

## 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 against the decision on his/her academic progress 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 himself/herself for examination.**

- 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 (Pro-Vice-Chancellor, Provost or Executive Dean) 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 on the Student Portal (My Studies tab).

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

(please complete legibly or in a form suitable for copying)

1 **NAME (IN FULL)** .....

2 **ID NO** .....

3 **ADDRESS (to which all correspondence will be sent)** .....

**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 DECISION ON YOUR ACADEMIC PROGRESS AGAINST WHICH YOU WISH TO APPEAL:**

.....  
.....

PROGRESS CODE: .....

**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? | YES/NO |
| b) | Do you wish to be accompanied at interview?         | YES/NO |
| 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, ie, the person **must not** be related to the appellant. 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: **JN, BT and QAHE** to [examsjn@ulster.ac.uk](mailto:examsjn@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: [portal.ulster.ac.uk](http://portal.ulster.ac.uk), select My Studies tab followed by Appeals Procedures and Forms in the Examinations and Assessment channel.

**SECTION B: TO BE COMPLETED BY THE APPROPRIATE 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.

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**SECTION C: CONSIDERATION BY SENIOR OFFICER**

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

Is there a prima facie case for appeal? YES/NO

Reason:

Signature:..... Date: .....

If a prima facie case does not exist the Senior Officer should return this form immediately to the appropriate Examinations Office. The Examinations Office will communicate with the student.

If a prima facie case exists 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 he/she has indicated accordingly in section 11.

**NB** If the Senior Officer agrees with the faculty that a prima facie case does exist and both parties are agreed on the amendment to be made to the original decision, it will not be necessary to convene a panel. The Senior Officer should complete 13 above and return the form to the appropriate Executive Dean for completion of Section D. The form should then be returned to the Examinations Office who will communicate with the student.

**14 CONSIDERATION BY APPEALS PANEL**

Membership of Appeals Panel:

.....  
.....

Date of Meeting .....

Decision of Panel:

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)

**Please complete and attach the proforma 'Statement by Appeals Panel on Reasons for Decision'.**

Signature: ..... Date: .....  
(Senior Officer)

If the appeal is not upheld the Senior Officer should return the form immediately to the Examinations Office at Coleraine (Coleraine students) or at Jordanstown (Belfast and Jordanstown students) or Magee (Magee students). The Examinations Office will communicate with the student.

If the appeal is upheld, the form should be forwarded immediately to the appropriate 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 APPROPRIATE 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 appropriate campus Examinations Office.