

Academic Appeal Policy

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Approved by: Academic Quality and Standards Committee

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Scope of policy (audience): Staff and Student

Policyholder: Director of Academic Quality

Contact: Student Casework Office (appeals@leedstrinity.ac.uk)

Alternative formats: Audio, large font, braille – on request.

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1. Scope

- 1.1. This policy applies to students who are registered on Leeds Trinity University taught undergraduate and postgraduate programmes, including apprenticeships, recent graduates and students who have suspended their studies or been withdrawn due to academic failure. Details for students studying at collaborative partners can be found below as well as within the Academic Appeals Procedure.
- 1.2. For students studying at collaborative partners, this policy will apply with the following modifications:
 - For institutions with validated programmes – the partner will adopt this policy and procedure and adapt to their own structures.
 - For institutions with franchised programmes – Early Resolution will be conducted solely by the partner, Stage 1 Formal Appeal will be conducted by the partner but involving the Liaison Tutor; Stage 2 will be conducted by LTU with contribution from the Academic Partnerships Unit or Global Engagement Office and the partner.
- 1.3. A separate procedure is in place for Leeds Trinity University students registered on University of Leeds research degree. Postgraduate research students should consult the Research Student Handbook.
- 1.4. Students wishing to complain about any of the following should follow the Student Complaints Policy and Procedure, which is available from myLTU:
 - A fellow student
 - A member of Leeds Trinity University staff or member of external training provider
 - The standard of academic provision, including Library and Learning Resources and training provided by external institutions contracted by Leeds Trinity University
 - A Leeds Trinity University service
 - The estate/facilities of Leeds Trinity University
- 1.5. Students who submit a complaint under the Complaints Policy and Procedure at the same time as an academic appeal or the appeal includes aspects of a complaint, the academic appeal element will take precedence and be investigated first. In the course of the appeal process, it may be found that the complaint aspect can be dealt with simultaneously because of the circumstances of the appeal. On conclusion of the appeal process, a complaint which has not already been addressed may be pursued via the Complaints Policy and Procedure.

2. Introductions

- 2.1. This policy and its associated procedure explain how the University undertakes its responsibility to investigate academic appeals and provides guidance to all students.
- 2.2. The University is committed to promoting an open and diverse community where the rights and dignity of all are respected regardless of their background. This is reflected in the University's [mission, vision and values](#) and our [equality, diversity and inclusion policy](#).
- 2.3. The policy and its associated procedure have been developed in accordance with the QAA's [Quality Code](#) and the Office of the Independent Adjudicator's [Good Practice Framework for Handling Complaints and Academic Appeals](#).
- 2.4. Leeds Trinity University ("the University") is fully committed to the principle, promotion, and protection of freedom of speech within the law. This includes the principle of academic freedom for its academic staff. As part of this commitment, the University's Code of Practice on Freedom of Speech and Expression sets out its values and expectations in relation to freedom of speech, the steps the University will take to promote and secure freedom of speech within the law and summarises how the University will ensure compliance with the Code. The Code is available on the University's dedicated webpage [here](#).

3. Definitions

- 3.1. Academic Appeal – an academic appeal is a request for a review of a decision of the Progression and Award Board, which takes decisions on your assessment, progression and award. It is separate to the Mitigating Circumstances Policy in that it applies after marks have been applied to assessment and after those marks have been confirmed by the Progression and Award Board.
- 3.2. Early Resolution – an Early Resolution is an informal part of the appeal process. Students can seek an early resolution by contacting the relevant Chair of the Assessment Panel to discuss if an early resolution can be considered. Early resolutions are only considered **before** results have been presented to an Assessment Panel.

4. Monitoring and Enhancement

- 4.1. The University monitors annually the application of this procedure and presents a report to the Academic Quality and Standards Committee which details, amongst other information, the number of appeal applications it receives and the grounds for those appeals. Through both that report and individual cases, the University seeks to identify where it needs to make changes to ensure an equitable and fair student experience that enables students to have the best opportunity to succeed in their programme of study.
- 4.2. Collaborative Partners are required to submit an anonymised record of all cases under their application of the procedure (see point 1.2 above).

5. Support and Advice

- 5.1. Students and staff can obtain advice on the interpretation and operation of the policy and procedure from the Student Casework Office (appeals@leedstrinity.ac.uk).
- 5.2. Advice and support on the completion of the Academic Appeal Form can be obtained from Student Support (studentsupport@leedstrinity.ac.uk) and/or Leeds Trinity Students' Union.
- 5.3. Student Support Services are available for students studying at Leeds City Centre or Horsforth Campus (including all Policing Apprenticeship Students and Students studying online) and can be accessed and booked via the myLTU App or via email (studentsupport@leedstrinity.ac.uk).
- 5.4. Students studying at collaborative partners will need to contact their own institutions for support and guidance.
- 5.5. There is no entitlement to legal representation at any stage in the process.

6. Communication and Change of Personal Details

- 6.1. Communication about an appeal will be via a student's Leeds Trinity University email address. However, where a student has been withdrawn, communication can be sent to their last registered personal email address. It is a student's responsibility to keep the University updated of any changes to their personal details. e: Vision should be updated as soon as there are any changes. The University shall not be responsible for correspondence sent to a non-current email address.

7. Costs

- 7.1. The University does not charge a fee for consideration of an appeal. The University does not reimburse any expenses incurred by a student in pursuing an appeal.

8. Procedure

The policy is affected by appropriate procedures and guidance which are reviewed and signed off by the relevant policyholder annually, for example:

- Academic Appeals Procedure
- Student Complaints Policy and Procedure

If you spot anything in this policy which has become outdated or inaccurate, even if just a link that no longer works, we always appreciated this being reported to us at appeals@leedstrinity.ac.uk so we can make amendments and ensure accuracy.