

## Guidelines for Students attending an Academic Appeal Committee hearing

The appeals process is governed by the Code of Practice on Academic Appeals Procedures. You can find a copy of this online at <https://www.birmingham.ac.uk/Documents/university/legal/academic-appeals.pdf?securitytoken=W/yHI1KAd1BwOS+mcT7eNIQTWrr57ruuNrwhQcbRC3LirjAcsRnneVU6Rl8czaTiWE2xQjGfhg4=>

### Why is there a hearing?

If you have been invited to attend an Academic Appeal Committee hearing this is because a decision could not be reached during the meeting of the first stage of the Academic Appeal Committee where a paper based review of your appeal takes place. This may be because the panel require more information, or if it is a particularly complex case in order to make an informed decision..

### Who will attend?

Each Academic Appeal Committee shall usually comprise three members of Academic Staff with provision for substitution where necessary. The panel must comprise a Chair and two members of Academic Staff. A Registered Student may also be in attendance, but a panel can proceed at the discretion of the Chair in the event that no Registered Student is in attendance. The Registered Student is normally a member of the Student Representation System and is nominated by the Guild of Students and approved by the Pro-Vice-Chancellor (Education) or nominee. The Registered Student is a full member of the panel and will contribute to the final decision of the panel. There will also be a Secretary to the Committee to make notes and to advise on procedural matters.

A representative from your School will be invited to attend the hearing and will be there to answer questions the panel may have of the School. If you are studying on a collaborative programme a School Advisor from the collaborative organisation may also be in attendance.

You will be invited to attend and are also permitted to bring a friend. In accordance with the Code of Practice your friend must be a Registered Student of the University, a member of Academic Staff or a Sabbatical Officer from the Guild of Students.

### What happens if I am unable to attend my hearing?

If you are unable to attend the hearing you may request to join the hearing by telephone or Skype. You may send a friend to make a statement on your behalf, if you choose to do this your friend must be a registered student or member of staff of the University or a Sabbatical Officer from the Guild of Students. You may send a statement to be read out at the hearing or the hearing can go ahead in your absence.

### **Before the hearing**

The Complaints and Appeals team will email you with the date of your hearing; normally this is at least two weeks before it is due to take place. The papers for the hearing which will detail the panel members, confirm the time and venue and provide a copy of the School's response will be sent by email and a hard copy to the address we have on file, at least one week in advance of the hearing.

### **Hearing Procedure**

The Committee members will meet before the hearing is scheduled to discuss the case. You (and your friend) and School Representative will be invited to enter the hearing at the same time. The Chair has the discretion to manage the hearing as appropriate, but it will normally include the following;

- The Chair of the panel will introduce the panel and summarise the procedure to be adopted and ask you whether you wish to raise any procedural points.
- The Committee will invite you to make comments or raise questions and will invite the School to respond
- During the course of the hearing the Committee will ask questions to both yourself and the School. Opportunities will be provided to allow reciprocal questioning by various parties. The Chair will ensure that all parties have an opportunity to make statement and to be questioned about the appeal.
- You will be asked if you are satisfied that you have had the full opportunity to explain your case and will be given the opportunity to make the final statement.
- You and the School Representative will leave the hearing at the same time.

The members of the hearing will proceed in the absence of all other persons except the Secretary to the hearing, to consider the matter and to take a decision on the course of action which is appropriate.

### **What happens after the hearing?**

An outcome letter will be sent by email usually within five working days of the hearing.

### **Support during the appeals process**

For further advice and support you may wish to contact Guild Advice in the Guild of Students. If you would like a Sabbatical Officer to attend your hearing with you or on your behalf you will need to contact Guild Advice, details can be found on their website <https://www.guildofstudents.com/support/guildadvice/who-we-are-guild-advice/>.