

## 6.4 Appeals Procedure

### 6.4.1 Objectives

- To describe the procedure available to a learner or applicant wishing to appeal against a decision of an academic or disciplinary nature, where it is demonstrated that the outcome is not based on sound evidence, that criteria have not been correctly applied, or that the processes have not been consistently implemented.

### 6.4.2 Scope

This procedure applies to all appeals relating to:

- Admissions
- Recognition of Prior Learning or prior experiential learning
- Module or Programme Deferral
- Extension of Deadlines for the Submission of Assessed work
- Examinations and Assessment
- Learner Discipline
- Academic Misconduct
- Desk-Based Review of an Appeal
- Decision of Appeal Board

### 6.4.3 Responsibilities

#### Appellant

- Reads and considers the appeals procedure ([QAE Document 6.4 Appeals Procedure](#)) and the appended documentation
- Is clear on the grounds for appeal
- Submits the appeal within the time frame
- Submits all documents and evidence at the same time as submitting the appeal

#### Quality Assurance and Enhancement Officer (QAE Officer)

- Acknowledges receipt of appeals
- Performs a desk-based review of all appeals received and ascertains whether there are valid grounds for appeal
- Gathers a faculty response to all submitted appeals at desk-based review stage
- Notifies the appellant of the decision of the desk-based review
- Notifies the Director of Academic Programmes or their nominee when an appeal board is to be held
- Schedules appeal hearings, and notifies all parties of the time, date, and location of these hearings

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- Provides Appeal Board members with documentation pertaining to the appeal
- Acts as secretary to the Appeal Board
- Notifies the appellant of the outcome of the appeal hearing
- Retains all records of appeals submitted
- Liaise with appropriate College personnel to facilitate changes to the learner's record, in line with the outcome of the appeal as appropriate
- Notifies the College President when a Presidential appeal has been lodged
- Is responsible for providing further information relating to grounds for appeal and addressing any questions that may arise

### Admissions Officer or Global Engagement Office Manager

- Supports applicants and attempts to informally resolve the issue(s) raised in the case of an admissions appeal

### Faculty

- Provide every learner with the appeal procedure and explain the appeal process for each academic decision that can be appealed (see section 6.4.5)
- Provide all relevant evidence to the QAE Officer in response to an appeal

### Director of Academic Programmes

- Nominates representatives to sit on the Appeal Panel
- Nominates the Appeal Panel Chair
- Notifies QAE Officer of the composition of the Appeal Panel

### Appeal Board

- Acts on behalf of APC
- Hears individual appeal cases at Stage Two

### Appeal Board Chair

- Is responsible for the implementation of Appeal Board hearings
- Is responsible for finalising the minutes and records of Appeal Board hearings

### Appeal Panel

- Includes all annually nominated academics who can sit on individual Appeal Panel meetings
- Is the panel from which Appeal Board members who hear individual appeal cases (Stage Two) are drawn

### Appeal Panel Chair

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- Supports the QAE Officers
- Supports the Appeal Panel members
- Considers the applications to be heard at Stage Two based on specific criteria

### College President

- Nominates a Presidential Appeal Committee
- Notifies the learner of the outcome of the Presidential Appeal Committee hearing

#### 6.4.4 The Rights of Appellants at Appeal Hearings

Appellants have the following rights in relation to appeal hearings:

- The right to be informed of the grounds upon which they may appeal a decision of the college.
- To be given 10 working days advance notice of the hearing (or less, if agreed by all parties) in order to ensure that they can attend and, should they wish, organise representation. The notice must state the time and venue of the hearing and must specify the appellant's rights in relation to the hearing.
- The right to attend the hearing: If an appellant fails to attend the hearing or to nominate a representative in advance, the hearing will proceed in the absence of the appellant.
- The right to be represented at a hearing by a fellow learner, a staff member, a relative, a friend, or an advisor.
- A representative may speak on behalf of the appellant.
- An appellant who chooses not to be represented must confirm in writing before or at the hearing that they have been informed of their right of representation and has declined to exercise it.
- The appellant has the right to be accompanied by a translator. Any costs associated with the appointment of a translator by the learner (other than one provided by the college) will be borne by the learner unless the Appeal Board so otherwise determines. An appellant for whom English is not a native language and who chooses not to appoint a translator is requested at the hearing to confirm (in writing) that they have been informed of their right to appoint a translator and have declined to exercise it.
- Sight of Evidence: The appellant has the right to request sight prior to the meeting of evidence to be presented at the hearing, to hear and see the evidence presented, to challenge the evidence on cross-examination and to present their own evidence.

#### 6.4.5 Grounds for Appeal

Disagreement with any decision cannot in itself constitute grounds for appeal.

The grounds for each specific type of appeal are as follows:

- i. Admission/Recognition of [Prior Learning Procedure](#)  
The Admissions Officer or Global Engagement Office Manager, as appropriate, will speak with the applicant and attempt to informally resolve

the issue(s) raised. An applicant wishing to appeal the outcome of an application for College entry may do so, normally on the following grounds:

- The applicant wishes to provide evidence that there was an irregularity in the way a query or an application for admission was considered.
- The applicant wishes to appeal against the College's admission criteria or RPL criteria.
- The applicant wishes to present additional documentation in support of their original admission or RPL application. In this case, the applicant must also show good reason why such documentation could not have been made available previously.
- The applicant wishes to appeal against the manner in which the admissions or RPL criteria were applied.
- There is an alleged breach of natural justice.

ii. [Deferrals Procedures \(i.e. in the case of QAE Document 3.8 Applicant Deferred Entry and QAE Document 3.9 Deferrals of Programme, Module or Assessment for Registered Learners\)](#)

A learner wishing to appeal the outcome of a deferral application may do so, normally on the following grounds:

- The learner wishes to provide evidence that there was an irregularity in the manner in which the deferral application was considered.
- The learner believes the decision regarding the deferral application is manifestly unreasonable.
- The learner wishes to present additional documentation in support of their original grounds for deferral request. In this case, the appellant must also show good reason why such additional documentation was not made available previously.
- There is an alleged breach of natural justice.

iii. [Procedure for extensions on Deadlines for the Submission of Assessed Work and Late Submission Penalties \(QAE Document 6.2\)](#)

A learner wishing to appeal an outcome of an application for extension on the deadline for the submission of assessed work may do so, normally on the following grounds:

- The learner wishes to provide evidence that there was an irregularity in how the extension application was considered.
- The learner believes the decision regarding the extension application is manifestly unreasonable.
- The learner wishes to present additional documentation/grounds in support of their original request for extension. In this case, the learner must also show good reason why such additional documentation was not made available previously.
- There is an alleged breach of natural justice.

iv. [Examination Board Procedure \(QAE Document 6.13\)](#)

A learner wishing to appeal the decision of an Examination Board may do so, normally on the following grounds:

- The learner wishes to provide evidence that there was a non-academic irregularity in how their assessments were conducted.
- The learner wishes to present information of mitigating circumstances which were not known to the Examination Board. In this case, the learner must also show good reason why such circumstances were not made known prior to or at the Examination Board meeting.
- There is an alleged breach of natural justice.

v. [Learner Disciplinary Procedure \(QAE Document 7.8\)](#)

A learner wishing to appeal the decision of a Disciplinary Board may do so, normally on the following grounds:

- The learner wishes to provide evidence that there was a material procedural irregularity which, had it not occurred, might have significantly changed the outcome of the original disciplinary hearing.
- That the penalty imposed by the disciplinary hearing is considered too severe, bearing in mind the circumstances of the case.
- The learner wishes to present new evidence or information of mitigating circumstances which was not known to the Disciplinary Board. In this case, the learner must also show good reason why such circumstances were not made known prior to or at the Disciplinary Hearing.
- There is an alleged breach of natural justice.

vi. [Academic Misconduct Procedure \(QAE Document 6.11\)](#)

A learner wishing to appeal the decision of an Academic Misconduct Disciplinary Board may do so, normally on the following grounds:

- The learner wishes to provide evidence that there was a material procedural irregularity which, had it not occurred, might have significantly changed the outcome of the original disciplinary hearing.
- That the penalty imposed by the Academic Disciplinary Board is considered too severe, bearing in mind the circumstances of the case.
- The learner wishes to present information of mitigating circumstances which were not known to the Academic Disciplinary Board. In this case, the learner must also show good reason why such circumstances were not made known prior to or at the Academic Disciplinary Board meeting.
- There is an alleged breach of natural justice.

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- vii. Appeal Procedure when appealing outcome of Desk-based Review (within the [QAE Document 6.4 Appeals Procedure](#))  
A learner wishing to appeal the outcome of the desk-based review process may do so normally under the following grounds:

- The learner wishes to provide evidence that there was a material procedural irregularity which, had it not occurred, might have significantly changed the outcome of the original desk-review.
- A learner may appeal the decision of the desk-based review on the grounds that the decision is manifestly unreasonable.
- The learner wishes to present information of mitigating circumstances which were not known to the desk-based reviewer. In this case, the learner must also show good reason why such circumstances were not made known prior to or at the desk-based review.
- There is an alleged breach of natural justice.

- viii. Appealing the Appeals Board outcome: Presidential Appeal (within the [QAE Document 6.4 Appeals Procedure](#))  
The decision of an Appeal Board may only be appealed to the President where the outcome was expulsion or academic withdrawal from the College.

A learner wishing to make a Presidential appeal of the outcome of an Appeal Board process may do so normally under the following grounds:

- The learner wishes to provide evidence of a material procedural irregularity which, had it not occurred, might have significantly changed the outcome of the original hearing from expulsion or academic withdrawal.
- That the penalty imposed by the disciplinary or appeal hearing (expulsion or academic withdrawal) is considered too severe relative to the circumstances of the case.
- The learner wishes to present information of mitigating circumstances which were not known to the relevant Appeal Board. In this case, the learner must also show good reason why such circumstances were not made known prior to or at the Appeal Board or in any previous correspondences made in respect of the Appeal.
- There is an alleged breach of natural justice.

### 6.4.6 Appeal Forms, Time Limits and Late Appeals

- (i) A learner wishing to appeal a decision referred to in section 6.4.5 above must complete an Appeal application form [[Click here to download](#)] (available from faculty, QAED and also [online](#)) and submit it to the Quality Assurance and Enhancement Office via the dedicated email address: [appeals@griffith.ie](mailto:appeals@griffith.ie).
- (ii) The faculty provides each learner with the appeal procedure at a time relevant to the communication of the academic decision.

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- (iii) The faculty must also explain the relevant appeal process to the learner for the academic decision that is being communicated.

The Quality Assurance and Enhancement Officer must acknowledge receipt of the appeals form.

Timeline:

- (i) The typical appeal submission deadline is within 5 working days from when the original decision is formally communicated, with two exceptions:
- (ii) - For appeals relating to the late submission of assessed work, the appeal submission timeline is 1 working day.- For appeals relating to a decision of academic misconduct leading to expulsion from the college, the appeal submission timeline is 10 working days.

Specific deadlines are outlined in the following table.

Appeal, based on the following grounds,	Appeal Form submission deadline		
	Within 1 working day	Within 5 working days	Within 10 working days
Admission ( <a href="#">QAE Admission Appeals Procedure</a> )		x	
Recognition of Prior Learning ( <a href="#">QAE Document 3.7 Recognition of Prior Learning Procedure</a> )		x	
Late Submission of Assessed Work ( <a href="#">QAE Document 6.2 Procedure for extensions on Deadlines for the Submission of Assessed Work and Late Submission Penalties</a> )	x		
Deferral ( <a href="#">QAE Document 3.8 Applicant Deferred Entry</a> and <a href="#">QAE Document 3.9 Deferrals of Programme, Module or Assessment for Registered Learners Deferrals Procedure</a> )		x	
Learner Disciplinary ( <a href="#">QAE Document 7.8 Learner Disciplinary Procedure</a> )		x	
Academic Misconduct ( <a href="#">QAE Document 6.11 Academic Misconduct Procedure</a> ) - All outcomes except expulsion		x	
Academic Misconduct ( <a href="#">QAE Document 6.11 Academic Misconduct Procedure</a> ) Appealing an outcome leading to expulsion			x
Exam Board Decision ( <a href="#">QAE Document 6.13 Examination Board Procedure</a> )		x	
Appealing outcome of the Desk Based Review (Desk-based Review section of the <a href="#">QAE Document 6.4 Appeals Procedure</a> )		x	

Appealing outcome of the Decision of Appeal Board to the President's Appeal Committee ( <a href="#">QAE Document 6.4 Appeals Procedure</a> )		x	
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The appeal application must include:

- (i) The appeal form which details:
  - The name and address of the appellant.
  - The category or subject matter of the decision being appealed (e.g. admissions, deferral, disciplinary, etc.).
  - The claimed ground(s) for appeal (which must be in accordance with section 6.2.5 above).
  - Signature, which confirms that the appellant is aware of and understands their rights.
- (ii) All evidence and documents to be considered as part of the appeal. An appellant is required to submit all evidence (documents, communications, certificates etc) at the same time as their appeal. All evidence and documents must also be submitted within the relevant timeline. Any evidentiary information received outside of that timeline will not be considered as part of the appeal.
- (iii) If relevant, the name of the programme, the relevant module(s) and other academic details.

#### 6.4.6.1 Late Appeals

In exceptional circumstances, learners may be entitled to enter an appeal outside of the time limit. Such circumstances, which will need to be evidenced, may include:

- Where the learner is ill within the specific time limit period listed in section 6.4.6 in this policy.
- The learner not being informed of the original decision that they subsequently wish to appeal. The time limit must run from the time the appellant was informed. Learners are advised that, for this purpose, notifying learners via the email address most recently known to the college is considered proper notification of a decision.
- Any other circumstances which, in the opinion of the Chair of the Appeal Board, means that the learner was unable to submit an appeal within the relevant time limit.

#### 6.4.7 Stage One: Desk-Based Review

If a learner or applicant submits an appeal, a desk review of the appeal is conducted by the QAE Office to establish if it was submitted within the time limit and whether valid grounds for appeal exist.

As part of this desk-based review, the relevant faculty will always be asked to respond to the appeal. This action facilitates the faculties' right to reply prior to a determination on the desk-based review.

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### 6.4.7.1 Potential outcome of a Stage One: Desk-Based Review

An appeal will normally be upheld if:

- (i) It is submitted within the relevant time limit.
- (ii) There is enough substantial evidence supporting the grounds of the appeal.
- (iii) There is no conflicting evidence in the faculty response.

An appeal will normally progress to an Academic Appeal Board if:

- (i) It is submitted within the relevant time limit.
- (ii) There is enough substantial evidence supporting the grounds of the appeal.
- (iii) There is conflicting evidence in the faculty response.

An appeal will normally not be upheld if:

- (i) It is not submitted within the relevant time limit.
  - (ii) There are no extenuating circumstances evidenced that would justify considering a late-submitted appeal.
- and/or
- (iii) There is not enough or substantial evidence supporting the grounds of the appeal.
- and/or
- (iv) There is conflicting evidence in the faculty response.

### 6.4.8 Stage Two: Appeal Board

If the appeal is referred from the desk-review stage, or if the desk-based review decision is appealed, the appeal progresses to Stage Two.

At this stage, the Chair of Appeal Board reviews the appeal at Stage Two to ensure it meets the criteria of:

- (i) The case was referred to the Appeal Board by the QAE Officer as progression of a Stage One appeal.
- (ii) The case is submitted by the appellant to appeal a Stage One outcome and reflects evidence that was unknown to the QAE Officer at the time of the Stage One desk-review decision. If this extra evidence is not provided with the appeal, the application to appeal the desk-review decision is rejected, and the desk-review decision is upheld.

If the Chair approves the appeal to progress to panel review, an Appeal Board of a minimum two academic staff is convened to hear the Stage Two appeal.

As part of this stage, if not already provided, the relevant faculty will be asked to respond to the appeal. This action facilitates the faculties' right to reply prior to a determination on the desk-based review.

#### 6.4.8.1 Potential outcomes of a Stage Two: Appeal Board

A Stage Two Appeal Board appeal will normally be upheld if:

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- (i) The application is submitted within the relevant time limit.
- (ii) There is enough substantial evidence supporting the grounds of the appeal.

A Stage Two Appeal Panel appeal will normally not be upheld if:

- (i) The appeal is not submitted within the relevant time limit.
- (ii) There are no extenuating circumstances evidenced that would justify considering a late-submitted appeal.

And/or

- (iii) There is not enough or substantial evidence supporting the grounds of the appeal.

Regardless of the outcome of the individual appeal, a Stage Two Appeal Board may make recommendations to faculty and departments based on the substance of the case.

### 6.4.8.2 Stage Three: Presidential Appeal

A Stage Two Appeal Board outcome may only be appealed to Stage Three if:

- (i) It was submitted within the relevant time limit (within 5 working days of the previous outcome being communicated to them).
- (ii) The appeal is against the sanction of an Appeal Board where the outcome is academic withdrawal from the programme, expulsion, or gross misconduct leading to expulsion, or not being offered a course.
- (iii) There is sufficient substantial evidence supporting the grounds of the appeal.

Where an appeal is subject to the decision of a President's Appeal Committee, the application of any disciplinary penalty or academic misconduct process is suspended pending the outcome of the appeal. This includes a learner's suspension, which will be put on hold and the learner may attend college during the conduct of the Presidential Appeal Committee review process. Conditions may be agreed and put in place to facilitate this attendance reinstatement by the learner. This will be communicated to the learner in writing as part of Presidential Appeal Committee correspondence. If the appeal is not upheld, the suspension is reinstated.

Each Presidential Appeal is subject to a preliminary desk-based review of the appeal application and all associated documents (by the QAE Officer) to establish if valid grounds for a Presidential Appeal exist (see section 6.4.5 (viii) of this policy for criteria). If the appeal does not meet the grounds to progress, the appeal is dismissed and there will be no right to appeal this decision.

If the grounds for Presidential Appeal are valid, a copy of the appellant's documentation is provided to the office of the President by the QAE Officer.

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### 6.4.8.3 Presidential Appeal Committee

The Presidential Appeals Committee is chaired by the College President, or their nominee. The Committee comprises no fewer than three persons, appointed by the President, two of whom are external to the College.

### 6.4.8.4 Outcomes of Stage Three: Presidential Appeal Committee hearing

A Stage Three: Presidential Appeal will normally be upheld if:

- (i) The application is submitted within the relevant time limit.
- (ii) There is enough substantial evidence supporting the grounds of the appeal.

A Stage Three: Presidential Appeal will normally not be upheld if:

- (i) The appeal is not submitted within the relevant time limit.
- And/or
- (ii) There is not enough or substantial evidence supporting the grounds of the appeal.

Regardless of the outcome of the individual appeal, a Stage Three: Presidential Appeal Committee may make recommendations to faculty and departments based on the substance of the case.

The decision of the Presidential Appeal Committee or the associated desk-based review is final.

### 6.4.9 Composition of an Appeal Board at Stage Two

#### 6.4.9.1 Nominations

At the start of each academic year, APC appoint an Academic Panel from which possible Appeal Board members will be selected.

- (i) Each faculty nominates a minimum of two candidates.
- (ii) This panel remains in place for the duration of the academic year.
- (iii) The panel will include members of academic staff at all levels (including heads of faculty, programme directors and year heads).
- (iv) The Academic Panel Chair will be nominated by the Director of Academic Programmes.

#### 6.4.9.2 Chair of the Academic Panel

- (i) The Chair reviews the Stage Two submission to ensure it meets the grounds (insert reference here).
- (ii) They implement the policy.
- (iii) They have reporting and monitoring responsibilities.

#### 6.4.9.3 Appointing an Appeal Board when there is a Stage Two appeal:

- (i) An Appeal Board normally consists of two persons to hear a Stage Two appeal.
- (ii) All members of the Appeal Board must be external to the faculty concerned in the appeal, and not have been in any way involved in the process under appeal.
- (iii) All Academic Panel members will be contacted to convene an Appeal Board.
- (iv) The QAE Officer will act as a non-voting Secretary to the Appeal Board.

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- (v) In all cases, the appointed Appeal Boards will act on behalf of the Academic and Professional Council.
- (vi) There must be no overlap of the same academic panel member being involved in these three functions (desk-based review, Appeal Board, Presidential Appeals Committee). i.e. if a panel member is included in the Appeal Board, they are not nominated to the Presidential Appeals Committee.

### 6.4.10 Appeal Board meeting procedure

- i. The QAE Officer notifies all parties (Appeal Board members, appellant) of the date, time and location of the hearing.
- ii. Prior to the appeal hearing, the QAE Officer ensures that the appellant is aware of their rights as set out in [Appendix 45](#) and explains the process to ensure meaningful participation.
- iii. If the learner wants to bring an accompanying person, they must reply and confirm the name, contact details and role that person has (a fellow learner, a staff member, a relative, a friend, or an advisor) at least two working days before the day of the Appeal Board meeting. If the normal notice period is waived, the learner should inform the QAE Officer of the second attendee with as much notice as possible if two working days' notice is no longer possible.
- iv. When notifying Appeal Board members, the QAE Officer forwards copies of documentation pertaining to the conduct of Appeal Hearings, and all relevant documentation pertaining to the case, including information gathered from the relevant faculty or department.
- v. One of the Appeal Board members agrees to chair the meeting (in advance of the hearing).
- vi. The appeal hearing is convened on the appointed date.
- vii. At the appeal hearing, the Chair of the Appeal Board:
  - a. Informs the appellant of their rights in relation to the appeal, explains these rights, and asks the appellant to confirm that they have understood them.
  - b. Explains the running of the meeting to the appellant.
  - c. Introduces each person and their role in the meeting to the appellant.
  - d. In closing the meeting, asks the appellant to confirm that they have gotten the opportunity to make their case and to confirm that they do not wish to present more evidence.
- viii. The Appeal Board may request more information or evidence from the appellant, the faculty or other departments before making a decision.

### 6.4.11 Communications

The QAE Officer communicates the outcome of the appeal to the appellant, the faculty concerned, and any relevant departments, in writing, by email.

In a case where an appeal is unsuccessful, the notification to the learner states the following:

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- (i) The decision of the Appeal Board.
- (ii) The penalty to be imposed (if relevant).
- (iii) The learner's right of appeal (where applicable).
- (iv) The period within which this appeal must be lodged (where applicable).

In a case where an appeal is successful, the notification to the learner states the following:

- (i) The decision of the Appeal Board.
- (ii) Any relevant next steps or conditions.

### 6.4.12 Appeal Hearings Outcomes

The outcomes of successful appeals against under the College's QAE Procedures are listed below. In the case of a successful appeal of a/an:

- (i) Admission Decision / [Recognition of Prior Learning Decision](#)  
The Admissions Officer/Global Engagement Office Manager carries out the standard admission procedures.
- (ii) [Late submission of Assessed Work Decision](#)  
A Learner is permitted to submit work without penalty and within an agreed timeframe.
- (iii) [Applicant Deferral / Deferrals of Programme, Module or Assessment for Registered Learners](#)  
The Admissions Officer/Registration Manager makes whatever amendments are necessary to the learner's assessment record on the learner administration system and must also amend the Learner Record Amendment Form (LRAF) (where applicable) and document the circumstances and grounds for the amendment. The Admissions Officer/Registration Manager and the Chair of the Admissions Sub-Committee sign the LRAF. This form and the accompanying report are made available to the next sitting of the Examination Board and is stored in the Registration Office for future reference.
- (iv) [Learner Disciplinary Decision](#)  
Where the college is satisfied at any stage within these procedures that misconduct has not taken place, no documentation relating to the alleged misconduct and the associated investigations is retained in the learner's file except as required by law or court order. The college may retain anonymised data, separate from the learner's record, for reporting and analysis purposes.
- (v) [Academic Misconduct Decision](#)  
Where the college is satisfied at any stage within these procedures that academic misconduct has not taken place, no documentation relating to the alleged misconduct and the associated investigations is retained in

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the learner's file. The college may retain anonymised data, separate from the learner's record, for reporting and analysis purposes.

(vi) [Examination Board Decision](#)

In the case of successful appeal, the Senior Examination's Officer makes whatever amendments are necessary to the learner's records on the learner administration system and on the examination broadsheet. The relevant documentation is made available to the next sitting of the Examination Board.

(vii) Desk-based Review Decision

The appeals process resumes as if the original review found valid grounds for appeal.

(viii) Appeal Board Decision

The relevant outcomes in relation to the decision being appealed against, as listed above, will apply.

### 6.4.13 In the case of an unsuccessful appeal of a/an:

- Admissions Decision
- Recognition of Prior Learning Decision
- Late Submission of Assessed Work Decision
- Deferral Decision
- Exam Board Procedure

The decision of the Appeal Board is final.

### 6.4.14 In the case of an unsuccessful appeal of a/an:

- Learner Disciplinary Decision
- Academic Integrity and Misconduct Decision
- Desk-based Review Decision
- Appeal Board Decision

The decision of the Presidential Appeal Committee is final.

### 6.4.15 Records and follow up

In all cases, all records of the Appeal Board's determinations are kept centrally by the Quality Assurance and Enhancement Department and a copy held by the relevant Senior Manager, i.e. the person with overall responsibility for a department/faculty. Specific requirements of individual procedures are listed below.

i. Late submission of Assessed Work

A copy of the amended application form indicating the decision on the deadline extension and the appeal form is held on the learner's file.

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### ii. Deferral Decision Appeal

In the case of successful appeals, the Admissions Officer/Registration Manager makes whatever amendments are necessary to the learner's assessment record on the learner administration system and must amend the Learner Record Amendment Form (LRAF) (where applicable) documenting the circumstances and grounds of the amendment.

The Admissions Officer/Registration Manager and the Chairs of the Deferral Appeal Board sign the Learner Record Amendment Form (LRAF) (available from faculty or administrators).

A copy of this form and the accompanying report is normally made available to the next sitting of the Examination Board.

Statistical reporting is provided to the Academic and Professional Council.

### iii. Learner Disciplinary Procedure

Documentation regarding penalties imposed for proven misconduct are retained on the learner's file for the periods denoted in [Learner Disciplinary Procedure](#).

Documentation regarding expulsion forms a permanent record on the learner's file.

### iv. Academic Integrity and Misconduct

In the event of the Appeal Board upholding the decision of the disciplinary hearing, or altering the classification of academic misconduct, and where the learner has not appealed this decision within 5 working days to the Presidents Appeal Committee, a copy of the notification of the disciplinary hearing decision and the decision of the Appeal Board is filed on the learner's file by the PD/Faculty Head.

## 6.4.16 Confidentiality

This confidentiality section refers to appeals regarding an allegation of misconduct, academic or otherwise, made by the college against a learner. It applies only to the [Learner Disciplinary Procedure](#) and [Academic Misconduct Procedure](#).

Where the college is satisfied at any stage within these procedures that misconduct has not taken place, no documentation relating to the alleged misconduct and the associated investigations is retained in the learner's file.

The disciplinary process, once entered into, is confidential to all parties. Therefore, it is essential that any individuals involved in the process respect this paramount need for confidentiality. Breaches of such confidentiality may lead to disciplinary action being taken.

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### 6.4.17 Monitoring and Review

An Appeals Report is presented to APC with recommendations and anonymised data on an annual basis.

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