

# ACADEMIC APPEALS POLICY

**Policy Review Date:** 21/03/2025

**Next Review Date:** 21/03/2026

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## 1. Purpose and Scope

As a **higher education provider**, FSoB is committed to ensuring that students have a **clear and fair process** to appeal assessment decisions. This policy outlines the **procedures and criteria** for academic appeals, providing students with a structured approach to challenge assessment outcomes where justified.

## 2. Right to Appeal

All students at the **Business School** have the right to appeal in the following circumstances:

- Any grade awarded for an **assessment** that contributes to the final course grade.
- Any grade awarded that may impact **progression, transfer, or continuation** between courses or academic years.
- A **final course classification or award** decision.

## 3. Grounds for Appeal

Students may appeal against an assessment decision **only** on the following grounds:

- **Procedural Irregularity** – If documented assessment procedures have not been correctly applied, leading to a **material disadvantage** that could have significantly affected the decision. (Refer to Annex – Assessment Policy)
- **Insufficient Opportunity to Demonstrate Competency** – If the student was denied a fair chance to provide evidence of their knowledge or skills in accordance with **assessment criteria and national academic standards**.
- **Manifestly Unreasonable Decision** – If no reasonable person would reach the same assessment decision, based on the evidence provided. Mere **disagreement with the outcome is not sufficient**; students must present **clear and substantive reasoning** to support their claim.
- **Bias or Prejudice** – If the student can provide **verifiable evidence** that the assessment decision was influenced by **bias, discrimination, or prejudice** on the part of an assessor.

## 4. Invalid Grounds for Appeal

The following **do not** constitute valid grounds for appeal:

- **Concerns about Teaching Quality** – Perceived shortcomings in **tuition, supervision, or academic support** that were not previously raised through the

**Student Complaints Policy.** Such concerns should be addressed **at the time they arise**, not after an assessment decision has been made.

- **Challenging Academic Judgement** – Appeals cannot be made against **academic judgment**, meaning a student **cannot appeal simply because they believe their work deserved a higher mark**.
- **Disputing Marks Awarded** – Unless based on **procedural irregularity**, appeals cannot be made against the actual **grade assigned** to assessed work.
- **Administrative Errors Identified by the Institute** – Mistakes in calculating or recording grades will be **automatically corrected** if detected by the Institute. Students do not need to appeal in such cases. However, if a student identifies an error **before it is officially acknowledged**, they may bring it to the Institute’s attention.

## 5. Submitting an Appeal

- Appeals must be submitted **within one calendar month** of receiving the assessment decision (or within one month of results publication for classification appeals).
- Appeals must be submitted in **writing**, using the **official Appeal Form**, and must be **clearly structured and well-reasoned** in accordance with the Appeals Procedure.
- If a submission is found to be more relevant to the **Student Complaints Policy** rather than an appeal, the Institute reserves the right to **reclassify** the case at any stage and will notify the student accordingly.

## 6. Academic Appeals Procedure

The **academic appeals process** consists of three stages, each involving different levels of review and escalation as required.

### Stage 1 – Initial Appeal Review

Student Name	Course of Study	Assessor
[Insert Name]	[Insert Course]	[Insert Assessor]

**Reason for Appeal:** [Student to provide details]

**Response:** [Assessor’s response]

**Outcome:** [Agreed/Not Agreed]

**Signatures:**

- **Assessor:** \_\_\_\_\_
  - **Student:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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## Stage 2 – Internal Verification

If the appeal is unresolved, it may be escalated to the **Internal Verifier** for further review.

**Reason for Appeal:** [Student to provide details]

**Response:** [Internal Verifier's response]

**Outcome:** [Agreed/Not Agreed]

**Signatures:**

- **Internal Verifier:** \_\_\_\_\_
  - **Student:** \_\_\_\_\_
  - **Assessor:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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## Stage 3 – Appeals Panel Review


If the matter remains unresolved after Stage 2, it may be referred to the **Academic Appeals Panel** for a final decision.

**Decision and Outcome:**

- **Chair of Appeals Panel:** \_\_\_\_\_
  - **Date:** \_\_\_\_\_
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## 7. Contact Information

For further information or to submit an appeal, please contact:

 **Email:** [info@fsob.co.uk](mailto:info@fsob.co.uk)