**Academic Appeals Policy**

**Appendix 3 Appeal Grounds Against the Decision to Terminate a Student’s Registration as a Result of the Attendance and Engagement Policy**

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# **Introduction and Scope**

* 1. This document outlines the grounds for academic appeals against the decision to terminate a student’s registration as a result of the Attendance and Engagement Policy.
  2. This document should be read in conjunction with the Academic Appeals Policy[[1]](#footnote-2) and the Attendance and Engagement Policy[[2]](#footnote-3).

# **Early Resolution**

In the first instance, students are strongly advised to resolve any issues informally. It is beneficial to resolve concerns and queries as early as possible and prior to entering the formal appeal process.

## **How to Seek Early Resolution**

In order to benefit from Early Resolution, students should first raise their concern directly with their Division. Schools within each Division will clearly publish the contact point for students who wish to seek Early Resolution.

## **Early Resolution Deadlines**

Early Resolution requests must be submitted within **7–calendar days** following receipt of the academic body’s decision (and **as soon as possible** if a successful outcome may affect the student’s ability to graduate at the next Congregation Ceremony, participate in an upcoming resit period, or to progress to the next stage of their course in the new academic year).

## **Early Resolution Examples**

Examples of issues that may be raised directly with the Division as part of the early informal resolution process include:

* + 1. Providing new evidence to support extenuating circumstances that were not previously made known to the Division.

For all other reasons, students should be advised to proceed with the submission of a Formal Appeal. This will be treated as a valid reason for bypassing the Early Resolution process.

# **Grounds for Appeal Against the Decision to Terminate a Student’s Registration as a Result of the Attendance and Engagement Policy**

Appeals from students against the recommendation to terminate their registration as a result of the Attendance and Engagement Policy can only be made on the following grounds:

* 1. **Ground 1: Administrative, Clerical or Procedural Error:** where there are reasonable grounds, supported by objective evidence, to believe that there has been an administrative, procedural or clerical error of such a nature as to have affected the recommendation of the Division;

*and/or*

* 1. **Ground 2: Illness or Other Extenuating Circumstances:** that fresh evidence can be presented, which could not reasonably have been made available before the decision was made, and which casts reasonable doubt on the reliability of the decision;

*and/or*

* 1. **Ground 3: Unreasonable outcome:** That the recommendation to terminate the registration was unreasonable or not justified given the evidence which was available at the time;

*and/or*

* 1. **Ground 4: Bias:** where there is evidence of bias or a reasonable perception of bias that casts reasonable doubt on the reliability of the decision. That is, that the student’s case has not been impartially assessed.

1. See [Academic Appeals Policy](http://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance/policies) [↑](#footnote-ref-2)
2. See [the Attendance and Engagement Policy](https://www.kent.ac.uk/education/regulatory-framework/policies-and-procedures-examinations-guidance#attendance-engagement) [↑](#footnote-ref-3)