

Academic appeals glossary

Academic Appeal

A formal request that asks the Board of Examiners to reconsider their decision regarding your academic progress.

Appeals Officer

A member of University staff who independently decides whether the appeal has valid grounds or not. If they decide that there are sufficient grounds for an appeal, they refer the case back to the Board of Examiners for reconsideration.

Board of Examiners

The Board of Examiners decides whether you have passed the stage of study or are eligible for a degree. They meet at each stage of your course to formally consider your coursework and exam marks to measure your academic progress, using the University's Rules of Assessment. Boards of Examiners will reconsider appeals that are deemed to be valid.

Extenuating circumstances

Circumstances beyond your control which affected your academic performance in your coursework and exams. Extenuating circumstances must be declared to the Board of Examiners before the published deadline, and appeals are only valid if you were prevented from doing this.

External Examiners

Normally academics from other higher education institutions who provide impartial view and advice to ensure courses meet the academic standards and quality expected across the sector.

Procedural irregularity

An incident where the University has not followed its policies and procedures properly, including administrative errors.

Progress decision

It is a decision taken by the Board of Examiners on whether the students can progress to the next stage or must undertake reassessment.

Student Progress Team (or partner equivalent)

The Student Progress Team is nominated by the Academic Registrar to administer all appeals and dismiss any appeals that either clearly do not meet the criteria for having valid grounds, or clearly have been submitted out of time without a good reason. Members of staff at the University's Partner Institutions are also nominated by the Academic Registrar to take on this responsibility. If you are a student studying at a partner institution, you may contact your education provider or visit their website for more information.