

THE ACADEMIC APPEALS POLICY

APPROVED BY ACADEMIC BOARD ON 12.10.26

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	

CHANGE CONTROL

Version:	8	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
Academic Board	12.10.26	8
Name of author:	HE Registrar	
Name of responsible committee:	HE Registrar	
Related policies: (list)	Complaints Policy Academic Appeals and Queries Procedure University of Hull Academic Appeals (UG and PGT)	
Equality impact assessment completed	Date:	12.10.26
	Assessment type ☐ Full ☐ Part ☒ Not required	
Environmental Impact Assessment Completed	Date:	12.10.26
	☐ Yes ☐ No ☒ Not required	
Policy will be communicated via:	VLE, Website	
Next review date:	December 2029	

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1. POLICY STATEMENT

- 1.1 This policy applies to Leeds Conservatoire. Leeds Conservatoire is a collaborative partner of the University of Hull and therefore this policy is written to follow the principles within the [University of Hull Undergraduate and Postgraduate Academic Appeals code of Practice](#).
- 1.2 For the purposes of this Policy, and in line with external sector requirements, an academic appeal is defined as 'a formal request for a review of a decision of an academic body around a mark, outcome or decision. Students may appeal an outcome on the basis of evidence or procedure, but not on the basis of disagreement with academic judgement'
- 1.3 Students must consider if the issue is an appeal or is it a complaint. A complaint is defined as 'an expression of dissatisfaction by one or more students about Leeds Conservatoires action or lack of action, or about the standard of service provided by or on behalf of Leeds Conservatoire'. Complaints should be considered under the [Complaints process](#).

2. POLICY AIMS/OBJECTIVES

- 2.1 Leeds Conservatoire aims to operate equitable, valid and reliable processes for academic appeals or queries which enables every student to request a review of a decision on the basis of evidence or procedure for the credit or qualification being sought.
- 2.2 This Policy applies to all undergraduate and postgraduate students that wish to submit an academic appeal made in relation to the Leeds Conservatoire's Higher Education awards and seeks to uphold the principles of fairness, consistency, equity and equal opportunities without compromising the integrity of a course.
- 2.3 Its purpose is to ensure that all academic appeals are dealt with fairly, efficiently, in a timely manner and in accordance with the precepts set out in the UK Quality Code for Higher Education (2024) Principle 9: Operating concerns, complaints and appeals processes and The Office for Students (OfS) B and C Conditions of registration.

3. ACADEMIC APPEALS

- 3.1. Students are eligible to submit an academic appeal based on the decisions by the Module or Programme Board of Examiners for the programme that they relate to and not before these.
- 3.2. A student should follow the Academic Appeals Procedure as to how and when to submit an Academic Appeal.
- 3.3. The student is responsible for making their academic appeal, providing appropriate supporting evidence and completing their academic appeal documentation within the timeframes stipulated in the Academic Appeal Procedure.
- 3.4. Academic appeals must reach the examinations team within the time- frame stipulated in the Academic Appeals Procedure and all evidence submitted has the right to be verified by the examinations team; late applications will not be considered.
- 3.5. Academic Appeals will be considered by the allocated officer(s) in accordance with the Academic Appeals Procedure.
- 3.6. The result of the academic appeal will be communicated to the student by the examinations team, within the time frame stipulated in the Academic Appeals Procedure.

3.7. Applications for academic appeals can only have the following outcomes:

- *Prima Facie* grounds for appeal (successful) with a informal resolution agreed by all parties.
- *Prima Facie* grounds for appeal (successful) without an informal resolution agreed. A hearing panel is needing to be convened.
- No *Prima Facie* grounds for appeal (Rejection)

3.8. Academic Appeals will be considered for the current academic year or relevant stage of study only.

3.9. Any costs incurred in collecting/supplying evidence are the responsibility of the student.

3.10. Students are responsible for obtaining all appropriate documentary evidence. Leeds Conservatoire will not seek documentary evidence on their behalf.

3.11. Only evidence written in English can be considered. It is the student's responsibility to obtain and submit a verified translation if the original evidence is in another language.

4. REVIEW

Owner: Registry

Introduced:

Last review: September 2026

Next Review: July 2029

The Provider reserves the right to review the policy at any time. This policy is reviewed regularly to ensure it remains effective and inclusive.

Change Summary		
Version	Date	Summary of Changes
1	01/09/2026	Policy format changes using Luminate template and separating the policy from the procedure. Removal of Queries from the Policy.