

ACADEMIC APPEALS POLICY: ATTENDANCE FAILURES

1. The Academic Appeals Policy: Attendance Failures applies to those students who received an FA based on the Attendance Policy (see [Attendance Policy](#)).
2. All undergraduate and postgraduate students enrolled in courses offered by the University who received an FA may appeal to have the FA removed and the original performance grade restored.
3. Grounds for appealing an FA grade:
 - a. Mitigating circumstances exist which can explain or excuse absence from class. Mitigating circumstances claims must be supported by medical or other valid documentary evidence acceptable to the Academic Appeals Committee (AAC);
 - b. The instructor confirms in writing that the student should have been marked present, i.e. there has been an error in recording attendance;
 - c. The incorrect times or dates of a class session were published and not corrected in writing, i.e. an administrative error;
 - d. A procedural irregularity occurred.
4. All grounds must be supported by valid evidence. Detailed information pertaining to mitigating circumstances and evidence can be found in the Mitigating Circumstance Guidance. Students are to read the Guidance before appealing an FA grade.
5. Any student using the appeal process to bring frivolous or vexatious matters to the University's attention will be subject to disciplinary action.
6. Any student found to have provided fraudulent evidence or falsified a claim will be subject to disciplinary action.
7. Appeals require time to be processed correctly. Appeals may result in delays in the confirmation of grades which may have an impact on progression and the timing of the completion of studies/graduation.
8. Information will be used and retained in line with the [University Privacy Policy](#).

Stage I: Appeal

9. If the student receives an FA and wishes to appeal, the student will indicate this in writing to the AAC using the Attendance Failure (FA) Appeal Application Form by the due date listed on the form.
10. It is the student's responsibility to support the appeal with documented evidence by the stated deadline.
11. All documents and evidence submitted by a student in support of an appeal will be treated as confidential and only seen by those directly involved in the appeal process.
12. The AAC may investigate the claims by contacting relevant members of the University.
13. Only the student about whom a decision has been made can lodge an appeal against that decision. Appeals from third parties are not accepted.
14. Students cannot normally submit an appeal for attendance failures after they have been presented to the University Exam Board to ratify their degree or exit award.
15. The AAC secretary will make an initial determination based on administrative grounds whether or not the case can proceed to the AAC. An appeal may not be considered if there is no evidence, no substantive case for the AAC to hear, or if there is no valid remedy open to the AAC.
16. FA appeals are heard within 15 working days following the end of the semester. The AAC will normally expect to resolve the FA case at this meeting, and a decision notice will be sent to the student within 5 working days from the meeting date.
17. The appeals process may be paused if the AAC needs more information, and if the AAC agrees to grant additional time to a student to produce additional evidence. The student will be notified of this with a new deadline.
18. All AAC outcomes will be recorded in the reserved minutes of the AAC.

Stage II: Further Appeal to the Office of the Provost

19. A student who is dissatisfied with the decision of the AAC and chooses to appeal the decision may lodge a "Further Appeal" to the Office of the Provost. Only after all methods for settlement at the level of the Academic Appeals Committee have been exhausted can the student lodge a Further Appeal.

20. The Office of the Provost will receive information from parties involved in a further appeal, and conduct any further investigations or convene hearings deemed necessary.
21. The grounds for Further Appeal are:
 - a. New evidence exists that could not have been reasonably presented in the appeal to the AAC;
 - b. A procedural irregularity occurred in the conduct of the appeal process;
 - c. A decision was manifestly unreasonable or influenced by prejudice or bias, or perception thereof, on the part of the decision-maker(s).
22. Further Appeal procedures are as follows:
 - a. The student must file a Further Appeal Form to the Office of the Provost requesting a review of AAC's decision within 5 working days;
 - b. If the Further Appeal is on the grounds of supplying new evidence then this must be presented with the form;
 - c. The Office of the Provost will review the material presented at the original AAC meeting plus any additional information provided by the student;
 - d. The Office of the Provost will request additional information if necessary, and may pause the timeframes to allow this to be gathered and reviewed;
 - e. The Office of the Provost will normally make a final determination within 10 working days and the student will be informed of the outcome.
23. At this point the University's institutional procedures for appeals have been completed. The Completion of Procedures letter will outline for the student the role of the Office of the Independent Adjudicator.
24. If, upon the conclusion the University's institutional procedures the student is dissatisfied with the decision, they may take their appeal to the Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>). Students must first have exhausted all appropriate internal procedures at the University before approaching the OIA.

VERSION MANAGEMENT

Responsible Department: Department of Academic Affairs and Accreditation (DAAQA)			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
1		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	