

Veritas University College Appeal Policy and Procedures

Appeal Procedures

An appeal is a formal procedure by which a registered student can appeal, on the grounds of procedural or other irregularity, against a University Examination Board decision which result in their studies being terminated or their normal progression being delayed or which relate to the classification of their awards. In order to submit your appeal you must complete the University's Academic Appeal Form.

Ground for Appeal

Appeals can be made on the grounds of material administrative error, regulatory irregularity or other material irregularity, for example that the assessments were not conducted in accordance with current regulations for the programme. You must provide documentary evidence in support of your appeal. Academic Appeals cannot be made on the grounds of personal or medical factors.

Duration

You have ten working days (two calendar weeks) from the publication date of the Examination Board's decision. Appeals will not normally be considered if received out with this period, unless you can provide valid reason for the delay. No appeal received after six months from the date of the Board's decision will be considered.

Steps

The appeal must be made on the University's Academic Appeal Form available from:

- Student Affairs Department

Academic appeals should be submitted to the base (via the drop box) or sent by post to:

Academic Appeals

Registrar

Veritas University College,

What happens next?

All appeal forms shall be given preliminary consideration by the School, the Dean will notify, when appropriate, the relevant Examination Board Chair who shall prepare a written statement providing, in detail, the proposed outcome of the appeal, including any proposed change to the original Examination Board decision.

The School shall be empowered to act on behalf of the Academic Appeals Committee in dismissing appeals that are not able to be considered under the University's regulations for academic appeals, do not have grounds for appeal or do not have sufficient evidence to support an appeal. In all such cases the School shall inform the student accordingly and there shall be no further right of appeal.

What are the possible outcomes?

- The appeal may be upheld. An example outcome could be treat an attempt as void or allow you to proceed with your studies.
- The appeal may not be upheld. In such decisions there is no further right of Appeal.

The Academic Registrar will notify you in writing as soon as possible when a decision has been made.