

Academic appeal remedies - what to expect if your appeal is upheld

If you are considering submitting an appeal, it is important to be aware of what outcomes may be possible if your appeal is upheld. Depending on the nature of an appeal, it is not always possible to offer the outcome being requested.

Please be aware that there is no guarantee that your appeal will be upheld, and that a significant number of appeals are unsuccessful at the Formal Stage.

This document outlines what possible outcomes you can expect if your appeal is upheld.

Timescales and progression

The appeals process aims to resolve appeals (including both appeal stages) within 90 days of receipt. This 90 days does not include days when case officers are waiting for students to provide evidence, during which time the 90 days is paused and the appeal placed on 'hold'.

Triaging, investigating and providing a considered response to appeals is a detailed and time-consuming process. Whilst the Special Cases team resolves appeals as quickly as it can, it is not always possible to meet the 90-day target, depending on the complexity of the appeal and the number of other appeals being considered at the same time. Once an appeal is upheld, the University requires several weeks of advance notice to make arrangements for exams to be set. It is important to be aware of these factors when considering the timing of any appeal remedy.

As a result, **students submitting appeals in June or July should not expect to be offered resits in the August assessment period**. Similarly, students submitting appeals in autumn should not necessarily expect to be taking assessments the following January. The most likely remedy in such cases is to be offered a leave of absence for the next academic year or to be offered repeat study.

Students cannot progress to the next academic year until they have passed the preceding year, e.g. students must pass year 1 before progressing to year 2. This means that any student appealing against failure in summer should not expect to progress to the next academic year in the same autumn - e.g. programme failure in summer 2020 will mean a student cannot progress to the next academic year in autumn 2020 unless they are granted permission to repeat that academic year from the beginning.

For example: A student fails their programme in late June 2019, submits an appeal in late July 2019 - the appeal is upheld in September 2019 and the remedy is a leave of absence until autumn 2020, during which time the failed assessments can be taken again 'as if for the first time'.

Remedies available to the Special Cases Committee

You should be aware that the Special Cases Committee cannot alter marks and cannot simply award a higher degree classification. Students' marks will always reflect the academic

judgement of the examiners. This means that the most common remedy is to offer further attempts at assessment or repeat study.

If your appeal is upheld, the most common remedies for each type of appeal are:

For appeals against failure of programme

- The offer of sittings 'as if for the first time' or further resits of the affected assessments, usually whilst on a leave of absence (*see bottom of this document for an explanation of resits and sittings 'as if for the first time'*);
- Repeat study of some or all of an academic year.
- For research students or postgraduates who only have the dissertation remaining, to revise and resubmit whilst on leave of absence or a programme extension;

For appeals against degree classification

- The offer of sittings 'as if for the first time' or further resits of the affected assessments, usually whilst on a leave of absence or programme extension;
- The application of the 1:3 ratio for undergraduate degree classification (for example if Stage 2 is affected by ill health which is later treated and has less impact on Stage 3). This more heavily weights the degree classification calculation towards Stage 3. It is not possible to more heavily weight the classification towards Stage 2. Or for Integrated Masters degrees, the application of the 2:3:8 ratio, to more heavily weight towards Stage 4.
- For research students or postgraduates who only have the dissertation remaining, to revise and resubmit whilst on leave of absence or a programme extension;

For appeals against Exceptional Circumstances Committee decisions

- The offer of sittings 'as if for the first time' or further resits of the affected assessments, usually whilst on a leave of absence or programme extension.

For appeals against academic misconduct decisions

- If you are appealing an academic misconduct decision on the basis of mitigating circumstances, the most common remedy is for your appeal to be referred to a Penalty Mitigation Panel, which will then assess whether the misconduct penalty should be reduced;
- If you are appealing an academic misconduct decision on the basis of procedural irregularity in the academic misconduct process, the most common remedy is to refer the appeal back to a Standing Academic Misconduct Panel to re-run the misconduct process.

Other remedies

Additional remedies are available to the Special Cases Committee in response to appeals. All remedies available to Exceptional Circumstances Committees are also available as an appeal outcome. These are:

- To offer sits 'as if for the first time' or further resits for assessments (*see below for explanation*). This is very rarely an option for earlier Stages, e.g. if you are appealing against a Stage 3 outcome, remedies will usually apply to Stage 3 but not Stage 2;
- To offer an extension on a currently-outstanding piece of work;
- The removal of a late penalty (imposed when work is submitted beyond the submission deadline);
- The offer of a different mode of assessment (this is very rarely offered and is subject to approval by the Standing Committee on Assessment. This is normally only a remedy as an adjustment for disability);
- To use a new degree classification ratio when calculating degree classification. For undergraduates, the 2:3 ratio is the standard ratio, though the 1:1 and 1:2 ratios are also used in borderline cases. The only additional ratio available is the 1:3 ratio.

For Integrated Masters Students, the 2:3:3 ratio is the standard ratio and the borderline ratios are 1:3:3 and 4:3:8. The only additional ratio is the 2:3:8 ratio.

- The award of an aegrotat degree - see the policy on aegrotats (Section 23.9, [Guide to Assessment](#)) for more information;
- Waiving up to 20% of a module, i.e. if an assessment forms up to 20% of a module's total assessment, it can be waived - but only where the learning outcomes for the module can be assessed by the remaining assessments;
- Permission to revise and resubmit previously-submitted work. This can be used as a remedy for dissertations or in some PhD appeals;
- Permission to progress to the next Stage ("year") of a programme and take sits 'as if for the first time' alongside that next Stage - only available where a student has passed an academic year but wishes to improve their marks on up to 40 credits. In this circumstance, permission might be granted to progress to the next Stage whilst taking credits alongside it, but this entails a heavier workload for students. This remedy is rare, but occasionally relevant;
- In those rare cases where an appeal reveals issues affecting an entire cohort of students, for example a procedural error affecting all exams in a cohort, the matter can be referred to the Standing Committee on Assessment. In such cases, group remedies - such as rescaling of marks - are a possibility. Marks cannot be rescaled in the case of individual appeals, however.

Remedies which are never available

Some remedies are beyond the authority of the Special Cases Committee to offer:

- X Marks are never altered in response to an appeal.
- X Degree classifications are never simply uplifted. The only special ratios available within the University's rules are the 1:3 ratio (undergraduate) and 2:3:8 ratio (Integrated Masters).
- X The appeals process cannot offer financial compensation.

Options for challenging the remedy

If your appeal is upheld but you are unhappy with the remedy, you will have the chance to submit a Review-Stage appeal specifically against the remedy offered. Please be aware that at the Review Stage the Special Cases Committee is still limited to the remedies listed above.

Sits 'as if for the first time' and Resits

A sit 'as is for the first time' is another attempt at assessment, but on the basis that this is like a first attempt. This is different to a resit attempt:

Sit 'as if for the first time'	Resit
The new mark awarded from this sit is used in your degree classification calculation (<i>unless this is for a Stage 1 undergraduate degree</i>)	The mark awarded for a resit is not used in the degree classification calculation - it is only used to assess whether you have passed the module
If you have not otherwise failed too many credits elsewhere in your programme, you will be able to resit this assessment if you fail it. (See the Student Guide to Re-assessment for further details)	If you fail this assessment there is no further right to try again
There is no limit on the number of assessments students are permitted to sit 'as if for the first time', provided the University has granted you permission to take these as an appeal outcome or Exceptional Circumstances Committee decision	There are limits on how many modules can be taken at resit - these vary by programme. (See the Student Guide to Re-assessment for further details)