

ACADEMIC APPEALS – FREQUENTLY ASKED QUESTIONS

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Q14: I am studying here on a Tier IV visa, can I appeal and what happens if I do?

Q1: What is the academic appeals process and how does it differ from the extenuating circumstances process?

A1: *The academic appeals process allows matriculated students to request that the decision of a Programme Board of Examiners be reviewed should they feel that an injustice or instance of maladministration has occurred.*

The extenuating circumstances process allows students to declare exceptional adverse circumstances or events which were unforeseeable or unpreventable, for which the students subject to the circumstances could not take reasonable care to avoid, and which occurred within a significant period within the academic year or trimester.

Both processes are overseen by separate committees and the academic appeals process allows students who missed the extenuating circumstances deadline and those who were unable to submit relevant information ahead of the extenuating circumstances deadline, an opportunity to challenge the Programme Board of Examiners decision. Any appeals submitted must be based on the grounds stipulated in the Academic Appeals Regulations.

Q2: On what grounds may I submit an academic appeal?

A2: *An academic appeal must be submitted on the basis of at least one of the three grounds listed in AA1.2 of the Academic Appeals Regulations found at <https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>*

Q3: What are classed as unacceptable grounds for an academic appeal?

A3: *A list of invalid grounds can be found in AA1.3 Academic Appeals Regulations found at <https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>*

Please note that the list is not exhaustive.

Q4: How do I submit an academic appeal?

A4: *All academic appeals must be submitted using form AP1.*

The form can be downloaded at the link below, where you can also find instructions on how to submit. Please note, all submissions are made electronically and paper submissions will not be accepted.

<http://my.napier.ac.uk/Student-Administration/Appeals/Pages/Appeals.aspx>

Q5: When can I submit an academic appeal?

A5: Academic appeals can be submitted following the publication of the Programme Board of Examiners decisions at the end of each trimester. The deadline for receipt of appeals is 5 working days following the Programme Board of Examiners publication date. The precise deadline dates for receipt of appeals are published at <http://my.napier.ac.uk/Student-Administration/Appeals/Pages/Appeals.aspx> at the start of each academic year.

Please note that appeal forms received after the published deadline will not be considered. Appeals cannot be submitted until formal publication of the decision of the Programme Board of Examiners has taken place. Publication dates for these decisions can be found at <http://my.napier.ac.uk/Student-Administration/Appeals/Pages/Appeals.aspx>.

Q6: Is there somewhere I can get advice on submitting an academic appeal?

A6: Advice and information can be found at the following sources:-

- **Online** - <http://my.napier.ac.uk/Student-Administration/Appeals/Pages/Appeals.aspx>
- **Email** – appeals@napier.ac.uk
- **Tel** – 0131 455 2396
- **In Person** - Appointments are not always necessary but are recommended in order for you to avoid a wasted journey. Email appeals@napier.ac.uk to book an appointment.
- **Independent Advice** - Contact the Edinburgh Napier Students' Association Advice (ENSA) Service
 - Telephone - 0131-229-8791
 - Email- ensa.advice@napier.ac.uk
 - Website – <http://my.napier.ac.uk/ENSA/ENSA-Advice/Pages/ENSA-Advice.aspx>
 - In Person – Room B34, Merchiston

Please note that though help can be sought before final completion of an AP1 form, the final form should be checked and signed by the person submitting the appeal.

Q7: Aside from the appeal form (AP1) must I submit any other documents?

A7: Your AP1 form should be accompanied by third party evidence. Examples of commonly submitted third party evidence are listed in the AP1 form.

Q8: What happens once I have submitted my academic appeal?

A8: *Appeals can be subject to any or all of the three stages detailed here in sections AA3 – AA6 of the Academic Appeals Regulations:-*

<https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Q9: How long do I have to wait until I receive notification of the decision taken on my academic appeal?

A9: *Appellants should hear, the outcome of their appeal, by way of letter sent to the address provided on the AP1 form, within 25 working days of the published AP1 form deadline.*

Q10: Can I contest the decision of the appeals panel once it is communicated to me?

A10: *In exceptional circumstances an appeal can be formally reviewed at the appellant's request. Appellants must notify the Appeals, Complaints and Conduct Officer with details of the grounds on which this request is based, provide written evidence to support the request and indicate the resolution being sought.*

Any request for a formal review must be made within 5 working days of the date on the letter which details the original decision of the appeals panel.

Q11: Can I appeal the decision that follows any requested formal review of my appeal?

A11: *If an appellant is not satisfied following the formal review of their initial appeal, they may refer their case to the Scottish Public Services Ombudsman (SPSO).*

Full information on this and external contact details for the SPSO can be found in section AA12 of the Academic Appeals Regulations at

<http://my.napier.ac.uk/Student-Administration/Pages/Academic-Regulations.aspx>

Q12: How is my student status, bursary or visa affected whilst my appeal is being processed?

A12: *The academic appeals regulations should not affect the progression of an appellant whilst the appeals process takes place. There are exceptions to this, particularly where professional body requirements and/or legislation must be taken into consideration.*

There are also potential implications for students who require a visa to study or are in receipt of a bursary.

Further information can be found in sections AA7 and AA8 of the Academic Appeals Regulations at

<https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Q13: Who will see the information I provide in and with my AP1 form?

A13: Any information provided in connection with an appeal will only be viewed by staff involved in making a decision on your appeal. All information provided will be stored securely by the University and in accordance with data protection legislation and the University's records retention schedules.

As an appellant, you should be aware that whilst confidentiality will be adhered to and any individual's request for this will be respected, the more detail that is disclosed with an appeal in the first instance increases the ability of the appeals panel to take into account all circumstances when making their decision and in all likelihood, allows for an earlier decision to be made and communicated.

If you have concerns over the confidentiality of any circumstances you detail in or with your AP1 form, please read section AA11 of the Academic Appeals Regulations at

<https://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Q14: I am studying here on a Tier IV visa, can I appeal and what happens if I do?

A14: Students with Tier IV visas have the same right of appeal as any other student but are subject to further legislation as part of your visa conditions. If you are a Tier IV visa student and wish to submit/have submitted an appeal, you should take advice from the Visa and International Support team -

<https://my.napier.ac.uk/International/Tier-4-Visa/Pages/Tier-4-Visa.aspx>.