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APPEALS PROCEDURE – ACADEMIC INTEGRITY COMMITTEE OUTCOMES

# Key Details

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| **POLICY TITLE** | Appeals Procedure – Academic Integrity Committee Outcomes |
| **DATE APPROVED** | 08 Sep 2010 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 5 |
| **PREVIOUS REVIEW DATES** | Apr 2014, Dec 2016, May 2021, Jun 2024, Jul 2025 |
| **NEXT REVIEW DATE** | 2028 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | [*Academic Handbook Ah1\_08 (cardiffmet.ac.uk)*](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx) |
| **IMPLEMENTATION DATE** | 08 Sep 2010 |
| **POLICY OWNER (JOB TITLE)** | Chief Student Officer |
| **UNIT / SERVICE** | Registry Services |
| **CONTACT EMAIL** | regulations@cardiffmet.ac.uk |

# Version Control

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| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 4 | 03 Jun 2024 | Updated guidance on confidentiality |
| 5 | 02 Jul 2025 | Streamlined process for upholding an appeal  Updated terminology |

Appeals Procedure – Academic Integrity Committee Outcomes

# Grounds for Appeal

## Appeals may only be considered based on one or both of the following grounds:

### irregularities in the conduct of the Academic Misconduct procedure which are of such a nature as to cause reasonable doubt whether the Academic Integrity Committee concerned would have reached the same decision had they not occurred;

### exceptional personal circumstances, which were not known to the Academic Integrity Committee when the student’s case was considered and which can be shown to be relevant to the academic misconduct.

## In appeals based on these grounds the appellant must show good reason why such personal circumstances were not made known to the Academic Integrity Committee before its meeting. Where a student could have reported exceptional personal circumstances to the Academic Integrity Committee prior to its meeting, these circumstances cannot subsequently be cited as grounds for appeal.

# Appeal Submission

## Any appeal should be sent, in full, in writing (using the Academic Integrity Committee Online Appeal form) to Registry Services and must be submitted no later than fourteen days from the date of the notification of the Academic Integrity Committee outcome by Registry Services.

## Applications for appeal submitted outside this timescale, with good reason, may be accepted at the discretion of Registry Services. Simple notice of appeal given in writing by a student within the above deadline will not be deemed to constitute an appeal proper and will not be accepted.

## Any matter introduced by the appellant or by any member of staff or student accompanying the appellant, may be declared inadmissible if not deemed directly related to the contents of the appeal previously submitted within the stipulated deadline.

## Appeals will be kept confidential except where:

## disclosure of the appeal and its contents to appropriately trained staff is necessary to progress the appeal;

## University staff must be contacted for information or comment in relation to the appeal contents, in order to properly investigate the appeal;

## it is judged that there may be concerns for the immediate wellbeing of the student, in which case Registry Services may ask the Wellbeing Team in Student Services to contact the student to establish if any support can be provided;

## information within the appeal gives rise to a safeguarding concern in relation to the student or someone else, in which case advice will be sought from the University’s Safeguarding Lead.

## Students must consent to the above in order to submit an application for appeal.

## Appeal outcomes will be recorded in order to identify trends and inform the University’s review of procedures, however in sharing statistics internally, individual students are not identifiable.

## For further information on Data Privacy, please refer to the Cardiff Metropolitan University Data Privacy Statement or contact the Information and Data Compliance Officer by emailing DataProtection@cardiffmet.ac.uk

## By submitting an appeal, students consent to their application and supporting evidence being processed in accordance with the above. Please note if students do not consent they will not be able to submit an application for appeal.

# Appeal Consideration

## The Vice-Chancellor (or nominee) is required to disallow an appeal:

## which is based wholly on factors which were known to the Academic Integrity Committee when the penalty was imposed;

## which introduces information which was known to, and could have been reported by, the student prior to the meeting of the Academic Integrity Committee.

## If it is decided by the Vice-Chancellor (or nominee) that there is a case to be considered, it will be either:

## referred back to the members of the original Academic Integrity Committee for a review of the penalty imposed;

## referred to a new Academic Integrity Committee to re-hear the case;

## referred to a full Appeal board for decision.

## The Appeal Board has delegated powers to act on behalf of the University's Academic Board.

## An appellant will be offered a personal hearing by the Appeal Board and will accordingly be informed in advance of the time and date of the meeting. The appellant may be accompanied by a member of the University’s academic or welfare or advisory staff or by a student or officer of the Students’ Union, but not by any other individual. The appellant may not send any other person to an Appeal Board in their stead.

## The School concerned will be invited to send a member of staff to attend the hearing and, at the invitation of the Chair of the Appeal Board, to contribute to the hearing. The School will accordingly be informed in advance of the time and date of the meeting and will be provided with a copy of the student’s application for appeal.

## The Appeal Board will base its decision on the evidence of the appellant’s submission and the testimony of the Chair of the Academic Integrity Committee concerned, together with any further evidence, which it considers relevant.

## The decision of the Appeal Board and the recommendations or advice where appropriate to the circumstances of the case will be conveyed by the Chief Student Officer (or nominee), to the appellant and the Chair of the Academic Integrity Committee as soon as possible.

## The Appeal Board will be empowered to take one of the following decisions:

## to reject the appeal;

## to disallow the original penalty and to refer the case back to the members of the original Academic Integrity Committee for a review of the penalty imposed;

## to require a new Academic Integrity Committee to re-hear the case.

## Where a new Academic Integrity Committee is required to re-hear a case, the membership of that committee must be entirely different from that of the previous committee.

## The new committee will not be provided with any evidence of any penalty imposed by the previous committee, or of any other matter discussed by the previous committee or appeal board, other than that it is re-hearing a case on appeal.

## An obligation to hear the case on the basis of the facts presented before them at the hearing and not in the light of anything that they may have heard or discovered outside the committee, will be framed within any terms of reference applying to the committee members.

## The decision of the Appeal Board will be final, and the matter will, therefore, be regarded as closed. There will be no discussion of the decision of the Appeal Board with the appellant or any other person.

# Appeal Outcomes

## If an appeal is upheld, any necessary updates to the student’s record will be arranged by Registry Services, in conjunction with the Chair of the relevant Examination Board.

## If, as a consequence of a successful appeal, a student is regarded as having qualified for their award, such a student will be:

## either

## admitted to their degree at the next succeeding Degree Congregation; alternatively, the Vice-Chancellor will have authority to deem such a student to have been admitted to their degree, provided all other necessary conditions for admission have been met;

## or

1. given their Pearson Certificate or Diploma, SQA Certificate or Diploma or other award at the first convenient juncture provided all other necessary conditions for the award have been met as appropriate.

## Further to 4.2(i) above, the Vice-Chancellor will also have authority to deem a student who has already been admitted to a degree to have been admitted to a different class if, following a successful appeal, the Examination Board decides that the student’s degree classification will be amended. In such cases, the Chief Student Officer (or nominee) will arrange for the issue of a replacement certificate upon the return from the student of the original certificate.

## The Appeal Board may make recommendations for consideration by the Academic Quality and Standards Committee or the Academic Board as appropriate on any matters arising from the consideration of appeals.

# Office of the Independent Adjudicator

## Pursuant to the Higher Education Act 2004, the Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent scheme in Wales for the review of student complaints.

## Once all the relevant Cardiff Metropolitan University procedures above have been exhausted a student may submit a complaint to the OIA about the way in which the appeal had been processed. Any such complaint must be submitted by sending a completed scheme application form together with all relevant information to the OIA within twelve months of the date on the ‘Completion of Procedures Letter’ from the University on completion of its internal procedures. A scheme application form can be downloaded from the OIA website [www.oiahe.org.uk](http://www.oiahe.org.uk/)