

APPEALS OR APPLICATIONS ARISING FROM EXAMINATION PERFORMANCE OR FROM DECISIONS TAKEN BY THE HEAD OF DEPARTMENT RELATING TO A STUDENT'S ACADEMIC PROGRESS

1. Candidates who believe that they fall into one of the following categories and satisfy one or more of the grounds set out in 2 below have an automatic right of appeal.
 - 1.1 incorrect grading in a particular course;
 - 1.2 incorrect failure;
 - 1.3 incorrect programme termination;
 - 1.4 awarded incorrect class of degree.
2. The only legitimate grounds for appeal should be one of the following and any appeal should satisfy one or more of them:
 - 2.1 that grades have been incorrectly recorded or incorrectly aggregated or the procedure for collation of grades has been incorrectly followed;
 - 2.2 that there has been an irregularity in the conduct of the examinations or other forms of assessment, which has adversely affected performance;
 - 2.3 that there have been circumstances which affected performance which the candidate could not or did not, for valid reasons, divulge prior to the meeting of the relevant Examinations Board in accordance with the regulations;
 - 2.4 that the candidate has demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.
3. A student wishing to appeal against the decision of a Board of Examiners should do so in writing addressed to the Head of Department as soon as possible, but not before publication of the confirmed results, and normally not later than two weeks after the despatch of the confirmed results. No appeal against the decision of the board of examiners will be accepted after one year.
4. The Head of Department should complete the Examination Appeals form and submit this, together with the student's letter of appeal, a copy of the student's examination grid and any relevant medical or other certificate to the Chairman of the Examination Board.

The form should be completed as fully as possible, and the Head of Department is asked to make a recommendation as to the action that should be taken. The Head of Department may wish to contact the student for further clarification or information.
5. The Chairman of the Board of Examiners will review the paperwork and recommendation of the Head of Department. The Chairman of the Board of Examiners may either approve the recommendation of the Head of Department, or amend the recommendation, as he considers appropriate.
6. If the recommendation is one, which is within the authority of the Chairman of the Board of Examiners, and is supported positively by the Chairman of the Board of Examiners, the approval of the Chairman of the Board of Examiners will be sufficient and appropriate action may be taken at that level.
7. Authority vested in the Chairman of the Board of Examiners includes:
 - 7.1 the development of special programmes for individual students;
 - 7.2 consideration of requests for permission to re-sit for honours;
 - 7.3 consideration of requests to progress notwithstanding a decision not to allow a student to proceed until certain conditions are satisfied.
8. The positive outcome of the appeal at this point will be communicated to the student and the student's Head of Department by the Chairman of the Board of Examiners. Copies of the correspondence must be forwarded to the Registry Officer for the purposes of maintaining the student record, and to the Secretary to Senate for the report of Chairman's action to Senate in accordance with the delegated authority approved by Senate.
9. If the recommendation is to reject the appeal, or is one which affects a degree classification or termination of studies, the paperwork must be forwarded to a Dean who was not the Chairman of the Board of Examiners and who has authority on behalf of Senate to approve the recommendation and take immediate action to remedy the grievance or to dismiss the appeal.

10. The function of the Dean is to ensure that the appropriate procedures have been followed, and to review decisions which he is satisfied could not reasonably have been made, or following which new evidence is available and could not have been or was not considered by the Board of Examiners. His function is not to reconsider the merits of a decision that has been reached after proper consideration.
11. The decision of the Dean shall be final.
12. The outcome of the appeal will be communicated to the student and the student's Head of Department by the Dean. Copies of the correspondence must be forwarded to the Registry Officer for the purposes of maintaining the student record, and the Secretary to Senate for the report of Chairman's action to Senate in accordance with the delegated authority approved by Senate.