



Flowchart for Academic Appeals: Taught students in Schools and Validated Institutions (Version 2016/17)

STAGE	TIMELINE	POSSIBLE OUTCOMES	YOUR OPTIONS
<p>Consider whether you want to appeal</p> <p>Prepare your appeal</p>	<p>Within 28 calendar days of the release of your results</p>	<p>N/A</p>	<p>Speak to your personal tutor to check whether your concerns can be addressed in a way other than an appeal. Check the appeals guidance, FAQs and case studies to help you with your decision.</p> <p>We would recommend you seek advice from the Students' Union when preparing your appeal</p>
<p>Initial Scrutiny</p>	<p>Acknowledgement sent indicating the date of receipt.</p> <p>Outcome notification sent to you within 28 calendar days of receipt.</p>	<p>Upheld with immediate action</p> <p>Upheld with recommendation to Assessment Board</p> <p>Submitted to EC Panel</p> <p>Returned</p> <p>Referred to School Appeal Panel</p> <p>Rejected</p>	<p>Speak to the appeals administrator if you are unhappy with the action taken. Check whether you have grounds for a Stage 2-level Review if no resolution is reached.</p> <p>Wait for the decision of the Assessment Board then speak to the appeals administrator if you are unhappy with the action taken. Check whether you have grounds for a Stage 2-level Review if no resolution is reached.</p> <p>Wait for the decision of the EC panel</p> <p>Re-submit your form addressing the points raised within 14 calendar days and it will be considered again</p> <p>See below. Decide whether you want to attend the panel and whether you would like to bring a representative.</p> <p>Check whether you have grounds for a Stage 2-level Review (we would recommend you seek advice from Students' Union). This must be done within 21 calendar days.</p>



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STAGE	TIMELINE	POSSIBLE OUTCOMES	YOUR OPTIONS
<p>School/ Validated Appeal Panel</p>	<p>Panel convened normally within 28 days of notification following initial scrutiny</p>	<p>Upheld with recommendation to Assessment Board</p>	<p>Wait for the decision of the Assessment Board then speak to the appeals administrator if you are unhappy with the action taken. Check whether you have grounds for a Stage 2-level appeal if no resolution is reached.</p>
	<p>Outcome notification sent to you within 14 calendar days of panel</p>	<p>Rejected</p>	<p>You may have grounds for a Stage 2-level Review (we would recommend you contact the Students' Union to discuss the potential grounds). A Stage 2-level submission must be submitted within 21 calendar days.</p>
<p>Stage 2- level review</p>	<p>Acknowledgement sent indicating the date of receipt.</p>	<p>Upheld with immediate action</p>	<p>Wait for the decision of the School/ Validated Institution then speak to the Reviewer if you are unhappy with the action taken. You have the option to request a review by the OIA if you are unhappy with the decision.</p>
	<p>Outcome notification sent to you within 28 calendar days of receipt.</p>	<p>Upheld with recommendation to School</p>	<p>Wait for the decision of the School/ Validated Institution. Speak to the Reviewer if you are unhappy with the action taken. You have the option to request a review by the OIA if you are unhappy with the decision.</p>
		<p>Returned</p>	<p>Re-submit your form within 14 calendar days and it will be considered again</p>
		<p>Rejected</p>	<p>You have the option to request a review of the OIA if you are unhappy with the decision.</p>

When City's internal procedures have been concluded a student will be issued with a Completion of Procedures (CoP) letter. Following this, a student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: www.oiahe.org.uk