

**APPEAL AGAINST A DECISION OF A BOARD OF EXAMINERS/BOARD OF FACULTY ON THE BASIS OF PROCEDURAL OR OTHER IRREGULARITIES**

**NOTES**

- 1 A candidate may appeal their academic progress decision on the basis of procedural or other irregularities in the conduct of the examinations, or in other forms of assessment, or in the decision-making process.

**NB The academic judgement of the examiners is not open to appeal. An appeal will not be allowed on the grounds of complaint about the delivery or management of a course after a student has presented themselves for examination/assessment.**

- 2 A statement will be submitted on behalf of the examinations board which made the original decision. The completed form will be considered by a Senior Officer who was not associated with the original decision.
- 3 If the Senior Officer agrees with the faculty that a prima facie case does exist and both parties are agreed on the amendment to the original decision, it will not be necessary to convene a panel to investigate the case.
- 4 If the Senior Officer decides that there is a prima facie case, which requires investigation, a panel convened by the Senior Officer, accompanied by two members of staff not associated with the original decision, will investigate the alleged procedural or other irregularities.
- 5 The panel, having considered all the evidence presented, will decide whether or not to uphold the appeal. If the appeal is upheld the matter is referred back to the Board of Examiners for reconsideration of its original decision in the light of the panel's findings. If the appeal is not upheld the original decision of the Board is reaffirmed and is final.
- 6 An explanatory leaflet on student appeals is available: [Appeals Guidance for Students](#) and the [Students' Union](#) can also provide advice.

**SECTION A: TO BE COMPLETED BY STUDENT**

- 1 **NAME (IN FULL)**
- 2 **ID NO**
- 3 **EMAIL ADDRESS**
- 4 **CONTACT TELEPHONE NO**
- 5 **PROGRAMME TITLE**
- 6 **PROGRAMME CODE**
- 7 **ACADEMIC YEAR OF STUDY**
- 8 **CAMPUS**

**SECTION A: (continued)**

**9 STATEMENT BY STUDENT**

Please provide details of the procedural or other irregularities relating to coursework or examinations, or in the decision-making process associated with your academic progress.

**10 INDICATE YOUR PREFERRED OUTCOME SHOULD YOUR APPEAL BE UPHELD:**

**11 INTERVIEW**

If it is established that there is a prima facie case for an appeal:

- a) Do you wish to be interviewed by the Appeals Panel?
- b) Do you wish to be accompanied at interview?
- c) If YES, give the name and position of this person:

(Note: The person accompanying you **must** be a member of the University, for example, a student, a Students' Union officer or a member of staff, subject to there being no conflict of interest. It is your responsibility to arrange for this person to attend.

Signature:

Date:

On completion of this section the student must return the form by email as follows:

TO: **BT** and **QAHE** to [examsbt@ulster.ac.uk](mailto:examsbt@ulster.ac.uk) **CE** to [examsce@ulster.ac.uk](mailto:examsce@ulster.ac.uk) **MG** to [registrymg@ulster.ac.uk](mailto:registrymg@ulster.ac.uk)

BY: The deadline indicated at the following web address: [Deadline for Appeals](#)

**SECTION B: TO BE COMPLETED BY THE EXECUTIVE DEAN**

**12 STATEMENT ON BEHALF OF THE FACULTY BOARD/BOARD OF EXAMINERS**

Please comment on the evidence presented by the student under section 9.

Signature:

Date:

On completion of this section the form should be returned immediately to the Senior Officer responsible.

**SECTION C: CONSIDERATION BY SENIOR OFFICER**

**13 EXISTENCE OF PRIMA FACIE CASE FOR APPEAL**

Is there a prima facie case for appeal?

Reason to be recorded:

Signature:

Date:

- I. If a prima facie case exists, and the Senior Officer and Faculty are in agreement, the appeal should be returned to the Faculty for a new decision (Section D).
- II. If a prima facie case exists, and the Senior Officer is in disagreement with the Faculty, the Senior Officer should invite an Executive Dean/Associate Dean and Head of School/Associate Head of School who were not associated with the original decision to join the panel, chaired by the Senior Officer, to investigate the case. The student should be invited to attend for interview if they have indicated their wish to do so in section 11.
- III. If there is no prima facie case, and the student has indicated in section 11 that they wish to be interviewed, a panel should be convened (as at ii above) to provide an opportunity for the student to put their case forward.
- IV. If there is no prima facie case, and the student has indicated that they do not wish to be interviewed, the process is at an end and the form should be returned via the Examinations Office SharePoint.

The appeal outcome will be communicated to the student by the Examinations Office.

**14 CONSIDERATION BY APPEALS PANEL**

(refer to ii and iii above)

Membership of Appeals Panel:

Senior Officer (Chair)

Dean/Associate Dean

Head of School/Associate Head of School

Student called for interview:

Date of Meeting

Indicate whether the appeal is:

- a) Upheld and referred back to the Faculty Board/Board of Examiners, as appropriate, to reconsider its decision
- b) Not upheld (in which case the original decision stands)

Decision of Panel:

Signature:  
(Senior Officer)

Date:

If the appeal is not upheld the Senior Officer should return the form immediately to the Examinations Office via the Appeals SharePoint site. The Examinations Office will communicate with the student.

If the appeal is upheld, the form should be forwarded immediately to the Executive Dean responsible for Faculty Board/Board of Examiners/Campus Progress and Award Board for consideration and completion of Section D.

**SECTION D: TO BE COMPLETED BY THE EXECUTIVE DEAN ON BEHALF OF FACULTY BOARD/  
BOARD OF EXAMINERS/CAMPUS PROGRESS AND AWARD BOARD**

**15** Indicate whether in the light of the panel's findings in 14 above the original decision of the Board is:

- a)            Unchanged\*            b)            Amended (Please tick)

If the decision is to be amended please specify the nature of the amendment:

New Academic Standing Code:

Modules to be taken/retaken (please enter module codes and CRN number)

Module Code	CRN	Cwk	Ex (Please tick)
1			
2			
3			
4			
5			
6			

\* If unchanged please provide reason(s)

Signature:

Date:

**N.B.: Full details of the decision must be recorded**

This form should be returned immediately to the Examinations Office via the Appeals SharePoint site.