

# STUDENTS' UNION ADVICE SERVICE

## Your guide to Academic Appeals against Assessment Offences decisions

### **I want to appeal against the decision of the Investigative Interview / Assessment Offences Panel. Where should I begin?**

- The first thing to do is to have a thorough read of the regulations found at [www.gre.ac.uk/students/regs/appeals](http://www.gre.ac.uk/students/regs/appeals).
- Note that you have 15 working days (working days do not include the weekends) from the **date on the letter** notifying you of the decision.

### **What are the different grounds for making an appeal?**

- You need to select 1 or 2 of the possible grounds for appealing – these are listed on the Academic Appeal form (found at [www.gre.ac.uk/students/regs/appeals](http://www.gre.ac.uk/students/regs/appeals)).
- The 2 grounds for appeal are that the procedure was not properly carried out or that that substantial new evidence has come to light. An example of procedure irregularity would be that there was no Students' Union Sabbatical Officer on the Assessment Offences Panel. An example of new evidence coming to light could be that you have documents which prove that you have not committed an assessment offence.
- If you are not sure whether you have grounds, please contact an adviser.

### **What about documentary evidence?**

- Your appeal **must** be submitted with documentary evidence to support your appeal. Appeals will not be considered without evidence. You need to submit the original documents, but make sure you keep photocopies for yourself.

### **Where shall I submit my appeal?**

- Submit your appeal and documentary evidence to the Student Centre and ask for a **receipt**.

### **When will I hear back from the Academic Appeal Committee?**

- You should receive a letter acknowledging receipt of your appeal shortly after submission.
- You might be invited to attend an Academic Appeal hearing to put your case forward and answer any questions the committee may have.
- It could take up to 4 weeks until you receive a decision as to whether your appeal has been accepted or not.

- If you want to chase up the progress of you appeal you can call the Examinations and Standards Office on 020 8331 8990.

### **What If I do not agree with the Appeal Committee's decision?**

- You should receive a 'Completion of Procedures' letter from the University after you receive a decision from your appeal. This letter indicates that you have exhausted University procedures. Once you have this letter, you may wish to contact the OIA (Office of Independent Adjudicator) which is an independent student complaints scheme to take your matter further. For more information on the OIA, visit [www.oiahe.org.uk](http://www.oiahe.org.uk).

### **Want to know more?**

You are likely to have further questions about Academic Appeals which are specific to your individual case and the Students' Union Advice Service is here to help! For advice on Academic Appeals against Progression and Award Board (PAB) / Fitness to Practice decisions, please contact us and also read through the appeal regulations.

You can book an appointment / attend a drop-in session (term time only) / email [suugadvice@gre.ac.uk](mailto:suugadvice@gre.ac.uk) / phone us on 020 8331 8057. Drop-in times are available from SU receptions and online at [www.suug.co.uk/welfare](http://www.suug.co.uk/welfare). Medway students can either contact us (as above) or contact UMSA for advice – visit <http://www.umsa.org.uk/pages/advice>.

