

Academic Appeal Guide – NCD and OU Students

Before you submit your academic appeal, make sure you have discussed your concerns with your tutor or lecturer. The Students' Union can also provide support at student.union@newdur.ac.uk

You can appeal:

- a formal assessment result;
- a qualification classification; or
- a decision taken as a result of unsatisfactory academic progress e.g. a requirement to withdraw from the programme of study.

You can appeal on the following grounds (you must choose the most appropriate grounds and ensure you have evidence to support your claims):

- i) procedural errors in the formal conduct of an assessment, or where relevant the Assessment Board, in reaching an academic judgement which do not comply with the published regulations for that programme (**Breach of Regulation**);
- ii) where you believe your performance in an assessment was adversely affected by mitigating circumstances and this was not known by the Assessment Board before reaching their decision. You must be able to provide a satisfactory explanation and evidence for not disclosing this information before results are formally ratified (**mitigation**); or
- iii) that your performance in an assessment was adversely affected by an administrative error attributable to the College (**maladministration**).

The following do not constitute grounds for an academic appeal:

- dissatisfaction with the academic judgement made by internal assessors and external examiners/verifiers;
- dissatisfaction with the decisions of the Assessment Board;
- complaints made against the College or its staff (see our Complaints Policy); and
- an appeal against an admissions decision (see our Admissions Policy).

To initiate an academic appeal you must request the application form and then submit your application for appeal within 10 College days of publication of their result.

You should complete all sections fully and submit relevant evidence that covers the time periods mentioned in the appeal form. You will receive confirmation of a timely submission.

Potential Outcomes

Where the College decides that there are no grounds for an appeal you will be informed within 5 College days of receipt of the appeal that your appeal has been rejected.

Where the College decides there is clear evidence to support your grounds, your appeal may be upheld without a Panel and you will be informed within 5 College days of receipt.

Where the College decides the evidence supports your grounds it may hold an Academic Appeal Panel to decide. You will be informed of the relevant dates at least 5 College days prior to the Panel and you will be told if you are required to attend.

Your appeal will either be upheld or rejected. If it is rejected you should refer to any other options that were presented to you in the letter sent to you by the Registry department after the Assessment Board.

Further actions

A student who is studying on a programme validated by the Open University who is dissatisfied with the decision of the Academic Appeal Panel, may refer their complaint to the Open University.

Students studying on programmes other than Open University who are dissatisfied with the decision of the College may refer the matter to the Office of the Independent Adjudicator (OIA).

Please refer to the NCD Academic Appeals Policy for further information