

A Quick Guide to Academic Regulations 8: Academic Appeals - Taught courses

This guide should be read alongside Academic Regulations 8: Academic Appeals (Taught)
www.kingston.ac.uk/academicregulations

An **academic appeal** is defined as a request for a review of a decision of an Assessment Board charged with decisions on student progress, assessment and awards.

The appeals process is designed to identify and rectify any failure of the assessment process while ensuring fairness for all parties.

Grounds for appeal

- A student has the right to appeal against the decision of an Assessment Board if there is evidence of one or more of the following:
 - i) the published marks or grades are wrong;
 - ii) there has been a significant irregularity in the assessment process;
 - iii) the assessment regulations have not been adhered to;
 - iv) the Assessment Board was not aware of a significant factor relating to the assessment of one or more students. This includes mitigating circumstances that could not be presented to the Assessment Board when it made its original decision.

The following are **not** considered to be legitimate grounds for an appeal:

- complaints about the academic judgement of the Assessment Board, including complaints about grades and classifications of awards
- complaints about the way in which mitigating circumstances were considered
- information such as evidence of mitigating circumstances when there is no evidence to show why it could not have been presented at the correct time.

Appeals must be made at Faculty level within 15 University working days of the publication of the student's results on OSIS. Students should seek advice from Kingston University Students' Union (**KUSU**) before submitting an appeal.

The appeals process is summarised in the flowchart on the next page. There are two stages:

Stage 1: Faculty Level

- Student raises concerns with member of staff responsible for their programme
- Faculty reviews the case and appeal is either upheld or rejected
- Written confirmation of the Stage 1 decision provided to student within 20 University working days of receipt of the appeal

If the student is not satisfied that the matter has been resolved through Stage 1, s/he may proceed to Stage 2.

Stage 2: University Level

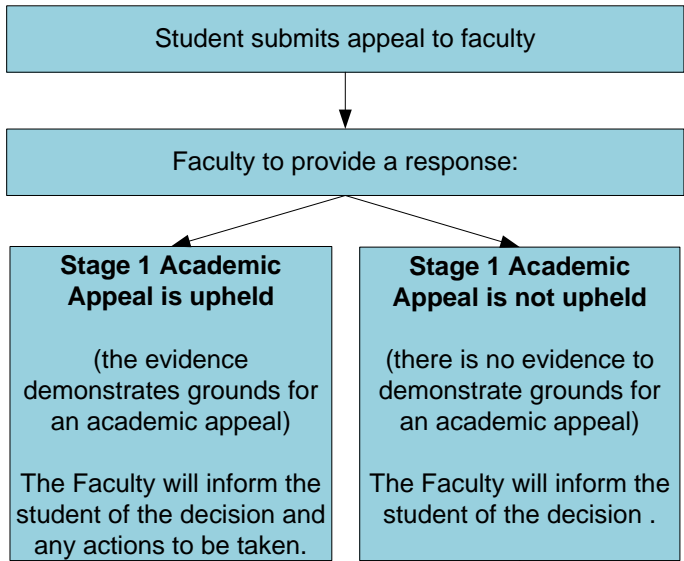
- Student submits appeal to Academic Registrar's Office
- Academic Registrar's Office reviews case and decides to:
 - Refer back to the student for clarification; or
 - Refer back to the Chair of the Assessment Board for consideration; or
 - Reject the appeal for lack of grounds or evidence; or
 - Hold an appeal hearing.
- Written confirmation of the Stage 2 decision provided to student within 20 University working days of receipt of the appeal.

If a Stage 2 appeal is not upheld there is no further opportunity for appeal although students can take their case to the Office of the Independent Adjudicator (OIA).

The Academic Appeals process flowchart

Final results published on OSIS

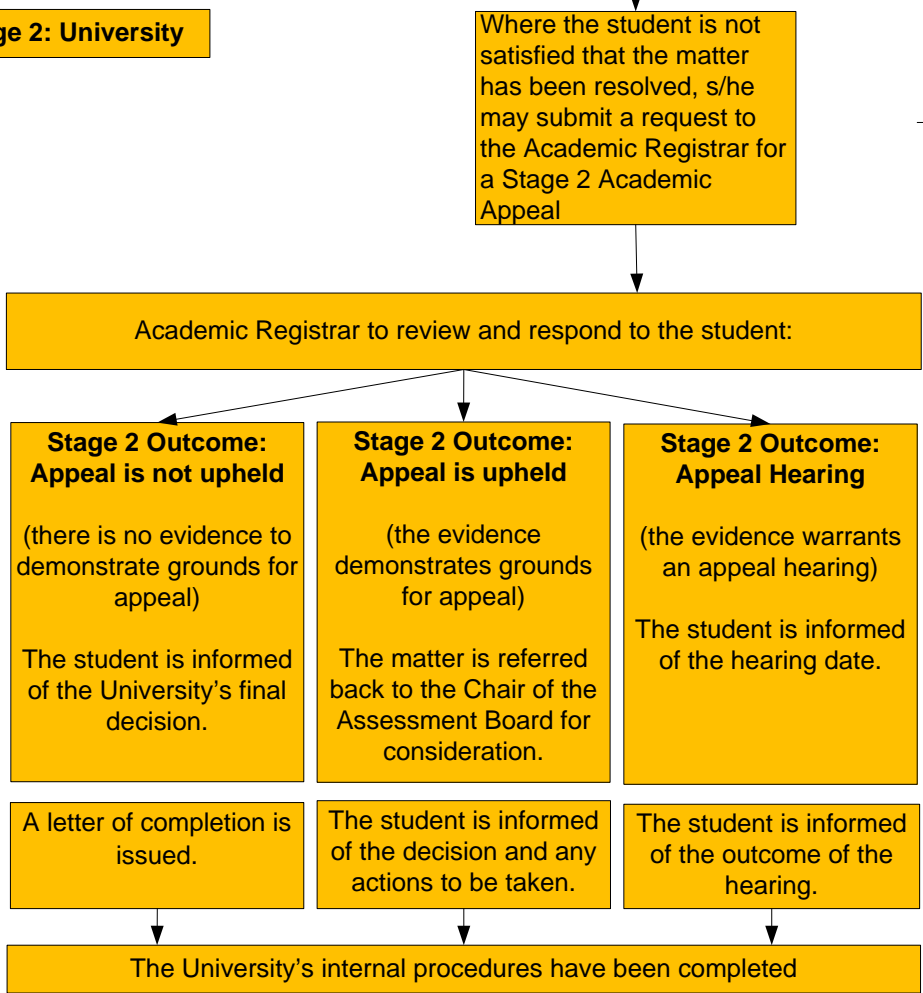
Stage 1: Faculty



within 15 University working days of results publication

within 20 University working days

Stage 2: University



within 20 University working days of Stage 1 decision

within 20 University working days of receipt

within 5 University working days of receipt