

All academic appeals of Pearson College London students are considered by the University of Kent as the validating body¹.

The University of Kent considers appeals from validating institution students in two categories:

- 1) Appeals against recommendations of Boards of Examiners;
- 2) Appeals against decisions of Academic Disciplinary Committee.

The University of Kent defines an academic appeal “as a request for a review of a decision made by a Board of Examiners in regards to matters of student progression to the next stage of an award, student assessment results or academic awards”.

Grounds for Appeal

Students may not appeal against the Academic Judgement of examiners.

Academic Appeals from students taking taught programmes of study against recommendations of Boards of Examiners will be considered in the following circumstances only:

- where there is reasonable grounds supported by objective evidence to believe that there has been administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Board of Examiners; and/or
- where there is evidence of illness or other circumstances beyond the student’s control that have impacted negatively on academic performance and which the student was, for good reason, unable to submit by the published deadline; and/or

¹ <https://www.kent.ac.uk/teaching/qa/collaborative/validation/studentinfo.html#a>

- Where there is evidence of prejudice or bias or the perception of prejudice or bias against the student.

Please note:

- Appeals that are based on extenuating circumstances which, without good reason, were not brought to the attention of the Board of Examiners through mitigation procedures at the appropriate time will not be considered.
- Where the outcome to an appeal sought by a student goes beyond what the University can reasonably provide or what is in its power to provide, the student will be so advised in writing as soon as possible.

Making an Appeal

Before making such an appeal, Validated Institution Students should consider the Frequently Asked Questions on appeals available on the University website at:

<https://www.kent.ac.uk/fso/appeals/index.html>

These give further detail on:

- What to consider before making an appeal - <https://www.kent.ac.uk/fso/appeals/before-faq.html>
- The process of making an appeal (outlined for Validated students below)
- <https://www.kent.ac.uk/fso/appeals/making-faq.html>
- What happens during the consideration of an appeal - <https://www.kent.ac.uk/fso/appeals/next-faq.html>

Students should also consider Annex 13 of the University's Credit Framework which provides the full detail on the appeals processes at Kent (<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex13-appeals.pdf>).

Procedure for Submitting an Appeal

Appeals will be considered only if submitted in line with the technical conditions:

- by means of the Appeal Form: <https://www.kent.ac.uk/fso/appeals/appeal-forms.html>

- accompanied by a letter explaining in full the grounds for the Academic Appeal and the remedial action sought from the Board of Examiners².
- with all necessary documentary evidence substantiating the grounds of the Academic Appeal.
- within 21 days from the date of the publication of assessment results.

Completed appeal forms should be submitted to appeals@kent.ac.uk and all supporting evidence attached

Students will receive an acknowledgement of receipt of their appeal from the University of Kent Quality Assurance Office.

On receipt of the appeal the University shall determine whether it meets the technical conditions to be considered as outlined above.

If it does, the appeal will be submitted for consideration by the appropriate Faculty Dean.

Once the appeal has been considered the student will be informed in writing of the outcome, and if unsuccessful, of any further right of appeal.

All appellants on Validated programmes of study are entitled to request the Senate Academic Review Committee review the fair and proper conduct of their appeal.

Such requests are subject to the Standing Orders on Academic Review Procedure <http://www.kent.ac.uk/teaching/qa/regulations/taught/sarc.html>

If following this a student remains dissatisfied with the outcome of their appeal and they have exhausted the relevant procedures of the University of Kent then they have recourse to the Office of the Independent Adjudicator (OIA).

² Where the appeal is that evidence relating to illness or other circumstances beyond the student's control submitted under mitigation procedures within the prescriber time limit was not properly considered by the Board of Examiners, this will be treated as a procedural error.

Please Note

- All Academic Appeals must be considered by the University and not by your Validated Institution.
- Appeals can only be made on the grounds identified above and cannot be made against the Academic Judgement of examiners (This is an opinion that can only be given by an academic expert. For example, a judgment about an assessment).
- It is important to provide all information and evidence required within your Academic Appeal application including the action you wish to be taken by the Board of Examiners.
- You should note that in cases where it is not possible to conclude an Academic Appeal by the end of the third week of term of the following academic year and your Academic Appeal is upheld, you may be required to intermit.

Appeals Against Decisions of Disciplinary Committees

Full description of the Appeals policy and process against the decisions of Disciplinary Committees or the Chairs of Disciplinary Committees can be found in Annex 10 of the Credit Framework for Taught Programmes (<https://www.kent.ac.uk/teaching/ga/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf>).

Where an appeal against a decision of a Disciplinary Committee is considered not to meet the technical conditions or where it is rejected by a Dean or a Faculty Review Panel, there is a further right of appeal to the Senate Academic Review Committee, which will consider only whether the original appeal was considered in light of the approved procedure. <http://www.kent.ac.uk/teaching/ga/regulations/taught/sarc.html>

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