Academic Appeals

UNIVERSITY OF Southampton

Academic Appeals Process

Stage 1

Notice to Appeal

- Notice to Appeal to be submitted by the student within **10 working days** of the date the decision is first communicated (**5 working days** in the case of Supplementary Examinations)
- CQA Team to arrange a preliminary meeting with an appropriate member of staff within **5 working days**
- The Preliminary Report (brief summary of the meeting along with the outcome)should be sent to the student within **5 working days**
- Outcome of preliminary meeting are recommendations only
- Students have the right to seek advice and representation from the Student's Union Advice Centre at any stage of the process – https://www.unionsouthampton.org/help-and-support/advice-centre/2015/

Stage 2

Academic Appeals Panel

- Student to submit a completed copy of the Notice to Appeal Form along with a Stage 2 Form within **5 working days** of the date of the Preliminary Report.
- Partial AA Panel to consider the appeal on written evidence only within **10 working days.**
- Student notified within **5 working days** that either;
  - The Appeal has been refused as groundless
  - The Stage 1 outcome is upheld in line with 3.4.1
  - The Appeal has been upheld
  - The Appeal will proceed to a full AA Panel
- If proceeding to Full AA Panel this should be within **10 working days**
- Full report with decision to be sent to student within **5 working days**

Students have the right to seek advice and representation from the Student's Union Advice Centre at any stage of the process – https://www.unionsouthampton.org/help-and-support/advice-centre/2015/

Stage 3

Senate Appeals Panel

- Can proceed only if:
  - There has been a significant failure of due process in relation to Stag e 2
- Student to submit Senate Appeals Request Form to Head of Academic Appeals and Student Complaints within **5 working days**
- Partial SA Panel to consider the appeal on written evidence only within **10 working days**
- Student notified within **5 working days** that either:
  - The Appeal has been refused as groundless
  - The Appeal has been referred back to stage 2 for a fresh hearing
  - The Appeal will be heard by the Full SA Panel
- If proceeding to Full SA panel this should be within **15 working days** of Partial SA Panel decision.
- Full report with decision to be sent to student within **5 working days**
- Students have the right to seek advice and representation from the Student's Union Advice Centre at any stage of the process – https://www.unionsouthampton.org/help-and-support/advice-centre/2015/