

If you have made an Academic Appeal and you have been informed that this appeal shall be heard by an Appeals Panel then this leaflet is designed to explain the Appeals Panel process and to manage the expectations of students.

If you have been informed that an Appeals Panel is to be set up...



What can you do...?

Firstly, the University Registry Department will inform you in writing that an Appeals Panel is to be arranged and will encourage you to seek support in preparation for the Panel. You can gain support from the Students' Union, who are independent from the University, by contacting the Students' Union Advice Caseworker. The Students' Union can also attend the Panel with you for support and to speak on your behalf if necessary.



What is an Appeals Panel?

An Appeals Panel is a meeting with 3 Academic staff members set up to hear your case. They will get a pack of evidence that has been put together by the Registry Department which will include your appeal, including all evidence that you supplied with it and a statement from your teaching Department plus any further evidence that has been supplied.

If you have any further information or evidence that you wish to be considered by the Appeals Panel then you should have up to 6 days prior

to the Panel meeting to send this to the Registry Department so that it can be distributed to the Panel members. Additional evidence should NOT be supplied on the day it is your responsibility to submit all evidence in advance.

Once you have confirmed a date for the Appeals Panel you will be sent a copy of the pack with all the paperwork that will be seen by the Panel and your teaching Department.



When can I prepare for an Appeals Panel?

You should arrange a meeting with the Students' Union Advice Caseworker once you have confirmed a date for the Panel and have received a copy of the information pack.

Some key information for you to be aware of:

1. The Panel will consist of 3 Academic staff members who are not from your Department and have had no previous connection whatsoever with your case.
2. You will be asked to meet with the Panel, who would have already read the paperwork, they are likely to ask you to explain reasons for your appeal and answer some specific questions based on the evidence in the pack.
3. You will answer the majority of the questions however the Students' Union are able to assist if you feel unsure or there is vital information that needs clarifying.
4. A member of the Registry will be present to advise on policy and procedure and

another member of the Registry team will take minutes, the Registry members do not form part of the panel.

5. The meeting will last around 30 minutes depending on the questions the Panel have.



What is the process for an Appeals Panel?

- During the process the Panel will meet to discuss the case.
- You will be given a time to arrive and wait outside the room to be called.
- The Panel will meet with you and give you an opportunity for your voice to be heard.
- The Panel will also meet with your teaching Department to gain further information from them.
- The Panel will discuss the case and come to a resolution.
- The decision that they make can overrule any previous decision made by an Examination Board.
- The decision will be communicated to you in writing following the Panel meeting.
- You can request the decision be emailed to you if this is more convenient.

- All evidence presented to the panel is shared with you and the teaching Department.



What are the possible outcomes of an Appeals Panel?

If it were considered that you had no grounds for Appeal, but after requesting a review by the Pro Vice Chancellor (Academic), it was then referred to an Appeals Panel the Panel can either:

- Uphold the original decision
- Overrule the original decision

If your Appeal went straight to an Appeals Panel the panel can either:

- Decide to reject your Appeal
- Overrule the original decision

If the Panel decide to overrule the original decision then appropriate action will be taken.



How can you appeal the decision?

There is no opportunity to appeal the decision of an Appeals Panel Hearing, however if you feel the decision making process was not followed in accordance with the University policy you can make representation to the Vice Chancellor; please contact the Students' Union Advice Caseworker for further information.



What to do next...

Now that you understand about an Appeals Panel, we strongly recommend that you seek support and guidance from your Students' Union. Arrange with the Students' Union Advice Caseworker to discuss your case and gain support in preparing for your Appeals Panel

To contact the Students' Union visit:

www.ccsu.co.uk

Please note that this is NOT the Official University Appeals Policy it is simply guidance for students from the Students' Union

To access the Official University Appeals Policy (PPE 27) visit:

www.canterbury.ac.uk/support/quality-and-standards-office

You have been invited to an Appeals Panel...



What does this mean?

CHRIST CHURCH
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UNION**

