

The Payment of Expenses Incurred by a Successful Appellant or Complainant: Guidance Note¹

Appellants/complainants should note that they must contact the administrator who is arranging the relevant hearing BEFORE INCURRING ANY EXPENDITURE, to discuss the potential expenses that might be reimbursed if the appeal or complaint were to be upheld.

For the avoidance of doubt, expenses will **not** be reimbursed to undergraduate students whose representations are being considered by an Undergraduate Students' Progress Committee meeting outwith term-time.

This policy is applicable to students who are being considered for suspension or termination on the grounds that they are not "Fit to Practise".

1. Under what circumstances will my costs be reimbursed?

1.1 With the exceptions stated in paragraph 7 below, the University will reimburse costs to applicants whose appeal or complaint is upheld only:-

- where the appeal or complaint, is submitted by a student whose location of study at the time of a hearing is not within the City of Aberdeen or County of Aberdeenshire (e.g. by a student on a distance-learning programme who resides outwith these boundaries); *or*
- where the hearing of an appeal or complaint is held outwith the published dates of term; *or*
- where a former student living outwith the City of Aberdeen or County of Aberdeenshire attends any such hearing at the University.

2. What costs will be reimbursed?

2.1 The University will, **subject to 6 below**, reimburse the reasonable costs necessarily incurred by the appellant/complainant in attending a hearing, if the appeal or complaint is upheld.

2.2 Where an appellant/complainant resides outwith the City of Aberdeen or the County of Aberdeenshire, the University will, where possible, arrange facilities to hear the appeal/complaint by a video-conferencing link. If the University offers such facilities and the appellant/complainant nevertheless chooses to travel to Aberdeen, he/she will not be eligible for the payment of incidental expenses, irrespective of the outcome of the hearing.

2.3 Reasonable travel expenses will only normally be paid:-

- *for those permanently resident in the UK* based on the cost of a return standard class rail ticket bought, if possible, with a student rail card (plus ferry fares, where applicable);
- *for those permanently resident outside the UK* based on the cost of the lowest available airfare between the appellant's/complainant's home and Aberdeen.

¹ Version approved by University Court on

3. *What if I have to stay overnight?*

Where a successful appellant/complainant has necessarily had to stay overnight in Aberdeen to attend a hearing in Aberdeen, subsistence will be paid, based on the cost of dinner, bed and breakfast in a hall of residence. Subsistence will not be paid for a stay of more than two nights.

4. *Will my witnesses' costs be reimbursed?*

No. The University will not pay witnesses' expenses.

5. *Will my representative's costs be reimbursed?*

No. The University will not reimburse any costs relating to any persons representing appellants or complainants.

6. *Can I claim costs during term-time?*

No. A successful appellant/complainant who is a registered student of the University will not normally be eligible for travel or subsistence expenses if the appeal or complaint is heard during term-time. The exception is where the student is away from the City of Aberdeen or County of Aberdeenshire:-

- on an approved school or work placement
- because the approved location of their studies at the time of a hearing is not within the City of Aberdeen or County of Aberdeenshire
- because of ill-health and/or other personal circumstances for which contemporaneous, independent, medical or other supporting evidence has been submitted to the Registry.

7. *How do I claim expenses?*

All claims for incidental expenses must be submitted to the Academic Registrar on the appropriate form <https://www.abdn.ac.uk/finance/documents/E5forms/expense2.xls> which must be accompanied by relevant receipts.