

Type of Appeal	Respondent	Timelines	Comment
Exclusion	Student appeal to Executive Dean of Faculty	Student to submit appeal within 7 working days to the APC.	
		Within 20 working days from receipt of notification from the Faculty.	
	Form for Appeal to the University Appeals Committee to be forwarded to the Executive Officer (EO), Appeals Committee (AC). EO of AC to advise student if application for appeal is dismissed or a meeting of the AC to be held to consider the appeal.	Student to submit form within 10 working days from receipt of notification from Executive Dean of Faculty. At least 5 working days' notice of any meeting of the AC to be given to AC members and student.	Upon receipt of the notice of appeal the Executive Officer of the AC shall call a meeting of the AC within 10 working days .
	Chair of AC	To advise student outcome of appeal application within 10 working days of AC meeting.	
	Appeal to the Ombudsman– if appeal to the AC is unsuccessful	Student to appeal within 10 working days from receipt of notification from Chair of AC.	Student to notify Centre for University Partnership (CUP) within 10 working days if they wish to access the external appeal process.
Final Grade Appeal	Student appeal to Executive Dean of Faculty.	Student to submit a written notice of appeal to the Executive Dean within 10 working days of publication of the final grade.	
	Form for Appeal to the University Appeals Committee to be forwarded to the Executive Officer (EO), Appeals Committee (AC). EO of AC to advise student if application for appeal is dismissed or a meeting of the AC to be held to consider	Within 10 working days from receipt of notification from Dean of School. Notify student within 10 days if appeal is to be held or if appeal application is rejected. At least 5 days' notice of any meeting of the AC to be given to AC members and student.	Upon receipt of the notice of appeal the Executive Officer of the AC shall call a meeting of the AC within 10 working days .
	Chair of AC	To advise student outcome of appeal within 10 working days .	

Type of Appeal	Respondent	Timelines	Comment
	Ombudsman– if appeal to the AC is unsuccessful	Student to appeal within 10 working days from receipt of notification from Chair of AC.	
Plagiarism – 1st and 2nd offences	Executive Dean of Faculty	Student to submit a written notice of appeal to the Executive Dean within 10 working days of being notified of the forfeiture of credit. Upon receipt of the appeal the Dean will within 7 working days of receipt of the notice, refer the matter to an appropriately qualified person (nominee) who is not the assessor of the task. At the conclusion of the hearing the student will be notified of the result of the hearing in writing as soon as possible	A hearing will be organised by the nominee and the student is to be given 7 working days' notice of the hearing.
	<i>Form for Appeal to the University Appeals Committee</i> to be forwarded to the Executive Officer, AC. EO of AC to advise student if application for appeal is dismissed or a meeting of the AC to be held to consider	Within 10 working days from receipt of notification from Executive Dean of Faculty. Notify student within 10 days if appeal is to be held or if appeal application is rejected. At least 5 days' notice of any meeting of the AC to be given to AC members and student.	
	Chair of AC	To advise student outcome of appeal within 10 working days .	
	Ombudsman– if appeal to the AC is unsuccessful	Student to appeal within 10 working days from receipt of notification from Chair of AC.	
Plagiarism – 3rd offence	Executive Dean of Faculty	The matter to be referred to the Student Discipline Committee.	
Cheating	Executive Dean of Faculty	On receipt of a written complaint the Executive Dean shall fix a time, date and place for a hearing with the student. Student to be given 7 days prior notice in writing of the place, date and time of academic misconduct hearing.	

Type of Appeal	Respondent	Timelines	Comment
	Executive Dean of Faculty	<p>Within 7 days of the academic misconduct hearing, the Executive Dean must in writing notify the student of the outcome.</p> <p>Where the student has been found to have committed academic misconduct for a second or subsequent time and the Executive Dean excludes the student, the matter is to be referred to the Student Discipline Committee.</p>	
	<p>Form for Appeal to the University Appeals Committee to be forwarded to the Executive Officer, AC.</p> <p>EO of AC to advise student if application for appeal is dismissed or a meeting of the AC to be held to consider</p>	<p>Within 7 working days from receipt of notification from Executive Dean of Faculty.</p> <p>Notify student within 10 days if appeal is to be held or if appeal application is rejected.</p> <p>At least 5 days' notice of any meeting of the AC to be given to AC members and student.</p>	
Other Appeals against adverse decisions e.g. non approval of application for Special Consideration, granting of credit	Executive Dean of Faculty	Within 10 working days from receipt of notification of adverse decision from the School.	
	<p>Form for Appeal to the University Appeals Committee to be forwarded to the Executive Officer (EO), Appeals Committee (AC).</p> <p>EO of AC to advise student if application for appeal is dismissed or a meeting of the AC to be held to consider</p>	<p>Within 10 working days from receipt of notification from Executive Dean of Faculty.</p> <p>Notify student within 10 days if appeal is to be held or if appeal application is rejected.</p> <p>At least 5 days' notice of any meeting of the AC to be given to AC members and student.</p>	Upon receipt of the notice of appeal the Executive Officer of the AC shall call a meeting of the AC within 10 working days.
	Chair of AC	To advise student outcome of appeal within 10 working days.	
	Ombudsman – if appeal to the AC unsuccessful	Student to appeal within 10 working days from receipt of notification from Chair of AC.	