

# Academic Appeals Policy

## 2023-24



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<b>Scope of policy (audience):</b>	Students (HE programmes), staff
<b>Policyholder:</b>	Head of Registry
<b>Contact:</b>	<a href="mailto:quality@leedsconservatoire.ac.uk">quality@leedsconservatoire.ac.uk</a>
<b>Alternative formats:</b>	<i>e.g. audio, large font, braille – on request</i>

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## Introduction

Leeds Conservatoire has a mechanism in place for students to request a review of a decision of a Board of Examiners where they have grounds to do so.

## Equality Impact Assessment Information

Equality Impact Assessment to follow

## Definitions

- Academic Appeal

For the purposes of this document, and in line with external sector requirements an academic appeal is defined as “a request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards.”

- Complaint

A complaint is defined as the expression of a concern about the provision of a course or programme of study, or a related academic service and is subject to consideration in accordance with the University of Hull’s Regulations for the Investigation and Determination of Complaints by Students.

Complaints made by students are considered by the conservatoire under its Complaints Procedure.

<https://www.leedsconservatoire.ac.uk/about-us/about-leeds-conservatoire/corporate/policies/>

## Policy

Leeds Conservatoire is committed to ensuring that its assessment processes are applied consistently and equitably, with reliability, validity and fairness.

As part of this commitment, the conservatoire has a mechanism for students to request a review of a decision of a Board of Examiners where they have grounds to do so.

As a collaborative partner of the University of Hull, Leeds Conservatoire considers academic results queries and appeals in accordance with the University of Hull regulations.

It is not feasible for the conservatoire to simply adopt the University of Hull regulations as is since there are considerable differences between us in size, structure and breadth.

The procedures for the consideration of Academic Appeals reflect the expectations set out in the Quality Assurance Agency UK Quality Code of Higher Education and the general principles embodied in the University of Hull Appeals Regulations.

The University of Hull Code of Practice: Academic Appeals (UG/PGT) may be accessed on their website here  
<https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality>

### **Procedure**

The policy is implemented by appropriate procedures and guidance which are reviewed and signed off by the relevant Head of Department annually, for example:

- Academic Appeals Procedure
- Academic Appeal Form
- Mitigating Circumstances Procedure

### **Breach of Policy**

Breach of this policy carries a risk that students' academic appeals will not be considered and resolved fairly and in line with academic regulations.