

ACADEMIC APPEALS PROCEDURE

APPROVED BY (Insert Board or Committee) ON (insert date)

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

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Approval route		
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Academic Board	12/10/26	1
Name of author:	Caroline Wilson	
Name of responsible committee:	Academic Board	
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Equality impact assessment completed	Date:	
	Assessment type ☐ Full ☐ Part ☒ Not required	
Environmental Impact Assessment Completed	Date:	
	☐ Yes ☐ No ☒ Not required	
Policy will be communicated via:	Leeds Conservatoire Website	
Next review date:	NA	

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1. INTRODUCTION

Leeds Conservatoire is committed to delivering excellence through its courses; as such, we encourage students to report any procedural concerns or issues through the appropriate channels. Where a student feels that an academic decision needs reviewing then this procedure should be followed.

Leeds Conservatoire is committed to handling academic appeals and queries in a way which

- a. encourages informal resolution
- b. is clear, fair consistent and efficient
- c. treats appeals with appropriate seriousness and empathy
- d. treats those who are appealing, and those involved in the original decision with dignity and respect
- e. is as speedy as is consistent with fair and thorough consideration
- f. provides clear, detailed reasons for the decisions made
- g. allows Leeds Conservatoire to benefit from the consideration of the appeal or query and reflect, and if necessary, act upon the issues raised to drive improvements in the student experience.

2. ACADEMIC QUERIES

- 2.1. Students considering making an appeal are encouraged, in the first instance, to contact their School to make sure that they understand the assessment decision that has been published and/or the feedback they have received.

3. ACADEMIC APPEALS

- 3.1. Formal Academic Appeals must be submitted to Leeds Conservatoire after the Programme Board of Examiners have met.

3.2 Students who wish to formally appeal against the decision of a Module or Programme Board of Examiners must do so:

- ii. within 10 working days of publication (online) of the decision
- iii. using the [Academic Appeal Form](#) found on the student website;
- iii. by submitting the completed form along with supporting evidence to the Leeds Conservatoire Exams Team (exams@leedsconservatoire.ac.uk) .

3.3 A candidate for an undergraduate or taught postgraduate programme of study may appeal against the decision of a Module or Programme Board of Examiners:

- I. to exclude the candidate from an examination, dissertation, placement or other form of study or assessment forming part of the candidate's programme of study;
- II. to award or refuse to award the candidate the qualification or classification of the qualification;
- III. any other academic decision concerning the academic progress of a candidate.

3.4 A candidate may appeal on one or more of the following grounds:

- i. that there existed circumstances affecting the decision that was made, and that had the examiners been aware of those circumstances it was reasonably likely that the examiners would not have made the recommendation or decision, or would have made a different recommendation or decision; or
- ii. that there were procedural irregularities in the conduct of the assessment process (including administrative error), of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same conclusion had the irregularities not occurred;
- iii. that there are reasonable grounds to believe that the recommendation or decision was influenced by prejudice or bias on the part of one or more of the examiners.

3.5 All appeal statements and supporting evidence are scrutinised by an Officer/Officers of Leeds Conservatoire. The Officer/Officers may invite the Appellant to meet with them.

3.6 Where the Officer requests further information from the Appellant, once this has been received or after 10 working days has elapsed from the Appellant being contacted for further information, the Officer/Officers will make a decision on the appeal as follows:

- i. there are *prima facie* grounds for the appeal, and an informal resolution has been identified and agreed by all parties. A letter confirming the agreement is issued;
- ii. there are *prima facie* grounds for the appeal, and no informal resolution has been identified: Appeal Panel to be convened to consider the appeal;
- iii. there are no *prima facie* grounds for appeal: the appeal is rejected. The Appellant has 10 working days to request a Review by the Chair of the Module or Programme Board of Examiners.

3.7 All resolutions will be within the Academic Appeals Policy and the Academic Regulations and approved by the Chair of the Module or Programme Board of Examiners and the External Examiner as appropriate.

3.8 Failure to submit an appeal within the published timescale will result in a late appeal being rejected without an investigation being conducted. The Officer will be the final arbiter of whether exceptional circumstances exist to mitigate a late submission.

3.9 The Officer may determine that an appeal is vexatious or frivolous and reject an appeal without an investigation being conducted.

3.10 An Appeal Panel will be convened to hear an appeal where the Officer has determined that there are *prima facie* grounds for appeal but no informal resolution has been identified.

3.11 The Appeal Panel will be held within 1 month of the Officer requesting it and conducted in line with the University of Hull regulations.

3.12 The duty of the Appeal Panel is to consider all the evidence and determine whether the appeal should be upheld or rejected by deciding whether there are grounds for appeal.

3.13 Where the Appeal Panel upholds the appeal, it will quash the original decision (against which the appeal was made) and make one or more of the following orders:

- i. that the Module or Programme Board of Examiners be required to reconsider its decision in the light of the evidence presented at the hearing
- ii. that the examiners be required to re-mark any examination script, piece of coursework or dissertation, or other form of assessment
- iii. that the Appellant be reinstated and permitted to proceed with his or her programme of study
- iv. that the Appellant be entitled to submit a fresh piece of coursework, dissertation, project or similar within a deadline determined by the Chair of the Panel
- v. that the Appellant be entitled to sit a further examination as a fresh attempt
- vi. such other order as the Appeal Panel deems appropriate, subject to the restriction that the Appeal Panel cannot award any credit or other qualification, or raise or lower any mark or degree classification.

3.14 The Appellant must be informed in writing of the decision and the reasons for it within five working days of the hearing.

3.15 The Appeal Panel may determine that an appeal is vexatious or frivolous and reject an appeal without a hearing being held.

3.16 Where an appeal is

- (i) rejected at the Investigation stage by the Officer or
- (ii) rejected at the Hearing stage by the Appeal Panel

the Appellant will be given the opportunity to request a formal review of this decision. Such a request must be received in writing/by email by the Exams Team within 10 working days of the decision being communicated to the Appellant.

3.17 The request must set out the basis for the review and may be on one of the following grounds:

- i. A request to review the procedures followed at the formal stage;
- ii. A request to consider if the outcome was reasonable in all of the circumstances;
- iii. The submission of new evidence which the Appellant had not, for valid reasons, been able to provide earlier in the case.

3.18 The review will be conducted by the Chair of the Module or Programme Board of Examiners (or nominee) and will consider:

- i. Was the appeal conducted in accordance with the regulations?
- ii. Was the decision reached reasonable given the evidence that had been presented?
- iii. Has any new evidence been provided that, for valid reasons, has not previously been considered?

3.19 The Chair of the Board of Examiners will make one of the following decisions:

- i. Uphold the decision of the Officer/Appeal Panel to reject the appeal;
- ii. Require the Officer/Appeal Panel to reconsider their decision;
- iii. Recommend that a new Appeal Panel considers the case.

3.20 The decision will be communicated in writing to the student by the Exams Team.

3.21 Where the appeal is rejected at the review stage, the Appellant will be informed of their final right of challenge to the University of Hull.

3.22 A candidate on a programme of study validated by the University of Hull is entitled to challenge the decision only on the grounds of challenging the application of the procedure through which the original appeal was considered by Leeds Conservatoire and where the following conditions are satisfied:

- i.that Leeds Conservatoire's appeal procedures have been exhausted, and
- ii.that the candidate can demonstrate on a balance of probabilities that the body which made the final decision relating to the candidate's appeal was not constituted in accordance with the regulations and procedures of the institution or acted outside its jurisdiction.

3.23 An Appellant who wishes to instigate the above procedure must write to the Secretary of the Student Progress Committee, University of Hull, within 15 working days of being informed of the outcome of the review, detailing the evidence supporting the challenge. The review outcome letter will inform the Appellant how to do this.

3.24 The University's Student Progress Committee will communicate with the Appellant under the procedure outlined in the University of Hull's Academic Appeals (UG and PG) Code of Practice, Section 21.

3.25 Once Leeds Conservatoire's and any relevant University of Hull procedures have been exhausted, the Appellant will receive a Completion of Procedures letter, confirming this is so.

3.26 Office of the Independent Adjudicator (OIA):

The Completion of Procedures letter will be issued by Leeds Conservatoire, to indicate to the Appellant that all Leeds Conservatoire's and the University of Hull's appeal procedures have been exhausted and that if the student remains dissatisfied, s/he may take their case to the Office of the Independent Adjudicator (OIA – www.oiahe.org.uk). The letter will provide advice on how to access the services of the OIA and the deadline by which the student must apply.