

## **Faculty of Education Practitioner Professional Development Policy**

### **PPDP004** **Academic Appeals Policy**

**Last updated: July 2012**

#### **Introduction**

PPD students are entitled to appeal against formal assessments of their work. However, in order to avoid the necessity of such appeals the following should be noted. It is important for students to be open and honest with their Supervisor or Tutor throughout their studies about the progress of their work and any particular difficulties they may be experiencing. The process of learning and scholarship includes giving, receiving and acting on feedback. Notwithstanding the comments and advice offered by supervisors or tutors, students are responsible for the final form, content and quality of the work submitted for final assessment.

If a student is dissatisfied with a decision relating to the award of a mark or grade, involving some suspicion or evidence of procedural error, bias or inappropriate action on behalf of the Faculty, its partner organisations and/or its Examiners the following procedure must be followed.

The student should contact the Practitioner Professional Development (PPD) Manager concerned in writing to request a review and to explain the nature and grounds of their dissatisfaction normally within 14 days of the date of the student receiving formal confirmation from a member of staff from the Faculty of Education of the decision relating to the award of the mark or grade.

The PPD Manager will acknowledge the request for a review when received.

The request for review will be investigated by the PPD Manager, who will consult with the relevant Internal Assessor, Programme Manager, Course Tutor and the relevant course Moderation Panel or other appropriate persons or bodies in response to the appeal made.

The PPD Manager may allow the appeal and confirm the substituted award in writing to the student, or confirm the original decision.

If the original decision relating to the award of the mark or grade is confirmed by the PPD Manager, as a result of the review, the PPD Manager will inform the student in writing and will provide a summary of the reasons for the decision.

If the student is not satisfied with the outcome, the student may submit a further appeal in writing stating the grounds of appeal, to the Secretary of Faculty normally within 14 days of the date of receiving notification of the decision.

The Secretary of Faculty will convene a meeting of the Appeals Review Panel to consider the complaint. The Appeals Review Panel will consist of four members of the University, one of whom will be designated by the Faculty Board as Chair. Members of the Panel will not have prior involvement in the case.

The Panel will decide the matter on the basis of the report of the PPD Manager or and the student's representation and any further inquiries it may make at its discretion. The student does not have a right to appear before the Panel.

The Secretary of Faculty will communicate the decision, with reasons, to the student in writing, normally within 14 days of receiving the appeal.

The decision of the Appeal Review Panel will be final.

This procedure forms part of the administrative arrangements operated by the Faculty of Education at the University of Cambridge and is non-contractual.