:
 - 4.2.1 Chair of the Academic Board (or nominee), being a member of the College Executive Directorate or Assistant Director who is not involved in the case in question (Chair)
 - 4.2.2 Chair of the Quality and Planning Committee (or nominee);
 - 4.2.3 Chair of a University School Board (or nominee);
 - 4.2.4 A member of the Quality and Planning Committee (not involved in the case in question);
 - 4.2.5 The Assistant Director Learner Services (or nominee, where appropriate).
- 4.3 Members of an Academic Appeals Committee must not have an academic (or other) relationship with any student due to be considered by the Committee.
- 4.4 Should a student due to appear before an Academic Appeals Committee object to any member of the Committee, the Committee shall consider and decide whether the objection can be accepted. If it can, then the Chairperson of the Committee shall have discretion to nominate an alternate.
- 4.5 The operation of Academic Appeals Committees shall be governed by such procedures as the Senate shall from time to time determine.
- 4.6 An Academic Appeals Committee is not empowered to take any action that will worsen a student's position, but may make any other decision in the light of the circumstances of the particular case.
- 4.7 Where an Academic Appeals Committee is considering varying the decision of the examiners, it shall consider the possible effects on other students (who may or may not have appealed) and ensure that equity of treatment is preserved.
- 4.8 An Academic Appeals Committee shall report to the Senate of the University of Bradford on any point of general principle which arises during the hearing of a particular case.

5. GENERAL

For the purposes of this Regulation, the term Programme Area shall be taken to include any academic unit either responsible for the administration of the course of study in question or providing the supervision of the research student concerned, as appropriate.