

Appeals Procedure

Disciplinary and Withdrawal Appeals Procedure

1. The student may appeal against the disciplinary or withdrawal 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.
 - c) An appeal against a withdrawal panel decision, supported by relevant information including extenuating circumstances which affected attendance, health issues which have impacted on attendance and submission of work,
3. The Course Manager, Head of School 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, and an Appeals Panel will be convened. The Panel will normally include the Executive Dean, the Academic Director and one other member of staff who may also be the note-taker.
5. Appeals Panel having considered the evidence presented may either:
 - a) Uphold the decision previous decision;
 - b) Overturn the previous decision and impose either a different penalty in the case of disciplinary appeals;
 - c) Reverse a withdrawal decision and re-instate the student.

d) The team will consist of the designated manager, a senior manager and a student representative.

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/panel 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, LCCA 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 College 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 2 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 Managing Director & Academic Director 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 College 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.

UK Quality Code references particularly relevant to this procedure are:
Chapter B9 Academic Appeals and student complaints Indicators 1-8

Academic Appeal Form

Section One – Your Details

Title:	Surname:	Forename(s):
Address (PLEASE USE BLOCK CAPITALS):		
E-mail Address: <i>[this e-mail address will be used for all correspondence related to your appeal]</i>		Daytime Telephone Number:
Student Number:	Full Course Title: <i>(e.g. HND Business Studies)</i>	

Section Two – Details of the Assessment(s) You Wish to Appeal

Module Title(s) relating to your appeal	Type of assessment eg examination; presentation; assignment	Assessment result	Date of exam/presentation; assignment due date

GROUND(S) FOR APPEAL: Please tick relevant box(es) to indicate the grounds for your appeal	
<input type="checkbox"/>	Your performance in the assessment was adversely affected by illness or other factors which you were unable, or for valid reasons unwilling, to divulge before the LCCA Course Exam Board reached its decision (e.g. mitigating circumstances). Now please complete Sections Three and Five.
<input type="checkbox"/>	There has been a material administrative error, or the assessment(s) was not conducted in accordance with the Academic Regulations governing the Programme, or some other material irregularity has occurred. Now please complete Sections Four and Five.
<input type="checkbox"/>	You have been withdrawn from your course and feel the panel were not conversant with all the relevant facts which may have impacted on your attendance, academic progress or funding matters. Now please complete Sections Four and Five.

Section Three – Mitigating Circumstances

Please only complete this section if you are appealing on these grounds

<p>Did you complete and submit an extenuating circumstances or mitigation form to your Student Administrator within five working days of the assessment date(s), ie. Before your results were confirmed at the Exam Board?</p>	<p>YES/NO * *Delete as appropriate</p>
<p>If 'YES': (i) please attach a copy of your official receipt or correspondence confirming receipt from the Programme Coordinator or Course Manager, including copies of the evidence you submitted with the form;</p> <p>(ii) please explain below why you are appealing against the rejection of your mitigation and attach any new evidence. You must also explain why the new evidence was not provided with your mitigation form.</p>	
<p> </p>	
<p>If 'NO': (i) please explain the reasons why you were unable or unwilling to submit a mitigation form within five working days of the assessment date(s);</p>	
<p> </p>	
<p>(ii) please explain your mitigating circumstances below;</p>	
<p> </p>	
<p>(iii) your appeal MUST be supported by documentary evidence; please list below all the evidence you are submitting in support of your appeal.</p>	
<p>1. 2. 3. 4.</p>	

Please continue on to extra pages, if necessary

Section Four – Material Administrative Error, Breach of Rules or Other Irregularity

Please only complete this section if you are appealing on these grounds

Which of the published regulations are you claiming were overlooked, not applied or applied incorrectly to your assessment(s)? *(providing the title of the document and relevant paragraph and page numbers to which you are referring)*

OR

What material administrative error, or other irregularity, are you claiming has occurred?

How did the conduct of your assessment(s) fail to comply with the above regulation(s)?

OR

How did the material administrative error or other irregularity you cited above impact on your assessment(s)?

What evidence are you submitting to support your appeal?

- 1.
- 2.
- 3.
- 4.

Please continue on to extra pages, if necessary

Section Five – Declaration

<p>What is your preferred outcome of your appeal? (e.g. to be permitted to undertake the (re)assessment in a specified module(s) etc.)</p>

Please tick all the boxes and sign the declaration below

	I have completed Sections One and Two.
	I have completed Sections Three and/or Four, explaining the grounds of my appeal.
	I have attached all additional sheets and documentary evidence.
	The details on this form are correct to the best of my knowledge.

In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:

- a) To hold the information that you have provided in paper form and electronically;
- b) To disclose the information that you have provided to authorised members of validating university staff or awarding body and members of the appeals panels

The information that you have provided will be processed for reasonable purposes connected with the investigation of your appeal and will be retained for six years after the appeal has completed and disposed of securely thereafter.

Please sign below to confirm that the information you have provided is accurate to the best of your knowledge, and to indicate your consent for the information provided to be used as detailed above.

Signature		Date	
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Please return the completed form to:
Academic Development & Administration Manager (Vera Dearman), LCCA Graduate School

We will acknowledge receipt of your completed Academic Appeal via email to your email account within 5 working days of receipt

A Summary of the Appeals Procedures for Students

If you believe you have grounds to appeal against a decision of the LCCA Exam Board, you should initially consult Programme Coordinators. If, after those consultations, you still wish to submit a formal appeal, you should use the appropriate pro-forma. There are two grounds on which you may appeal against a decision. These are:

- If you believe your performance was adversely affected by 'factors' which you were unable or unwilling, on valid grounds, to divulge to the LCCA Course Exam Board before it met.
- If there was a material administrative error, or the assessment was not conducted according to the Regulations.

