

Academic Appeals and Academic Misconduct Appeals Information and Guidance for Students

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RELEVANT DOCUMENTS

N/A

RELATED POLICIES & DOCUMENTS

- Academic Framework Regulations
- Research Degree Regulations



ACADEMIC APPEALS AND ACADEMIC MISCONDUCT APPEALS

INFORMATION & GUIDANCE FOR STUDENTS

INTRODUCTION

These notes are intended as a guide for students who wish to lodge an appeal against the decision of the Board of Examiners or an appeal against the decision of an Academic Misconduct Panel. They should be read in conjunction with the current LJMU Academic Framework Regulations or Research Degree Regulations and Student Governance Privacy Notice <https://www.ljmu.ac.uk/legal/privacy-and-cookies/external-stakeholders-privacy-policy/student-governance-privacy-notice>

Detailed information regarding the appeals process is contained in the **Academic Framework, Section C9** and The Research Degree Regulations, you are advised to read these carefully before you submit your appeal.

The Academic Framework Regulations may be accessed via the website <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process>

The Research Degree Regulations are available at <https://www.ljmu.ac.uk/research/doctoral-academy/current-research-students>

The Student Governance Privacy Notice is available at <https://www.ljmu.ac.uk/legal/privacy-and-cookies/external-stakeholders-privacy-policy/student-governance-privacy-notice>

Please note that there is a different appeals process for appealing against a recommendation for expulsion.

The appeal against expulsion procedures are available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/student-appeals>

WHERE CAN YOU GET HELP AND ADVICE?

If you have a problem connected with your course you should contact your tutor or lecturer in the first instance.

The John Moores University Students' Union (JMSU) operates an Advice Centre and will provide confidential help and advice regarding academic appeals. JMSU Appeals Advice Webpage www.jmsu.co.uk/advice.

Telephone 0151 231 4900, Email: JMSUadvice@ljmu.ac.uk

You may also obtain advice relating to the appeals procedure from the Student Governance Office [Telephone 0151 231 8128/8147/8148, Email StudentGovernance@ljmu.ac.uk]

Student Advice and Wellbeing can also provide advice and support in the areas of financial issues, disability, study support, accommodation, health, wellbeing and counselling <https://www.ljmu.ac.uk/discover/student-support>

WHO CAN APPEAL?

The Appeals procedure is open to all registered or former registered students of Liverpool John Moores University (LJMU) undertaking a validated programme of study who have received their Finalised Marks (via a University Transcript), a Board of Examiners decision, a decision by the Research Degrees Committee, or an Academic Misconduct Panel decision. This includes students on an LJMU validated programme at a Collaborative Partner Institution.

Please contact the Student Governance Team if your issues of appeal affect a number of students.

The University does not accept anonymous or third-party appeals.

DEADLINES

You should be aware that there are strict time limits for submitting Appeals at each stage of the process.

The deadline for submitting this form is **within 10 working days** of the formal release of the relevant results or **within 10 working days** of the notification of the outcome of the Academic Misconduct Panel.

The University reserves the right not to progress appeals if they are submitted outside of the specified time limits. Discretion will only be given where there are exceptional reasons for late submission, supported by independent evidence.

The University endeavours to **complete all stages of the formal appeals procedures within 90 calendar days**. In cases where for good reason the University needs to extend the timeframe, the University will notify you and keep you informed of the progress.

COMPLETING YOUR FORM AND EVIDENCE

The Academic Appeals Form is available at <https://myservices.ljmu.ac.uk/>

[If you cannot access the online complaints form, please contact StudentGovernance@ljmu.ac.uk](mailto:StudentGovernance@ljmu.ac.uk)

All sections of the form must be completed clearly and concisely and you will need to explain in full your grounds for appeal.

Please note that you must submit a copy of your results statement (if available) and academic transcript, or the relevant decision Letter/Email that you are appealing e.g. the Academic Misconduct Panel outcome letter or the Research Degrees Committee outcome letter.

Your appeal **must be** accompanied by relevant evidence [e.g. evidence that supports your claim that there has been a material irregularity in the process] and all such evidence must be numbered and listed on the form.

Please do not send original documents as the University cannot guarantee the return of your document. Only enclose relevant information. Do not include any duplicates or long email trails that are not relevant.

Information provided by you will be shared with those involved in responding to your appeal. Student Governance may also be in receipt of other personal information about you that is relevant to the appeal. Students should read the Student Governance Privacy Notice prior to submitting a Student Academic Appeal <https://www.ljmu.ac.uk/legal/privacy-and-cookies/external-stakeholders-privacy-policy/student-governance-privacy-notice>

Failure to complete the form, provide the requested information or relevant evidence may result in your appeal being rejected.

Grounds For Appeal

The grounds for appeal are

- (i) that there has been a material administrative error or
- (ii) that the assessment, in whatever format, was not conducted in accordance with current regulations or
- (iii) that some other material irregularity has occurred.

You must be aware that **appeals will only be accepted under the circumstances outlined above.**

The University will deem an appeal 'not eligible' if there is no reference to, or evidence to support, an assertion of a material irregularity.

Disagreement with the academic judgment of a Module Leader, Board of Examiners or an Academic Misconduct Panel cannot in itself constitute grounds for an Academic Appeal. [Academic Framework Regulation C9.2 refers].

Please note that the University **will not accept personal extenuating circumstances** as grounds for appeal. The University operates separate processes whereby students can request consideration of such circumstances. The Personal Circumstances Procedure is available at <https://www.ljmu.ac.uk/academic-registry/student/registry-services/assessment-coursework-and-examination/problems-completing-your-assessment>

Please note that there is a different appeals process for appealing against a recommendation for expulsion. The appeal against expulsion procedure is available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/student-appeals>

Some issues may be more appropriately be considered under the Student Complaints Procedure <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/student-complaints>

If you are unsure whether you have grounds for appeal or what process you should use, then you should seek further advice from the Student Governance Office or the JMSU on telephone number 0151 231 4900 or by email at JMSUadvice@ljmu.ac.uk.

WHAT WILL HAPPEN NEXT?

On receipt of the form, an **initial assessment** will be undertaken to determine the eligibility of the appeal i.e. whether your appeal contains reference to, or evidence to support an assertion of a material irregularity and whether the appeal is submitted within the deadlines.

Appeals that are out of time or ineligible will not be accepted. You will be formally notified of this and issued with a Completion of Procedures letter.

Appeals that are eligible and are in time will be considered under Stage 1 of the procedure. Student Governance will notify you in writing whether your appeal will be progressed to Stage 1 of the procedure.

In some cases, Student Governance may contact you to obtain further information or refer you to a different procedure for example the Student Complaints Procedure.

STAGE 1 APPEALS

No member of the Board of Examiners, Research Degrees Committee or the Academic Misconduct Panel or the Module Leader (who made the decision that you are appealing) will respond to a Stage 1 appeal. A Director of an alternative School or nominee will make the Stage 1 response to your appeal.

The respondent will normally respond to your appeal with an explanation in support of the decision **within 15 working days** of the receipt of the appeal.

IF THE APPEAL IS UPHeld AT STAGE 1

If there is evidence that that there has been a material administrative error or, that the assessment, in whatever format, was not conducted in accordance with current regulations or that some other material irregularity has occurred your appeal will be Upheld.

You will be notified of the reason for the decision and any action to be taken. For example, the Board of Examiners, Research Degrees Committee, or Academic Misconduct Panel may be required to reconvene to reconsider their decision(s) in light of the findings. The matter may be referred back to the Director of School for modules where marks have been finalised but not yet

IF THE APPEAL IS NOT UPHeld

If there is no evidence that that there has been a material administrative error or that the assessment, in whatever format, was not conducted in accordance with current regulations or that some other material irregularity has occurred your appeal will be Not Upheld.

You will be given a full explanation as to why the decision was made not to uphold your appeal.

If your appeal is not upheld and you believe that the decision is incorrect, you may submit your appeal to Stage 2 for consideration by the University Appeals Panel.

COMPLETING A STAGE 2 APPEAL

You must submit a Stage 2 Appeal statement detailing why you believe the Stage 1 decision is incorrect with your request to proceed to Stage 2.

Stage 2 Appeals are considered by an independent panel, who have had no previous involvement with your appeal.

The JMSU President (or nominee) is included in the panel membership.

The Stage 2 Panel will not normally consider new issues of appeal, unless they are in direct response and relevance to the Stage 1 response.

You do not need to re-submit any documents that you submitted as part of your Stage 1 submission, but you can refer to such documents in your Stage 2 statement.

The Stage 2 Appeals Panel will only consider additional new documents, not submitted as part of your Stage 1 appeal, if they were either not available to you prior to making your Stage 1 appeal or they are in support of your Stage 2 statement.

Stage 2 submissions should be submitted within **10 working days** of the notification of the outcome of Stage 1.

Independent advice can be obtained from JMSU 0151 231 4900 or by email at lsuadvice@ljmu.ac.uk

Stage 2 Appeals should be sent to: StudentGovernance@ljmu.ac.uk or

The Secretary to the LJMU Appeals Panel, Student Governance, Exchange Station, Tithebarn Street, Liverpool, L2 2QP.

CONSIDERATION OF STAGE 2 APPEALS

Stage 2 appeals are considered by an independent University Appeals Panel who will consider:

- Your original appeal.
- The Stage 1 response to your appeal.
- Your Stage 2 statement.
- The response to your Stage 2 statement.
- Any relevant minutes/notes and correspondence.

The Appeals Panel will decide one of the following:

- The appeal is not Upheld
- The appeal is Upheld or Upheld in Part.

If your Stage 2 appeal is upheld the Appeals Panel will request that the Board of Examiners, Research Degrees Committee or Academic Misconduct Panel should reconvene or that other appropriate action is taken and will notify you accordingly.

You will be notified of the expected deadline for a response and if there are any delays or extensions to this deadline. Please note that the University endeavours to complete all stages of the procedures within 90 calendar days.

STAGE 3 APPEALS

If your appeal was not upheld at Stage 2 or if you are dissatisfied with the outcome of a reconvened Board of Examiners or Research Degrees Committee, and you believe that the appeals procedures were not followed and/or the decision is incorrect, then you can proceed to Stage 3 of the Procedure.

Please note that appeals against the decision of a reconvened Board of Examiners following an upheld Stage 1 appeal will also be considered at Stage 3 of the process.

If you wish to proceed to Stage 3 of the process you need to submit a full statement detailing why you believe the decision is incorrect or how the procedures were not followed correctly. You must include any documents or evidence that supports your statement.

You do not need to re-submit any documents that you have already submitted, but you can refer to such documents in your Stage 3 statement.

This is not a re-opening of the appeal and new evidence that should have been submitted at Stage 1 and Stage 2 will not normally be accepted.

Stage 3 submissions should be submitted within **10 working days** of the notification of the outcome of Stage 2 or the notification of the reconvened Board of Examiners decision.

Stage 3 Appeals should be sent to:

StudentGovernance@ljam.ac.uk

Or

LJMU, Student Governance, Exchange Station, Tithebarn Street, Liverpool, L2 2QP.

An Academic Board nominee, (normally the Head of Student Governance or Director of Legal & Governance Services), will consider stage 3 appeals and you will be formally notified of their decision. You will be notified of the expected deadline for a response and if there are any delays or extensions to this deadline. Please note that the University endeavours to complete all stages of the procedures within 90 calendar days.

If your Stage 3 appeal is upheld the Board of Examiners, Research Degree Committee or Academic Misconduct Panel will be requested to reconvene or other appropriate action is taken.

If your Stage 3 Appeal is not upheld, then you will be issued with a Completion of Procedures letter. You will need this if you decide to refer your appeal to the Office of the Independent Adjudicator.

OFFICE OF THE INDEPENDENT ADJUDICATOR.

Under the Higher Education Act 2004 the University subscribes to the independent scheme for the review of student complaints. If you are dissatisfied with the outcome you may be able to apply for a review of your appeal to the Office of the Independent Adjudicator for Higher Education (OIA) providing that the complaint you take to the OIA is eligible under its Rules.

The OIA's leaflet, An Introduction to the OIA for Students can be downloaded from <http://www.oiahe.org.uk/>