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PROCEDURE FOR THE CONDUCT OF AN APPEAL HEARING

# Key Details

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| **POLICY TITLE** | Procedure for the Conduct of an Appeal Hearing |
| **DATE APPROVED** | 14 Aug 2007 |
| **APPROVING BODY** | Academic Board via AQSC |
| **VERSION** | 2 |
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| **NEXT REVIEW DATE** |  |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** |  |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** |  |
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| **POLICY OWNER (JOB TITLE)** | Director of Registry Services |
| **UNIT / SERVICE** | Registry Services |
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# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
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Procedure for the Conduct of an Appeal Hearing

# Throughout this section, the use of the term ‘Board’ should be taken to refer to a Cardiff Metropolitan University Appeal Board.

1. Members of the Board shall be briefed on the case by the Secretary in writing and, if necessary, orally, prior to the commencement of the hearing. However, where an appellant has indicated that he/she will be attending the hearing, there shall be no discussion of the case itself prior to the appearance of the appellant.
2. Where the appellant is attending, the Chair of the Board shall ask the appellant and any other persons present to identify themselves and shall determine that any individual who is accompanying the appellant is able to satisfy the stipulations in the relevant Appeals Procedure.
3. The Chair of the Board shall then
   * 1. introduce the members of the Board and other persons present;
     2. explain the eligible grounds for appeal, including a reminder that appeals which question the academic judgment of the examiners cannot be considered;
     3. state the possible decisions available to the Board;
     4. explain the sequence of events should the appeal be upheld;
     5. explain the subsequent right of independent review by the OIA.
4. The Chair shall invite the appellant to present the case, summarising the main points so that all present have a common understanding of the basis of the case, and to raise any issues for clarification.
5. Once the appellant has concluded his/her presentation, members of the Board may ask questions and explore areas of interest or concern. When all members of the Board are satisfied, the appellant shall be invited to add any further points which he/she may wish to bring to the attention of the Board, and the individual accompanying the appellant shall be invited to speak in support of the case.
6. The Board shall then interview any member of University staff who is attending the hearing. The member of staff shall be invited to present his/her views on the case.
7. The appellant shall then be invited to respond to the evidence submitted by any member of staff attending and to add any further points.
8. In exceptional circumstances, as defined by the Appeal Board, the Chair may permit the appellant or a member of staff from the University to give evidence in the absence of the other party, provided that the other party shall be fully apprised by the Chair of the evidence so given.
9. All parties other than members of the Board and the Secretary shall then be asked to withdraw and shall be informed of the timing and method of notification of the Board’s decision. The Board shall consider the evidence before it and reach its decision. The Secretary to the Board shall advise the Board on the options available to it, if appropriate.