

## ACADEMIC APPEALS POLICY

Policy Title	Academic Appeals Policy
Responsible University Office	Registry
Policy Owner	Provost
Version	V2
Date Approved	November 2022

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### I. SCOPE OF POLICY

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This policy sets out the procedures to be followed by a student when:

- a. seeking a review of the decisions of Assessment Boards;
- b. lodging an appeal against a decision of an Assessment Board only after a formal review of the Assessment Board decision has taken place, the outcome of which still leaves the student dissatisfied;
- c. lodging any appeal related to academic misconduct issues.

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### II. DEFINITIONS

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The Academic Appeals Committee is a committee convened to review requests of assessment reviews, assessment appeals or other academic appeals.

Academic misconduct is defined as any attempt to gain an unfair advantage in an assessment (including examination) or not abiding by the academic policies. This includes but is not limited to: failing to comply with the rules of examinations, fabrication or falsification of data, impersonation or the passing of one individual's work as another's and not abiding by the TKH attendance policy.

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### III. POLICY STATEMENT

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The policy describes as clearly and precisely as possible the equitable and orderly processes by which students can request the reconsideration of an assessment decision or any other academic decision.

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### IV. POLICY GUIDELINES

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#### 1. Circumstances and Grounds for Requesting an Assessment Review

1.1 Students may seek a formal review of the decision of an Assessment Board with regard to their results **once the results have been formally promulgated or notified.**

1.2 The review may be sought in connection with the following aspects of the academic decisions arising from the results of an assessment:

- a) The overall result of a final assessment including the classification of the degree or qualification of the award;
- b) The results of an assessment, not being a final assessment, where that result:
  - i. precludes continuation on course or progression to the next stage of the course;
  - ii. requires reassessment or the repeat of an assessment;
  - iii. leads to directed transfer to a lower level course;
  - iv. prevents progression to the honours degree as distinct from an unclassified degree;
  - v. precludes progression to the major option of course, which the student might reasonably have aspired to follow.

1.3 The grounds upon which a student may request a review of an Assessment Board decision are limited to the following:

- a) The assessment was not conducted in accordance with the regulations for the course or there was an administrative error or some other significant procedural irregularity that prejudiced the student's performance;
- b) There is evidence of unfair or improper assessment on the part of one or more of the examiners, although the candidate shall not be permitted to question the academic judgement of the examiners;

- c) Exceptionally, that there is evidence that the extenuating circumstances were so severe as to have prevented the student from making an informed decision at the time as to whether to attempt an assessment or to apply for a deferral.

1.4 Disagreement with the academic judgement of an Assessment Board in assessing the merits of an individual piece of work or in reaching a decision on a student's progression or on the final level of an award, based on the marks, grades and other information relating to the student's performance, cannot in itself constitute grounds for a request by a student for reconsideration. Any alleged inadequacy of supervision or in other arrangements during a period of registration as a student of the University, is not admissible grounds for review. A review cannot be considered if an alternative procedure has been invoked for the same matter.

## 2. Procedures for Requesting and Conducting an Assessment Review

2.1 **Within ten working days** (working days are defined as all weekdays other than public holidays and other days when TKH is formally closed, irrespective of whether they fall outside of the semester) of the release of confirmed results, the student must inform TKH of their request for a review of the decision of the Assessment Board submitting full supporting documentation. The following email addresses should be used: [registrar@tkh.edu.eg](mailto:registrar@tkh.edu.eg)

The student must:

- a) submit the **completed form and full supporting details of the circumstances**, including medical certificates and other third-party evidence to demonstrate how those circumstances affected them, within ten working days of the release of confirmed results;
- b) be prepared to be interviewed by the Registrar (or nominee) should the Registrar deem it to be necessary in order to clarify any points.

2.2 If eligible, the review requested by a student shall be heard by the Academic Appeals Committee, which shall meet to consider requests on a regular basis. These meetings shall be scheduled. Meetings at other times shall be held as required.

2.3 Exceptionally, the student may be invited to attend and be interviewed by the Academic Appeals Committee.

2.4 The Chair of the Academic Appeals Committee and the Registrar (or nominee) shall ensure that:

- a) the student's written submission, including any supporting documentation, is fully considered;

- b) any persons named by the student are consulted, provided that they can be reached and their views are relevant to the issues;
- c) the Committee reaches a decision as expeditiously as possible in the given circumstances, having regard to the depth of investigation required and the availability of persons to be consulted;
- d) if the Committee decides there are grounds for review identifying in writing to the relevant Assessment Board, upon what grounds it is being requested to reconsider its decision and provide guidance on good practice in similar circumstances.

2.5 The Registrar (or nominee) shall be responsible for writing to the Head of School, the Course Director and student to inform them of the Academic Appeals Committee's decision.

2.6 The Registrar (or nominee) shall ensure that:

- a) the Assessment Board notes the decision of the Academic Appeals Committee;
- b) consideration is given to the relevant scripts or work;
- c) the grounds upon which the Assessment Board reached its original decision are reconsidered.

2.7 Having given consideration to all the circumstances, the Assessment Board shall:

- a) confirm the original decision of the Assessment Board, or
- b) vary the decision, setting conditions as allowed within the discretion of the Assessment Board and the Assessment Regulations.

Where the Assessment Board wishes to have further evidence of the student's performance, it may require a (further) viva voce examination or other form of assessment appropriate to the student's circumstances and the requirements of the Programme of study, before reaching its final decision.

2.8 The Registrar (or nominee) shall be responsible for confirming in writing to the student the decision of the Assessment Board, normally within 15 working days of the consideration of the review by the Academic Appeals Committee.

2.9 The Registrar (or nominee) shall inform the Head of School, the Course Director and student of the outcome of the decision of the Assessment Board. If an Assessment Board requires a (further) viva voce examination or other form of assessment appropriate to the student's circumstances and the requirements of the programme of study, this requirement should be notified to the Registrar within the deadline specified and the assessment carried out as soon as practicable.

### 3. Circumstances and Grounds for Requesting an Assessment Appeal

3.1 A student may lodge an appeal against a decision of an Assessment Board only after a formal review of the Assessment Board decision has taken place, the outcome of which still leaves the student dissatisfied.

3.2 The appeal may be lodged in the circumstances of the kinds of academic decisions arising from an assessment that are listed in section 1.

3.3 The grounds for an appeal are:

- a) additional grounds as specified in section 1 which were not considered at the review stage; or
- b) significant new evidence relating to the grounds considered at the review stage; or
- c) specific allegation of irregularity in the conduct of the review process itself.

3.4 If additional grounds are the basis for the appeal as specified or additional evidence submitted under section 1, the following criteria must each be satisfied:

- a) the fresh grounds or evidence only came to light after the review process was completed;
- b) the fresh grounds or evidence could not have been made available before the review;
- c) the fresh grounds or evidence add a significant new dimension to the case.

The Registrar (or nominee) must be satisfied that these conditions are met before admitting such evidence. The Registrar's decision is final.

3.5 Fresh evidence must be introduced in support of any appeal; no appeal shall be heard if all the evidence submitted has already been considered at the review stage, even if fresh grounds are introduced.

### 4. Procedures for Lodging an Assessment Appeal

4.1 **Within ten working days of the release of the outcome of the formal review of the Assessment Board**, the student must inform the Registrar via the following email address: [registrar@tkh.edu.eg](mailto:registrar@tkh.edu.eg) of their request for an appeal to be considered, submitting full supporting documentation, where appropriate.

4.2 The Registrar (or nominee) will investigate the circumstances and decide whether or not to grant the appeal. Should the appeal not be granted a completion of procedures letter will be issued to the student. The decision of the Registrar (or nominee) in this respect is final.

- 4.3 If the appeal is granted, the Registrar (or nominee) shall be empowered to convene a meeting of the Academic Appeals Committee to consider the evidence.
- 4.4 The secretary to the Academic Appeals Committee shall ensure that the appellant receives ten working days' notice of the time and place of the meeting and copies of all written evidence.
- 4.5 The appellant has the right to appear before and be heard by the Academic Appeals Committee accompanied by one friend (the friend must be a registered student in the TKH Coventry University Branch) subject to the following:
- a) **at least five working days prior to the meeting**, the student shall inform the secretary to the Academic Appeals Committee as to whether they intend to attend and to be accompanied by a friend, and if so, the name of the person concerned. Failure to timely inform the secretary of the committee the name of the friend, will result in the friend not being able to attend. In the event that the appellant arrives at the meeting with more than one friend, the Academic Appeals Committee Chair has the authority to ask the appellant to choose whom they wish to be present. All other friends will be required to leave;
  - b) during the meeting, the friend may advise and provide support to the student (the friend is allowed to write notes to the student) but **may not speak on behalf of the student or otherwise participate, or address or question any member of the committee**; and if the friend does not comply with the structure of their role, s/he may be asked to leave;
  - c) the appellant, if present, shall not refuse to answer personally questions which the Chair and members of the Committee desire to put, in order to establish the facts or clarify issues.
- 4.6 the appellant may not be represented by another person in the appellant's absence;
- 4.7 If the appellant wishes to call witnesses, the appellant must give written notice to the University five working days in advance of the meeting.
- 4.8 The hearing shall be conducted in accordance with the procedure outlined on the agenda for the meeting in accordance with normal practice.
- 4.9 At the conclusion of the hearing all persons other than the members of the Academic Appeals Committee shall withdraw. The Academic Appeals Committee shall reach its decision in private and shall recall the interested parties when the Chair is ready to announce the decision to them.

- 4.10 In the event of the Academic Appeals Committee wishing to recommend an annulment of an Assessment Board decision, the Chair may decide to adjourn the hearing to allow any procedures to be completed as may be required by the approved regulations for the course.
- 4.11 The Registrar (or nominee) shall confirm in writing to the appellant the decision Reached and the reasons for it:
- a) within ten working days of the conclusion of the hearing;
  - b) as soon as possible if the hearing has been adjourned, to enable an annulment to be considered by the Chair of the Assessment Board in consultation with External Examiners and any external body involved.

## **5. Constitution and Terms of Reference for the Academic Appeals Committee**

### **Constitution**

- 5.1 An assessment review requested by a student or an academic appeal shall be heard by the school Academic Appeals Committee which shall be appointed by the relevant Head of School/Department to consider each request in a fair and impartial manner.
- 5.2 Each Academic Appeals Committee shall comprise:
- a) at least two experienced members of academic staff;
  - b) one staff from the Office of Student Wellbeing and Counseling (as needed);
  - c) an additional senior member of academic staff shall be appointed Chair;
  - d) The Registrar (or a nominee)
- 5.3 The quorum shall be three members;
- 5.4 To avoid any conflict of interest, no member of the Academic Appeals Committee can be Academic Advisor, Module Leader, Course Director or equivalent linked directly or indirectly to the student's programme of study or have any other involvement in the assessment of a student whose case is being considered at the meeting;
- 5.5 The Secretary shall be the Registrar (or nominee);
- 5.6 The approved Chair(s) shall have a maximum term of office of 1 year. Anyone holding this role must be a senior member of academic staff, but outside of the University's Senior Academic Management Team (Head of Schools/Branch Director).

## Terms of Reference

- 5.7 The Academic Appeals Committee having considered the relevant information shall have power to decide that there are grounds upon which to require an Assessment Board to review its decision.
- 5.8 In exceptional cases an Academic Appeals Committee may recommend to an Assessment Board that the results of any or all assessments which the student has taken in the current year's programme be declared void if there is satisfactory evidence that the result was so affected by extenuating circumstances as to render it inequitable to treat it as an attempt. If the student subsequently fails the module, the Assessment Board shall have the discretion to reinstate any previous marks.
- 5.9 If the Academic Appeals Committee decides that there are grounds, these must be identified and communicated to the relevant Assessment Board.
- 5.10 The Assessment Board, after reconsidering the student's performance in the light of the new circumstances, shall have power to:
- confirm the original decision of the Assessment Board;
  - vary the decision, setting conditions as allowed within the discretion of the relevant group and related Regulations.

## 6. Responsibilities of Students Seeking an Assessment Review or Lodging an Academic Appeal

- 6.1 Students are responsible for:
- submitting their case with supporting documentation to the Registrar (or nominee) in order to initiate the process of review or appeal respectively within ten working days of the release of their confirmed results or the outcome of the formal review of an Assessment Board decision;
  - making themselves available to attend an upheld appeal hearing unless they have expressly requested it to be heard in absentia;
  - accepting personal responsibility for the truth and accuracy of statements that they have signed;
  - submitting documentation within the timescales required.
- 6.2 The decision of an Assessment Board remains in force until the Registrar (or nominee) has formally notified all interested parties that it has been rescinded. Therefore, the student remains responsible for:
- conforming to the requirements for a reassessment, resubmission of work to be assessed or resitting an examination(s) pending a review or appeal hearing;



- b) the consequence of not complying with these requirements should the subsequent decision of the review or appeal process not be in the student's favour.

## **7. Right of Appeal and Its Limitation**

7.1 The Academic Appeals Committee and Assessment Boards do not have the power:

- a) to take any disciplinary action in connection with the case. Such matters shall be referred to the student's School and academic staff;
- b) to vary the approved regulations governing a course except where those regulations expressly give discretion so to do.

7.2 Students do not have a right of appeal to the TKH Board of Trustees against an Academic decision properly made; the Board of Trustees has no powers to vary course regulations, grant exemptions from them, or to annul decisions on assessments, nor does it have any powers in relation to exclusion of students on academic grounds.

7.3 In the event of the Academic Board agreeing to annul the decision of an Assessment Board there is no right of appeal.

7.4 A student who has been found guilty of or admitted to a charge of cheating or malpractice in any assessment has no right of appeal against a decision of an Assessment Board to record a failure in that assessment.

7.5 Any student who knowingly submits false or forged evidence at any stage of a review or appeal process forfeits their right to consideration of the case and renders themselves liable to disciplinary proceedings.

## Academic Appeals Form

### Student Information

Name: <input style="width: 95%;" type="text"/>	ID: <input style="width: 95%;" type="text"/>
School: <input style="width: 95%;" type="text"/>	Programme: <input style="width: 95%;" type="text"/>
Academic Year: <input style="width: 95%;" type="text"/>	Degree Year: <input style="width: 95%;" type="text"/>
TKH E-mail: <input style="width: 95%;" type="text"/>	Cell Phone: <input style="width: 95%;" type="text"/>

Module Code	Module Name	Assessment name
<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>

## Appeal Case

Please give a brief explanation of your appeal case below. Attach any supporting evidence.

<div style="border: 1px dashed black; width: 100%; height: 80px; margin-bottom: 10px;"></div>
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Student Signature:	Date:
Registry Signature:	Date: