The Academic Appeals Process

Informal Academic Query

Formal Academic Appeal

Review of the Appeal Outcome

External Review by the Office of the Independent Adjudicator (OIA)
Academic Appeals Process – Level 1 – Raising an Informal Query with the School/Faculty

- Students are required to raise their query initially with the School within 14 days of the decision.
- Students will normally receive a Level 1 decision from the School within 14 days.
- Written evidence (e.g. email/letter) of the failure of the appeal at Level 1 is required for the submission of a Level 2 appeal.
Academic Appeals Process – Level 2- Formal Academic Appeal

Students are required to submit an appeal form to casework@ncl.ac.uk within 21 days of the Level 1 decision.

SPS will usually confirm receipt within 5 days and whether the appeal will be investigated within 10 days.

The Head of Student Progress Service can reject the application if it is late without good cause or there is no prima facie case for appeal.

The School are asked to provide a response to the appeal within 14 days.

The student is then asked to comment on the School’s response within 7 days.

The Head of SPS can reject an appeal or ask the Board of Examiners to reconsider the case at this stage.

Most cases are forwarded to an Appeal Adjudicator for consideration. The adjudicator can refer the case back to the BoE for reconsideration or decide that there are no reasonable grounds to do so.

If a case is referred to the BoE they have the power to confirm or alter the original decision.

The Decision of the BoE is final.

Level 2 of the appeals process is usually completed within 60 days.

A Student can request a review of the appeal decision by the Academic Registrar or externally through the Office of the Independent Adjudicator.
A student can request a review by the Academic Registrar of a Level 2 decision only on the grounds of procedural irregularity or if the decision reached was unreasonable or perverse.

A request for review must be submitted to casework@ncl.ac.uk within 14 days of the Level 2 decision. The student will usually receive the outcome of the review within 30 days.

Following the review outcome there is no further appeal within the University.

A student must request a Completion of Procedures letter from SPS within 28 days if they wish to appeal to the OIA.

The OIA will review whether the University has applied its own procedures and consider whether the decision was reasonable.