Southampton Southampton

Academic Appeals

Academic Appeals Process

Stage 1

Preliminary Stage

- Preliminary discussion with appropriate person in the faculty

 i.e. Faculty Education
 Manager, Personal Tutor,
 Supervisor etc.
- Independent note taker
- Signed record of meeting
- Students have the right to seek advice and representation from the SUSU advice centre at any stage of the process – www.susu.org/life

Stage 2

Academic Appeals Panel



- •Submit Appeals Request form to Faculty Education Manager within 20 working days of decision appealing (5 working days for supplementary exams)
- Panel Chair and Associate Dean to decide if grounds met (10 working days)
- Academic Appeals Panel meeting
- Faculty Education Manager to prepare report and send to student (usually with 5 working days)
- Students have the right to seek advice and representation from the SUSU advice centre at any stage of the process – www.susu.org/life

Stage 3

Senate Appeals Committee

- Can proceed only if:
- New evidence
- or
- Failure of due process in Academic Appeals Panel
- Submit Senate Appeals Request Form to Head of Academic Appeals and Student Complaints (20 working days)
- •Chair to decide if ground met (10 working days)
- Faculty asked if they want to amend decision (5 working days)
- Senate Appeals Committee (25 working days)
- Head of Academic Appeals and Student Complaints to prepare report and send to student (5 working days)
- Students have the right to seek advice and representation from the SUSU advice centre at any stage of the process –

www.susu.org/life