



Academic Appeals Procedure (Higher Education) 2025 - 2026

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

Date of Issue: 22nd August 2025

Approved on: HEAB Chairs Actions 23rd June 2025 and Policy Group 24th July 2025

Next review: August 2026

SLT Owner: Assistant Principal HE and Academic Registrar

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2. POLICY STATEMENT

- 2.1. This procedure applies to all students studying on higher education programmes at Askham Bryan College which are validated by Askham Bryan College only. For the purpose of this procedure higher education provision will be referred to as UCAB or University Centre Askham Bryan.
- 2.2. For programmes validated by university partners, please refer to the policies and procedures of the validating university. This procedure has been informed by the Good Practice Framework for the Handling of Complaints and Academic Appeals, published by the Office of the Independent Adjudicator.
- 2.3. This procedure refers to the policy Academic Appeals for students on Higher Education programmes, validated by Askham Bryan College only.
- 2.4. This procedure should be read in conjunction with the Academic Appeals Policy (Higher Education). Both the Academic Appeals (Higher Education) Policy and the Procedure will be available on the Askham Bryan College website to ensure students are aware of their right to appeal and that staff aware of the process.
- 2.5. Impartial guidance may be sought by students from the Askham Bryan College Student's Union.

2.6. Authoritative guidance on the operational aspects of this procedure may be sought from the HE Academic Registrar (via he@Askham-bryan.ac.uk).

3. PROCEDURE

3.1. This procedure has three stages. Each preceding stage must be completed before progressing to the next stage. Appendix I outlines the process.

3.1.1. Stage 1: Raising a concern

- Students should raise any concerns with their Course Manager in the first instance, following notification of the decision of the Progression and Awards board. If the Course Manager is unavailable, the student should contact the relevant Curriculum Area Manager (CAM). If a decision has arisen from an academic misconduct or mitigating circumstances panel, the student should contact the Chair of that panel.
- Students should raise any concern as quickly as possible, as any formal appeal (see Stage 2), must be submitted within 10 working days of the notification of the Progression and Awards board decision.

3.1.2. Stage 2: Formal appeal

- If a student chooses to submit a formal appeal, they should complete the academic appeals form. Requests for the appeals form may be made to highereducation@askham-bryan.ac.uk mailbox.
- The written appeal must be submitted within 10 working days of the notification of the decision of the board. Appeals submitted outside of this timeframe will not be processed, unless the delay was caused by UCAB
- The appellant is responsible for providing any evidence to substantiate why the appeal is being made. Evidence must be submitted with the appeals form. Receipt of the appeal will be acknowledged via email.
- The HE Academic Registrar (or nominee) will investigate the appeal and one of the following decisions will be communicated to the student, normally with 20 working days of receipt of the appeal:
 - a) Reject the appeal, if there is evidence that the decision-making boards and panels have applied their procedures correctly, and/or there is no sound reason why mitigating circumstances were not made available to the board before the decision-making body convened;
 - b) Uphold the appeal, if there is clear evidence, following investigation, that there has been material irregularity or error without referral back to the decision-making panel or board;
 - c) Refer the appeal back to the relevant decision-making board or panel to consider its original decision, subject to the evidence gathered during the investigation;

- d) Request additional information from the appellant, and/or relevant decision-making panel/board and/or Chair, and/or any representative from the UCAB team to assist in making a judgement.

3.1.3. Stage 3: Review of the Appeal

- If a student is not satisfied with the outcome of an appeal, they may request a review of the appeals decision. Students must write to the Principal and Chief Executive Officer within 5 working days of notification of the decision and fully explain their reasons for requesting a review.
- The final outcome will be communicated to the appellant within 15 working days of receipt of the appeal review letter.

4. COMPLETION OF PROCEDURES

- 4.1. Once the College's appeals procedure has been exhausted, the College will issue a 'Completion of Procedures' letter (CoP) to the appellant. The purpose of this letter is to confirm that the College's procedures have been completed and there is no further internal process to consider.
- 4.2. If a student is not satisfied with the outcome of the final stage of the procedure, they have the right to contact the Office of the Independent Adjudicator (OIA) for Higher Education - [OIAHE](#).

5. REPORTING AND RECORDS

- 5.1. Records of appeals will be held for 18-months following the date of conclusion of the case. Data (anonymised) may be presented to the HE Academic Board and Corporation, and to reporting or regulatory bodies for the purpose of reporting requirements, where appropriate.

6. SCOPE AND LIMITATIONS

- 6.1. This procedure applies to undergraduate programmes validated by Askham Bryan College only. Procedures for other validating partners should be followed for programmes not validated by the College.

7. RESPONSIBILITIES

- 7.1. The Assistant Principal HE and Academic Registrar will have overall responsibility for ensuring compliance with this policy.
- 7.2. The Assistant Principal HE and Academic Registrar will be assisted by Head of HE Academic Services and Quality Assurance and the Academic Services Team to ensure compliance with this policy.

8. MONITORING AND REVIEW

- 8.1 Assistant Principal HE and Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Assistant Principal HE and Academic Registrar.

9. SUPPORTING/RELATED DOCUMENTS

- Academic Appeals (HE) Policy
- ABC Higher Education Academic Regulations

10. RELEVANT LEGISLATION

- 10.1 In all aspects of this policy the College will comply with the following legislation:

- Equality Act 2010
- Data Protection Act 2018

11. APPENDICES

Appendix I. Summary of Appeals Procedure

