Union Theological College

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UTC UG Appeals Procedures

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Union Theological College
Academic Appeals Procedures: Undergraduate Degree

1. General Principles

1.1 The College aims to deal with Academic Appeals in a manner that:

- treats all Appeals objectively, transparently and with appropriate seriousness;
- is carried out in a reasonable timescale;
- allows all parties to learn from the experience;
- is in line with College policies and practices;
- has due regard to any applicable law.

1.2 The College will not normally accept third party Academic Appeals, although in exceptional circumstances, a friend, parent, relative, etc, may submit an Academic Appeal on behalf on an individual with their written permission. The Senior Executive Academic Administrator (SEAA) will provide advice about this upon written request.

1.3 The College reserves the right to reject Academic Appeals which it judges malicious, frivolous or lack clear grounds for further consideration. In such cases, the reasons will be given in writing to the appellant within ten (10) working days.

1.4 If you are deemed to have made a malicious Academic Appeal, you may be subject to disciplinary action under the Union Theological College Disciplinary Procedures.

1.5 When submitting an Academic Appeal your responsibilities are:

- to submit your Academic Appeal in as much detail and as soon as possible in order that it can be investigated and resolved without delay;
- to follow the correct procedures as set out in the Academic Appeals Procedure;
- demonstrate mutual respect;
- to clearly indicate the remedy you seek;
- to provide clear information and documentary evidence as appropriate within your Appeal submission;
- to provide additional information and/or attend meetings about your Academic Appeal if required.

2. The Academic Appeals Procedure

2.1 Grounds

2.1.1 There is evidence that your assessment/examination may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the Programme Examination Board before its decision was reached.

If appealing under this ground, please ensure that you have provided all of the following:

- New information which the Board has not previously considered
- A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted
- A reason and evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the Board reached its original decision.

2.1.2 There is clear evidence of a significant administrative error on the part of the College or in the conduct of the assessment/examination and that this accounted for your performance.

2.2 Appeal Procedures

2.2.1 A candidate wishing to submit an Academic Appeal must do so in writing, on the Student Application Form: Academic Appeal (Appendix A), to the SEAA within ten (10) working days of the dispatch of the result(s) being appealed against. Students should submit their Academic Appeal form to the College Office by email or by registered Delivery post only, in order to ensure safe receipt. Academic Appeals lodged up to three months after deadline will only be considered in exceptional circumstances. Evidence as to the justifiable cause for such a delay in submitting your Academic Appeal must be provided in writing to the College Office. The decision as to whether or not to accept your late submission rests with the SEAA.

2.2.2 In the case of an appeal under 2.1.2 above, the SEAA, in consultation with the Chair of the Programme Examination Board shall, where appropriate, consider whether the marks or grades had been correctly recorded and aggregated in accordance with the relevant Regulations. If an error is found which affects the award, or the class of degree, then the Chair of the Programme Examination Board has authority to recommend to the St Mary's University Undergraduate Examinations Board the approval of the award or a reclassification. When an error is found the matter shall be reported to the St Mary's University Undergraduate Examinations Board.

2.2.3 The SEAA (or nominee) will investigate Academic Appeals made under 2.1.1. Where the investigation substantiates the Academic Appeal, the appellant's programme will be re-instated or any other appropriate action taken, and reported to the Programme Examinations Board.

2.2.4 In the case of an Academic Appeal under 2.1.1 above, the BA Programme Coordinator, in their capacity as the Chair of the Extenuating Circumstances Sub Board, shall determine whether the alleged grounds satisfy Union Theological College's Extenuating Circumstances Policy for Undergraduate Students. Where there are fully evidenced Extenuating Circumstances which satisfy ground 2.1.1, a recommendation will be made to the Chair of the Programme Examination Board that the decision be rescinded. Where there are no valid Extenuating Circumstances, the Academic Appeal shall be dismissed. In the case of an Academic Appeal against a decision made by the Extenuating Circumstances Sub Board, the Principal shall determine whether the alleged grounds satisfy the Extenuating Circumstances Policy for Undergraduate Students.

2.3 Timescales for the Academic Appeals Procedure

The College endeavours to resolve all Academic Appeals within ten (10) working days of receiving the Appeal submission, and for students to receive a written response during this time. Where this is not possible, students will be advised of the expected timescale in writing within the same ten (10) working days.

3. Right to Remain on the Programme

Students who have made an appeal against the termination of their programme of study shall normally have the right to remain on their programme of study until the Academic Appeal is decided.

4. Right of Review of the Outcome of the Academic Appeal

4.1 In order to request a review of the outcome of the original Academic Appeal the student must contact the Principal in writing within five (5) working days of notification by email of the outcome decision.

4.2 Appellants requesting a review must provide the Principal with full details of the grounds for requesting a review, which can only be one or more of the following:

(i) the appellant is in possession of additional evidence to support their claim which was not available at the time of the original Appeal submission;

and/or,

(ii) the appellant has reason to believe that the SEAA was prejudiced or unreasonably biased in assessing the merits of the original Academic Appeal submission.

4.3 Appellants must provide documentary evidence to support the ground(s) under which they are submitting a request for a review of the outcome of the original Academic Appeal.

4.4 An Appeals Review Panel comprising three members of the College's Teaching and Learning Panel who have not been involved in the case previously will consider the application for review.

4.4 The Chair of the Appeals Review Panel will normally provide the Appellant with a written response to their request for a review within ten (10) working days. Where this is not possible, students will be advised of the expected timescale in writing within the same ten (10) working days.

4.5 The decision of the Appeals Review Panel is final and will conclude the internal procedures of Union Theological College. In cases where the Appeals Review Panel upholds the ground(s) for review, the original Academic Appeal submission will be fully reconsidered by the Programme Examination Board. In cases where the Appeals Review Panel does not uphold the ground(s) for review, appellants will be provided with a Completion of Procedures letter in order to be able to consider making a submission to St Mary's University Twickenham. Details of the Appeals Regulations for St Mary's University Twickenham will be provided to Appellants in the Completion of Procedures letter.

Appendix A

Union Theological College

Student Application Form – Academic Appeal (Undergraduate Students)

This form should be used by students wishing to raise an Academic Appeal only.

Please complete all sections of this form, and ensure it is signed and dated before submitting it.

Section 1
Title:
First Name:
Surname:
Current Level of Study:
Contact Address:
Contact Telephone Number:
UTC email address:
Personal email address:

Section 2 Ground(s) for your Academic Appeal: Please highlight the relevant box(es) below as applicable:
Ground i ☐ There is evidence that your assessment/examination may have been adversely affected by extenuating circumstances which you were unable, or for valid reasons unwilling, to divulge to the Programme Examination Board before its decision was reached. *If appealing under this ground, please ensure that you have provided all of the following: -* • *New information which the Board has not previously considered* • *A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted* • *A reason and evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the Board reached its original decision.*

Ground ii
☐ There is clear evidence of a significant administrative error on the part of the College or in the conduct of the assessment/examination and that this accounted for your performance.

Section 3 Decision being appealed against:
Please write in here the decision you are appealing against.

Section 4 Details in support of your Academic Appeal:
Please write in here details of your case.

Section 5 Please detail the evidence you are providing in support of your Academic Appeal:
Please write in here the evidence you are providing.

Section 6 Please indicate the remedy you are seeking if your Academic Appeal is successful:
Please explain in here the outcome you are seeking should your appeal be successful.

Please send your completed Academic Appeal Form and all supporting documentary evidence, marked **"Private & Confidential"** by email to **admin@union.ac.uk** or by recorded delivery to College Office, Union Theological College, 108 Botanic Avenue, Belfast BT7 1JT or by personal delivery (ensure you receive a receipt).

Please ensure you submit your Academic Appeal within ten (10) working days of the dispatch of the result(s) being appealed against.