

Sotheby's INSTITUTE OF ART

ACADEMIC APPEALS PROCEDURE – LONDON

(This procedure is applicable to all SIA - London students registered with the University of Manchester)

Introduction and Principles

1. This Procedure may be used by students who wish to appeal against a final decision of an examination board that affects a student's academic status or progress in the Institute.
2. This Procedure may not be used simply because a student is dissatisfied with the outcome of his or her assessment. Furthermore, an appeal which questions the academic or professional judgement of those charged with the responsibility for assessing a student's academic performance or professional competence will not be permitted.

Definition and Scope of Procedure

3. This Procedure is designed for serious academic issues as described in paragraph 1 above, including (but not limited to) the following:
 - (a) a decision that the student be dismissed from the Institute on grounds of unsatisfactory progress or failure to meet academic or professional requirements;
 - (b) a requirement that the student's status changes and the student is consequently transferred to a programme offering a qualification of lower rank, for example:
 - (i) Master's degree to Postgraduate Diploma or Postgraduate Certificate;
 - (ii) Postgraduate Diploma to Postgraduate Certificate;
 - (c) a decision not to allow a student to progress from a Postgraduate Diploma to a Master's degree;
 - (d) a decision not to award credits or a postgraduate qualification;
 - (e) a decision not to allow resubmission of a dissertation for a Master's degree;
 - (f) the result of a formal assessment, unit result or the award of a particular degree classification.

4. A student may submit an appeal only on his or her own behalf; an appeal submitted by a third party will not be accepted unless accompanied by written authorisation from the student.

Grounds for Appeal

5. An appeal may be made only on grounds alleging, with accompanying evidence:
 - (a) that there exists or existed circumstances affecting the student's performance of which, for good reason, the board of examiners or committee may not have been made aware when the decision was taken and which might have had a material effect on the decision. **[Note: If a student wishes to appeal on such grounds, s/he must give adequate reasons with supporting documentation why this information was not made available prior to the decision being made. If a student wishes to appeal on such grounds without supporting documentation, the student must present a credible and compelling reason for the non-disclosure of circumstances affecting his/her performance];**
 - (b) that there had been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme/course of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred;
 - (c) that there is evidence of prejudice or bias on the part of one or more of the examiners;
 - (d) that the supervision of the student in respect of research for a dissertation or thesis or equivalent work was unsatisfactory in relation to the Institute's Dissertation Protocol, to the point that his or her performance was seriously affected. If students wish to appeal on such grounds but the supervisory concerns arose significantly before the assessment result against which they are appealing, and without it having been raised in writing with the Institute before the appeal, the student must provide credible and compelling reasons for only raising these concerns at appeal.

Informal Stage: Local Resolution

6. A student considering appealing should discuss the matter with his or her Personal Tutor, Programme Director or Course Leader, or Supervisor at the Institute before doing so in order to better clarify the reason for the result or decision against which s/he wishes to appeal. An initial evaluation at this informal stage will also ensure that the student's prospective appeal is submitted under the appropriate procedure. The student may be referred, for example, to a different procedure (i.e., Student

Complaints Procedure). A formal appeal should only be submitted if a student remains dissatisfied once informal avenues have been exhausted.

Formal Procedure

7. If a student remains dissatisfied with the result or decision once informal avenues have been exhausted or when the issue is not appropriate to be raised informally in the opinion of the student, and the student believes there are valid grounds for appeal (as specified in paragraph 5 above), s/he may invoke the formal appeal procedure. The student may seek advice and guidance in preparing the appeal from the Registrar or other member of the Academic Quality Team.
8. A formal appeal may be initiated by completing an Appeals Form (available from Canvas) and submitting it to the Registrar within thirty (30) working days of notification of the result or decision. No appeal can be made subsequent to the thirty (30) day period, unless the Registrar determines in his/her sole discretion that good cause has been shown for late submission. The student should submit the Form with any documents s/he wishes to be considered in the appeal. Evidence should normally be contemporaneous, capable of verification, and written in English.
9. The Registrar will send the student formal written notification if a student's appeal is submitted out of time and the Registrar has determined that good cause for late submission has not been shown. This decision is not appealable; a Completion of Procedures letter can be provided on request.
10. The Registrar will convene a meeting of the **Academic Appeals Committee** as soon as possible to review the appeal and supporting documentation, and will inform the student at least ten (10) working days before the date of the meeting and the members of the Committee. The student may if s/he wishes appear before the Committee in person and may be accompanied by a friend who is also a registered student of the Institute, acting as an observer only. Attendance by the student is not required.
11. If the student has any objection to (a) the time or date of the meeting, and/or (b) the membership of any person or persons participating on the **Academic Appeals Committee**, the student may, by written request to the Registrar, to be received no later than one week before the date that the meeting is to be held, ask for (i) an alternative time and date and/or (ii) an alternative member or members to serve on the **Academic Appeals Committee**, giving the reason(s) for the request. The Registrar shall have power to decide upon the validity of any such request and may change the time and date and/or appoint an alternative member or members to the **Academic Appeals Committee**.
12. If the Registrar considers that the student has shown that there is good reason that s/he cannot attend the hearing in person, the Registrar may agree to the student participating in the hearing via video or teleconferencing facilities (or equivalent). If in either case without showing good cause, (i) the student fails to attend the hearing in person or (ii) having obtained the Registrar's prior consent to participate in the hearing via video or teleconferencing facilities (or equivalent), the student fails to participate in this manner, the hearing may be conducted in his or her absence.

13. The **Academic Appeals Committee** will include the Institute's Deputy Director (Chair) or Nominee, and two members of staff and/or academic faculty not associated with the case. The Registrar will attend as secretary, but shall not vote.
14. Subject to the provisions of this Procedure, the Chair shall determine all issues of procedure at the meeting of the **Academic Appeals Committee**. The **Academic Appeals Committee** shall give the student opportunity to present his or her case at the meeting. The **Academic Appeals Committee** shall conduct its hearings in accordance with the rules of natural justice.
15. The **Academic Appeals Committee** will reach its conclusions and recommendations by a majority of its members. The Chair may vote and shall have, in addition, a casting vote.
16. The **Academic Appeals Committee** may determine that the academic appeal has identified relevant matters that were not known to those making the original decision or that there had been procedural or administrative errors which might have affected that decision, in which event it may refer the case back to the original board of examiners for reconsideration taking into account any new information, or any guidance, from the **Academic Appeals Committee**. The reconvened board of examiners or committee will have the power to confirm or alter its original decision. Where the original decision is confirmed, the student will be given reasons for that decision. If the student is dissatisfied with the decision of the reconvened board of examiners or committee, the student may appeal once more to the **Academic Appeals Committee**, following the procedure outlined herein.
17. The **Academic Appeals Committee** will notify the student in writing within ten (10) working days of the meeting of its conclusions and recommendations in writing, which will set forth the reasons for its conclusions and recommendations. If there is a delay in reaching a conclusion because of, for example, the need for clarification of matters with the student or for further information, the **Academic Appeals Committee** will so notify the student in writing. In such event, the **Academic Appeals Committee** will reconvene within thirty (30) working days of the original meeting date. The student may attend the reconvened meeting. The **Academic Appeals Committee** will notify the student in writing within ten (10) working days of the reconvened meeting of the outcome.

Appeals

18. If the student is dissatisfied with the response set forth in the written notification of the **Academic Appeals Committee**, the student shall have the right of appeal. Appeals will only be taken against the conclusions and recommendations on one or both of the following grounds:
 - (a) procedural irregularity; and/or
 - (b) availability of new evidence which could not reasonably have been expected to be presented at the original **Academic Appeals Committee** meeting.
19. The student may submit a request for an appeal, including a statement of the grounds on which the appeal is being made, in writing to the Registrar to be received within ten (10) working days of the date on which written notification of the determination of the original **Academic Appeals Committee** is sent to the student. A

request for an appeal received after this time with good cause shown for its late submission shall only be granted at the discretion of the Registrar.

20. The Registrar shall convene an **Appeals Panel** to hear the appeal of the student. The **Appeals Panel** shall not re-hear the case afresh, but shall consider whether the initial conclusions and recommendations were fair by:

- (a) reviewing the procedures followed; and
- (b) establishing whether the appellant has presented any new evidence that could not reasonably have been expected to be presented at the original **Academic Appeals Committee** meeting and whether this evidence is material and substantial to the conclusions and recommendations.

21. The following Institute members shall serve on the **Appeals Panel**:

- (a) One nominated member drawn from the Academic Board (Chair); and
- (b) Two members of the academic staff, drawn from the Institute.

The **Appeals Panel** shall have a quorum of three members. The Registrar shall attend as secretary, but shall not vote.

22. No person shall be a member of the **Appeals Panel**:

- (a) who served on the **Academic Appeals Committee** which dealt with the matter(s) under review, or was otherwise involved in the proceedings; or
- (b) who has been in any manner closely connected with the case; or
- (c) in respect of whom a conflict of interest would arise or is likely to arise if s/he were to be a member of the **Appeals Panel**.

23. The Registrar shall inform the student in writing at least ten (10) working days in advance of the hearing of the date, time and place of the hearing, and the names of the members of the **Appeals Panel**.

24. If the student has any objection to (a) the time or date of the hearing, and/or (b) the membership of any person or persons participating on the **Appeals Panel**, the student may by written request to the Registrar, to be received no later than one week before the date that the hearing is to be held, ask for (i) an alternative time and date and/or (ii) an alternative member or members to serve on the **Appeals Panel**, giving the reason(s) for the request. The Registrar shall have power to decide upon the validity of any such request and may change the time and date and/or appoint an alternative member or members to the **Appeals Panel**.

25. Subject to the provisions of this Procedure, the Chair shall determine all issues of procedure at the hearing of the **Appeals Panel**. The **Appeals Panel** shall give the student the opportunity to present his/her case at the hearing.

26. The student may be accompanied at the hearing of the **Appeals Panel** by a friend if s/he is a registered student at the Institute, acting as an observer only.

27. Attendance by the student at the **Appeals Panel** is not required.
28. Conclusions and recommendations may be made by a majority of the **Appeals Panel**. The Chair may vote and shall have, in addition, a casting vote. The **Appeals Panel** may elect an alternate Chair.
29. The **Appeals Panel** shall conduct its business in accordance with the rules of natural justice. The **Appeals Panel** shall have the authority, if the student presents new evidence that is material and substantial to the **Appeals Panel**, to refer the case back for consideration to the original Board of Examiners. In such event the student will have another opportunity to appeal the conclusions and recommendations of the newly constituted **Academic Appeals Committee**.
30. The **Appeals Panel** shall inform the student in writing within ten (10) working days of the hearing of the Panel's decision on the appeal, together with reasons for the decision.
31. The **Appeals Panel** shall send a copy of the decision of the appeal to the Institute's Deputy Director at the same time as it sends the decision to the student.
32. The **Appeals Panel** has the power to adjourn a hearing to another date, as it thinks fit.
33. Following receipt of the decision of (a) the initial **Appeals Panel** or (b) a subsequently constituted **Appeals Panel** should the initial **Appeals Panel** have referred the case back to a newly constituted **Academic Appeals Committee** the student shall have the right to request a review of the Institute's decision by the Institute's validating organisation, the University of Manchester, subject to the regulations and policies of the University. The student should refer to the University of Manchester's Teaching and Learning Support Office for details of procedures for requesting a review, and for the relevant staff contacts, which are set forth at:

<http://www.tlso.manchester.ac.uk/appeals-complaints/>

Director's Powers

34. In the event that it proves impracticable to convene the **Academic Appeals Committee** or the **Appeals Panel** because of the unavailability of a sufficient number of individuals who are eligible to serve on such a Committee or Panel, the Institute's Director may appoint such other person or persons to serve on such Committee or Panel as she sees fit.