

Academic Appeals Policy

Students may appeal against a decision of the Board of Examiners. Students' rights of appeal are limited to two grounds:

1. Student's performance in an assessment was adversely affected by illness or factors which he/she was unable, or for valid reasons unwilling, to disclose before the Board of Examiners reached its decision.
2. Occurrence of any administrative error, an assessment was not conducted as per regulations for the program, or that some other ICT operation irregularity relevant to the assessment has occurred.

In general there is no right of appeal against academic judgments made, however all students will have a right of appeal against the decision of the Board of Examiners. Students can follow informal resolution stage to resolve concerns with concerned module leader of current module.

If a student's appeal relates to a previously awarded grade prior to the publication of the results they should contact their programme leader and raise their concerns in the first instance. If they remain dissatisfied with the response they should email and provide a summary of the grounds for appeal.

Students should submit formal application for making appeal on Academic assessment.

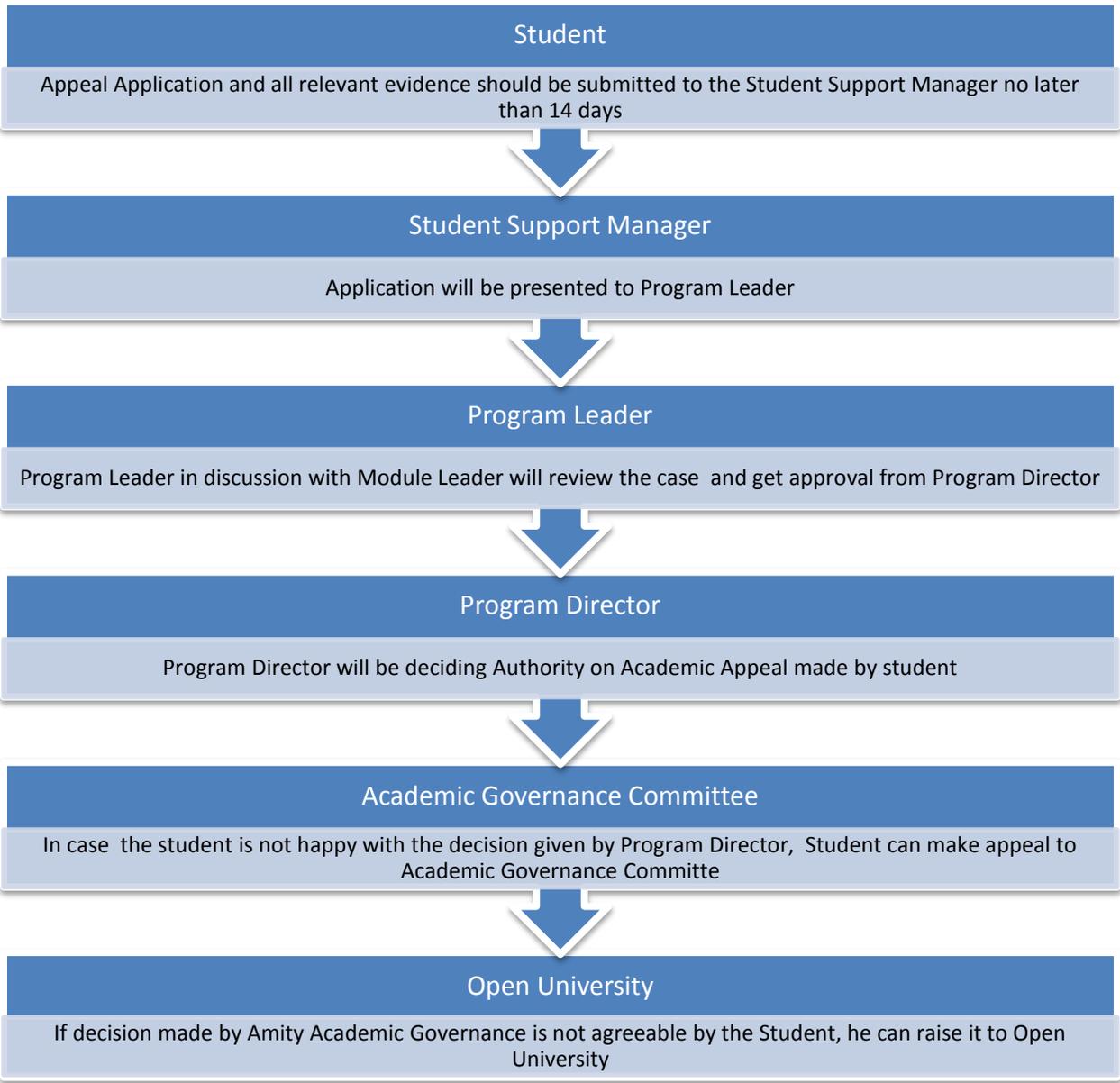
Disagreement with the academic judgment of a Board of Examiners in assessing the merits of an individual element of assessment does not constitute grounds for an academic appeal.

Responsibility for the submission of documentary evidence in support of the appeal rests with the student.

Process:

1. Appeals must be submitted in writing to the Student Support Manager no later than 14 days following the publication of Examination Board results.
2. On receipt of the appeal, the Student Support Manager informs the Program Director through Program Leader and submits to them all relevant evidence and correspondence.
3. The Program Leader will undertake an initial assessment of the validity of the appeal and advise the student accordingly within 3 days. In the light of this advice, the student should decide whether s/he wishes to proceed with the appeal. Alternatively, the student may decide to withdraw his or her appeal or proceed with the appeal.
4. In the event that the student decides to proceed with the appeal the Program Director will analyze the case and make decision as per Institution's regulations and decision will be communicated to student within 3 working days.
5. In the event that the student is not satisfied with the decision given by the Program Director, the student can request for the appeal to be reviewed by the Academic Governance Meeting. The meeting will be convened no later than 4 weeks after receiving the student's decision to escalate the appeal the appeal.

6. The membership of the Academic Governance Meeting shall exclude any member of faculty or the administration who has been involved in the assessment of the student or who is a member of the relevant Board of Examiners.
7. The Academic Governance Committee will hear the appeal. The appellant may be called to appear before the Panel. The Chair of the Board of Examiners may also be required to appear separately before it.
8. The Academic Governance Committee must inform the appellant and the Board of Examiners of its decision within 7 working days of the hearing.
9. If the appellant wishes to contest the Academic Governance Committee decision he/she has the right to lodge an appeal with the Open University, through the Director of OUVV (email: ouvp-director@open.ac.uk)
10. Secretary of Academic Governance Committee and Student Support Manager Office will keep records of outcomes for all appeals cases.
11. The Academic Council will receive annual summary reports regarding all appeals received by the College.



Application for Academic Appeal

Program		Module Title/Code	
Student Name		Module Leader	
Enrolment No.		Date of Application Submission	
Justification for Appeal Appl.		Evidence Submitting	

Sr. No.	Assessment Type (TMA/CMA/TGF)	Assessment Title	Assessment Marks Secured	Appeal	Appeal Accepted/Rejected by Institution

Details of Appeal Statement with evidence

I hereby confirm that all information provided by me is correct and the evidence is genuine. I shall accept the decision (Approval/Disapproval) given by Institution.	Remarks by Appeal Review Committee
Student Signature	Name, Signature and Date