

Progress Appeals

If you fail a core part of your programme, fail your resits or have a poor attendance record, the Board of Examiners may decide that you have not made satisfactory progress on your course and terminate your studies.

They will write to you informing you of their decision and to also let you know that you have the opportunity to appeal against this decision.

If you do not reply to this letter by the deadline given, you will be withdrawn from your course and no longer be a student at the University. There is no way to appeal if you miss this deadline.

How to Appeal

You can appeal on the following grounds:

- a) that assessments were not conducted in accordance with the current regulations governing the programme of study;
- b) that some other material irregularity has occurred;
- c) that your performance in the assessment(s) was adversely affected by illness or other significant factors which, for valid reasons, you were unable to divulge before the Board of Examiners met to consider your performance.

Please be aware, if you are registered on a **clinical professional programme**, and you sat a clinical assessment, **you will have automatically declared yourself fit-to-sit**. The University's Policy on Extenuating Circumstances states that submitting extenuating circumstances retrospectively (after the clinical assessment has taken place) may be considered a Fitness to Practice matter. Please see our [guide](#) to this procedure for more information.

You will need to respond to the letter you have been sent by the given deadline stating that you want to appeal the decision and also specify what ground you wish to appeal on.

You will also need to submit a statement explaining your case. You should include the following in your statement:

- i) Explain why you have not performed as well, i.e. explain how any extenuating circumstances have impacted your studies and explain why you did not inform the department if you were having trouble
- ii) Explain what will be different if your appeal is upheld, e.g. you will seek support from university services like the Counselling Service, you will keep in touch with your academic adviser
- iii) Explain why your motivations for studying your course as well as any future ambitions you may have

A Guild Adviser can help by reviewing your statement for you. You will also need to submit any evidence you have e.g. a doctor's note with your appeal. You need to make sure you submit your appeal statement and evidence by the deadline specified. If you appeal on ground c, your appeal is unlikely to be upheld if you do not have sufficient evidence.

You will then be invited to a meeting of the Faculty Progress Committee with academics in your faculty. A Guild Adviser can accompany you to the meeting for advice and support. At the meeting you will be given the opportunity to explain any factors (for example, extenuating circumstances) that affected your ability to make satisfactory progress (and why you were unable to inform the University of these earlier). The Committee may also ask you questions around your case. These are not to catch you out but are to ensure the Faculty Progress Committee have all of the information they need to make a fair decision on your case.

Once the committee is satisfied that they have all the information they need you will be asked to leave the room while they make a decision.

Possible Outcomes

You will normally hear the outcome of your appeal at the end of your hearing (unless the Committee feel like they need more evidence) so you will find out on the day whether your appeal has been upheld or rejected.

If your appeal is upheld the Committee will clearly set out the conditions for the continuation of your study (e.g. whether you need to re-sit modules or repeat a year).

If your appeal is rejected you will be required to terminate your studies at the University.

Right of Appeal

If your appeal is rejected, you do have a further right of appeal but **only if either of the following applies:**

- a) You have new evidence which, for good reason, was not available at the time of your original hearing
- b) A procedural irregularity occurred, resulting in an unfair hearing

A Guild Adviser can guide you through this process and help you to prepare your case as thoroughly as possible by proof reading your statements. An adviser can also attend the Faculty Progress Committee with you for support.