

**Status of Students Pending the Outcome of Consideration of (a) an Academic Appeal or Complaint; or
(b) Undergraduate Student Progress, or Fitness to Practise**

Guidance Note

A STUDENTS WHO HAVE SUBMITTED AN ACADEMIC APPEAL OR COMPLAINT

1. WHAT IS MY STATUS IF I SUBMIT AN ACADEMIC APPEAL OR COMPLAINT?

1.1 Generally, your status will not be affected. If you are in the course of your studies you will be allowed to continue pending the outcome of the appeal or complaint.

2. CAN I STILL REGISTER FOR THE NEXT ACADEMIC YEAR?

2.1 Yes. If you are otherwise qualified. You will not, however, be entitled to embark on a programme leading to any other award. If your entitlement to re-register is dependent on the outcome of your appeal or complaint then you will be able to register **on a temporary basis only**. If your appeal or complaint is not upheld the temporary registration will lapse. If the appeal or complaint is upheld you will then be eligible to enrol for full registration, provided that the usual financial requirements are fulfilled.

3. CAN I BE BARRED FROM STUDYING PENDING THE OUTCOME OF AN ACADEMIC APPEAL OR COMPLAINT?

3.1 **In exceptional circumstances only** the University reserves the right to bar a student from attending University pending the outcome of an academic appeal or complaint. If – but only if - a School has good reason, (e.g. it has recommended your exclusion from a programme in order to protect staff or other students on that programme) it can recommend to the Principal (or in his or her absence a Vice-Principal) that you be barred from study pending the outcome of your appeal or complaint. If the Principal or Vice-Principal accepts the School's recommendation, you would not be allowed to continue as a registered student pending the outcome of the appeal or complaint. However, you would be allowed to re-register if your appeal or complaint is upheld and if there is no other reason to support your being barred from your studies. The need for any such exclusion will be reviewed on a regular basis.

3.2 Full details of the procedures governing Suspension of Matriculated Student Status and Exclusion from the University are given in the Code of Practice on Student Discipline (Academic).

4. WHAT HAPPENS WHILE I AM WAITING FOR THE OUTCOME OF AN ACADEMIC APPEAL OR COMPLAINT?

4.1 During the consideration of any appeal or complaint, your position will remain as it was immediately before the academic decision you are appealing against, or the action or decision that gave rise to your complaint, was taken.

4.2 If your appeal is against:-

- refusal of a class certificate; *or*
- exclusion from an honours programme to which you have previously been admitted, *or*
- exclusion for non-payment of fees

you will be permitted to sit the relevant examination, continue on the honours programme or remain in attendance, as the case may be, until your appeal or complaint has been determined. However, where you sit an examination or complete a piece of in-course assessment while awaiting the outcome of your appeal, you should note that your scripts will not be marked until the outcome of your appeal is known. If your appeal is upheld, your scripts will be marked.

4.2 If, however, your appeal is against :-

- failure in prescribed degree assessment, *or*
- A particular CGS mark that you have received, *or*
- refusal to admit you to honours, *or*
- class of honours awarded, *or*
- refusal to waive a regulation in your favour

then that decision stands pending the outcome of your appeal.

4.4 If it is recommended that your studies be terminated on academic grounds before completion of the award for which you are registered, you can continue only if you have not already completed the minimum required period of study for the qualification for which you are currently registered.

5. CAN I JOIN A COURSE WHILE WAITING FOR THE OUTCOME OF AN ACADEMIC APPEAL OR COMPLAINT?

5.1 Lodging an academic appeal or complaint will not entitle you to embark on an Honours programme or to proceed to a course for which you do not hold the normal prerequisite. You may, however, if you choose, continue in attendance on another programme or course for which you have the necessary pre-requisites. If you are a postgraduate student and you have not progressed to the next stage of your programme you should continue on your programme pending the outcome of your appeal or complaint.

6. CAN I CHOOSE NOT TO CONTINUE WITH MY STUDIES PENDING THE OUTCOME OF AN ACADEMIC APPEAL OR COMPLAINT?

6.1 Yes. If you elect not to continue as a registered student pending the outcome of your appeal or complaint and it is subsequently upheld, an appropriate extension of time for completing your studies will be given.

B UNDERGRADUATE STUDENTS PROGRESS OR FITNESS TO PRACTISE

7. WHAT IS MY STATUS IF I HAVE SUBMITTED A CASE AGAINST NON-PROGRESSION OR DISCONTINUATION OF ATTENDANCE ON COURSES?

7.1 Normally, you will be allowed to continue as a registered student, pending a decision on your case. If a decision on your case has not been reached by the start of the next academic year, you would not normally be eligible to register for the next programme year of your studies but you would be eligible to register to repeat your current programme year. However, any such re-registration will be temporary only and will lapse if your case is not upheld. If your case is upheld, you will then become eligible for full registration, subject to the usual financial requirements being fulfilled.

7.2 **In exceptional circumstances only**, and if – but only if – a School has good reason, it can recommend to the Principal (or in his or her absence a Vice-Principal) that you be barred from study pending the outcome of your case. (For example, the Head of a School might recommend suspension or termination on the grounds that you are ‘unfit to practise’, or if they considered it necessary in order to protect members of the University community or members of the public in general or a particular member or members.) If the Principal or Vice-Principal accepts the Head of a School’s recommendation, you would not be allowed to continue as a registered student with immediate effect. However, you would be allowed to re-register if your case is upheld and if there is no other reason to support your being barred from your studies. The need for any such exclusion will be reviewed on a regular basis, taking account of any case you may submit.

7.3 If you appeal to the University against a decision of a Students’ Progress Committee, or a Fitness to Practise Committee, the same position will apply.

7.4 Full details of the procedures governing Suspension of Matriculated Student Status and Exclusion from the University are given in the Code of Practice on Student Discipline (Academic).

8. CAN I CHOOSE NOT TO CONTINUE WITH MY STUDIES PENDING THE OUTCOME OF THE CONSIDERATION OF MY CASE?

8.1 Yes. If you elect not to continue as a registered student and your case against non-progression or discontinuation is subsequently upheld, an appropriate extension of time for completion of your studies will be given.

Updated **3 November 2017**