

# Academic Appeals Procedure

Reference	AR01.2
Department	

## **Academic Appeals Procedure**

An academic appeal is a challenge to, or request for reconsideration of,

**1. Who can make an academic appeal under this procedure?**

1.1 Any current undergraduate or postgraduate taught student registered with the University, or recent alumni when made within the timeframes indicated in Section 3.

1.2 Appeals should be made by individuals, on their own behalf.

1.3 If, for good reason, you are unable or reluctant to make your appeal yourself, you can submit a request for a third party to represent you. We would need you to send us an e-mail from your University of London e-mail address to this effect.

1.4 In certain exceptional circumstances we may allow an academic appeal from a group of students about the same matter if they have all been directly affected by it. In such cases the group should nominate one student to act as its representative, who will submit the initial request and then act as the main point of contact during the process if it is accepted. The group's representative must provide a list including the names, email addresses and student numbers of all signatories.

**2. Who cannot make an academic appeal using this procedure?**

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assessment and awards.

**6. How do you make an appeal?**

6.1 You should email [A&C@london.ac.uk](mailto:A&C@london.ac.uk)

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7.23 If it is determined that it would be more appropriate to treat your submission, or part of it, as a complaint you will be referred to the relevant procedure.

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- 7.44 If the Chair determines the criteria are not met, you will receive an outcome letter, normally within 10 working days. A Completion of Procedures letter will follow from the University Secretary or appropriate delegate.
- 7.45 If the criteria are met, the full Representations Panel will be convened. The Panel will normally meet within 28 days of the case being received at Stage 3. It will normally conduct its business either in person or by electronic means. However, in exceptional circumstances it is open to the Chair to decide that its business can proceed by correspondence if there is a clear reason for doing so.
- 7.46 The Representations Panel, appointed by the University Secretary or an appropriate delegate, will consist of:

**8. What happens if you remain unhappy?**

8.1 If Stage 3 has been completed and you are not satisfied with the outcome, you may be able to take