



Academic Appeal Procedure

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Policyholder: Director of Academic Quality

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1. Introduction

- 1.1. The Academic Appeal procedure describes the procedures in place to consider Academic Appeals for 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programmes, including apprenticeships, recent graduates and students who have suspended their studies or been withdrawn due to academic failure. Further details for students studying at collaborative partners can be found below as well as within the appeals procedure.
- 1.2. For students studying at collaborative partners, this procedure 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 contributions from the Academic Partnership Unit or Global Engagement Office and the Partner.
- 1.3. LTU Horsforth and Leeds City Centre Campus students (including all apprentices, students studying online and West Midlands Police apprentices), the process to follow is from section 6. For students studying at a Franchised Partner, the process to follow is from section 12.
- 1.4. This procedure adheres to the University's Academic Appeals Policy.
- 1.5. This procedure is designed to be used by:
 - Student Casework Office
 - Faculties and Schools
 - Assessment and Student Records Team
 - Collaborative Partners
 - Students (excluding Postgraduate Research Students)
- 1.6. This procedure is regularly reviewed by the Student Casework Office and updates will be approved by the Director of Academic Quality.
- 1.7. Under this procedure, the Academic Board has empowered the Director of Academic Quality or nominee and the Deputy Vice Chancellor to vary or amend a decision of the Progression and Award Board adhering to the Taught Programme Academic Regulations and adherence to the University policies and procedures.
- 1.8. This procedure refers to an individual student throughout but can apply to a group of students. Individual students should submit an appeal solely, unless a group appeal is submitted. Further information can be found below detailing the procedure for group appeals in section 11.
- 1.9. An appeal against a decision of the Progression and Award Board will be considered only if it is initiated by a student personally unless they are unable to submit the appeal form on health grounds. Such grounds must be stated in the appeal submission and supported by independent medical evidence (see 3.4 below).
- 1.10. This process is not a method of circumventing or setting aside the professional academic judgement of markers of your assignment. It is a way of ensuring that relevant circumstances affecting your academic performance are considered. you are not permitted to appeal against a decision of a Progression and Award Board solely because you are dissatisfied with the outcome. Such appeals will be rejected, and you will be advised to seek feedback from your marker or Module Tutor about the marks awarded.

2. Actions prior to the outcome of an appeal

- 2.1. If you submit an appeal, you should not assume it will be upheld. Pending the outcome, you should prepare for any reassessment and their submission dates as previously

determined by the Progression and Award Board and notified to you via your e: Vision account.

- 2.2. If you submit an appeal, the outcome of which may affect your final award, you may still attend the relevant award ceremony, if eligible, pending the consideration of your appeal.
- 2.3. If any classification and/or grade is subsequently changed due to an appeal, revised award documentation will be issued to you via post. You are not permitted to attend a future ceremony to receive your revised award documentation. Further information can be found here: [University Policies and Strategies - About - Leeds Trinity University](#)

3. Conditions of appeal

- 3.1. An appeal will normally only be considered if it is submitted **within 10 working days of the notification of assessment results via your e: Vision account.**
- 3.2. If you are submitting an appeal outside the above-mentioned time period, you will need to explain the reason as to why you are appealing late, with documentary evidence, for example if it is due to medical reasons.
- 3.3. All sections of the Academic Appeal form must be completed as fully as possible and correctly, following guidance notes within the appeal form and should include:
 - The grounds under which the appeal is being submitted (see 4.1)
 - Clear and succinct facts which support the appeal, confined to matters directly related to the appeal only
 - Sufficient evidence to support the case being made relating to the relevant assessment period (see point 3.4)
 - An indication of the outcome you are seeking (see 10.1)
- 3.4. An appeal will only be considered if it is supported by documentary evidence which clearly relates to the grounds of the appeal and which shows the material effect on the assessment results in question. It should also cover the relevant assessment period.
- 3.5. An appeal on the grounds of new evidence regarding mitigating circumstances must normally be supported by medical certification (signed by a medical practitioner) or other relevant, authentic, third-party evidence. This can include a note or supporting statement from Student Support, Student Liaison and Engagement Team, your Personal Tutor or other tutor. A note from a family member or friend will not be accepted.
- 3.6. Copies of documents are permitted as are documents submitted electronically, however, the University retains the right to request sight of original documentation.
- 3.7. It is your responsibility to ensure that you raise all relevant issues and provide all relevant information and documentation at the point of submitting your appeal. If you are unable to secure the necessary evidence by the appeal submission deadline, you should submit an Academic Appeal Form by the deadline and include a statement explaining that the evidence will be late, the reasons as to why and when it is expected to be submitted. Acceptance of late evidence will be at the discretion of the Student Casework Office for Horsforth and Leeds City Centre students (including all apprentices, students studying online and West Midlands Police apprentices). For students studying at Collaborative Partners, this will be at the discretion of the relevant Collaborative Partner. Receipt of subsequent evidence must be no later than 10 working days after the deadline for the submission of an appeal.
- 3.8. An appeal will not be considered if the form is not completed correctly.
- 3.9. An appeal will not be considered if a formal Stage 1 Appeal Form is not submitted. An incomplete form or an email indicating that you wish to appeal, without the relevant form will not be considered.
- 3.10. Completed Academic Appeal Forms and relevant evidence should be submitted to appeals@leedstrinity.ac.uk for Horsforth and Leeds City Centre Students (including all Policing apprentices based at other locations and students studying online).
- 3.11. For students studying at Collaborative Partners, the Academic Appeal form will indicate where this should be submitted.

4. Grounds for appeal

4.1 You may be appeal on the following grounds:

- a. **New** evidence regarding Mitigating Circumstances which you could not have reasonably supplied to the University, for instance via the Mitigating Circumstances Procedure, Student Support or speaking with your Personal Tutor, prior to the decision of the Progression and Award Board.
- b. Breach of regulation and/or procedure
- c. Discrimination and/or bias
- d. Administrative error

4.2 You may not appeal against the classification of your award, or the results awarded for an assessment unless evidence is submitted under one of the above grounds.

4.3 If you wish to appeal against a decision of the Mitigating Circumstances Panel, as notified through the Progression and Award Board, you may only do so under the above grounds.

5. Early Resolution Procedure

- 5.1. Early resolution is relevant if, for instance, there appears to have been an administrative error as this may be rectified quickly or for very obvious reasons of mitigation that were very recent.
- 5.2. An early resolution should be discussed with the relevant Chair of the Assessment Panel. The Assessment Team or your Personal Tutor can advise who the Chair of the Assessment Panel is to discuss your appeal.
- 5.3. Upon considering your early resolution, the Chair of the Assessment Panel will complete an 'Early Resolution Record Form' which is available from the Student Casework intranet page and return it to appeals@leedstrinity.ac.uk. This form is available for collaborative partners on the relevant Microsoft Teams' sites.
- 5.4. For Horsforth and Leeds City Centre Campus students (including all Policing apprentices based at other locations and students studying online), the Student Casework Office will review the eligibility of the form and send this to the Assessment and Student Records Teams to ensure that your student record is updated.
- 5.5. The Student Casework Office will confirm the outcome to you via email. For students studying at collaborative partners, the relevant partner will confirm the outcome to you via email.
- 5.6. For students studying at collaborative partners, the completed Early Resolution Form should be uploaded to the relevant Microsoft Teams' site by the collaborative partner for the Assessment Team to process.
- 5.7. If matters cannot be resolved through early resolution, you may proceed to the Stage 1 Formal Appeal procedure.

6. Stage 1 Formal Appeal

The below procedure relates to students studying at Horsforth and Leeds City Centre Campuses (including all Policing apprentices based at other locations and students studying online). For collaborative partners, please see 'Collaborative Partner Appeals Procedure' below.

- 6.1. Once an Academic Appeal Form and relevant evidence have been submitted, the Student Casework Office will undertake an initial evaluation to check:

- If your appeal falls within the permitted grounds
 - That it is submitted by the permitted deadline. If it is late, the Student Casework Office will check if the Appeal Form explains the reason for this
 - That it is in the required format and the form has been completed in full
 - That it is supported by necessary evidence
- 6.2. If the above criteria are met, the Student Casework Office will begin investigating the appeal.
- 6.3. An appeal may not be considered if:
- It is considered that a case has not been made or that the appeal is vexatious (solely to cause annoyance) or frivolous (not serious or sensible)
 - There is no supporting evidence
 - It is received after the deadline for appeals without reason
- 6.4. If the appeal is rejected, you will be informed of this in writing. You may request that this decision is reviewed under Stage 2 of this procedure.
- 6.5. Whilst considering your appeal, the Student Casework Office may contact relevant colleagues or persons necessary to consider your case.
- 6.6. Upon receiving your Academic Appeal, the Student Casework Office will write to you **within 25 working days** of the appeal submission with an outcome letter indicating:
- That the appeal has been upheld or partially upheld and the resulting consequences
 - That the appeal has not been upheld and the relevant reasons as to why
- 6.7. Your outcome letter will indicate that you are permitted to submit a Stage 2 Review of Appeal, should you wish to appeal the outcome of your Stage 1 appeal.

7. Stage 1 Formal Appeal – Investigating Officer

- 7.1. In some instances, an appeal may require to be investigated by an independent Investigating Officer (IO). Where an IO is appointed to investigate an appeal, the IO will be a senior member of staff who has not been involved in the matter to date. The terms of investigation will be determined by the Student Casework Office and will include an indicative schedule. The schedule will include a date for reporting back to the Student Casework Office. The outcome letter will normally be sent to you within 25 working days of the appeal submission. You will be informed of these details if your appeal is referred for investigation.
- 7.2. The IO will make notes of any meetings held which will inform a final report to the Student Casework Office, who will decide whether the appeal is to be upheld and will inform you of:
- 7.3. Whether the appeal has been upheld, partially upheld or not upheld.
- Your right to take the appeal to Stage 2 review.
 - Any remedial action to be taken by the University.
- 7.4. The report from the IO and any pertinent information gathered as part of the investigation will be sent to you with the outcome letter.
- 7.5. The Student Casework Office will inform the relevant Head of School of any remedial action to be taken, along with any timescales for implementation.
- 7.6. Once an outcome has been reached, the Student Casework Office will consider whether the outcome of the appeal has any implications for other students and if so, make recommendations to appropriate bodies to ensure consistency and fairness.

8. Stage 2 Review of an Appeal Decision

- 8.1. If you wish to request a review of the Stage 1 appeal decision, you should write to the Deputy Vice Chancellor within **10 working days** of the date on your outcome letter and should be submitted to appeals@leedstrinity.ac.uk.
- 8.2. The written correspondence to request a review of a decision should be submitted by email and should clearly outline the **reason for requesting a review of the appeal**. Any relevant documentary evidence should also be submitted.
- 8.3. A review of an appeal decision will be conducted via written correspondence, in that you will receive a formal outcome letter indicating:
 - That the appeal has been upheld or partially upheld and the resulting consequences
 - That the appeal has not been upheld and the reasons as to why
 - The next steps available to you, including referring to any external body.
- 8.4. A review of the appeal will not consider new matters that have not been raised in the original appeal, although new evidence may be provided if that could not reasonably have been supplied as part of the Stage 1 Appeal. The acceptance or discounting of such evidence will be at the discretion of the Deputy Vice Chancellor.
- 8.5. A review of the appeal has the power to overturn appeal decisions and make decisions on progression and award on behalf of the University in line with the Taught Programme Academic Regulations.
- 8.6. The Deputy Vice Chancellor may seek further information to inform their consideration of the request for review from relevant colleagues.

9. Case Closure of Stage 2 Appeal

- 9.1. The outcome of a Stage 2 Appeal is final and completes the University's internal procedures for consideration of an appeal. At the conclusion of the internal University procedures for appeals, you will be issued with a **Completion of Procedures** letter (your Stage 2 Outcome Letter) and informed about the process to be followed if you wish to take your appeal to external review with the Office of the Independent Adjudicator within 12 months of the date on the Completion of Procedures letter.

10. Appeal Outcomes

- 10.1. There are a number of possible outcomes which can be permitted as part of an appeal outcome:
 - Extension to the submission date assessment(s)
 - Alternative form of assessment
 - A further opportunity for reassessment in module(s)
 - Fail marks are expunged and a further first attempt(s) is allowed
 - Submission penalties in one or more modules be reversed
 - Repeat the academic year (NB additional fees will apply)
 - Suspend studies and return the following academic year
 - Submission(s) submitted to incorrect link be accepted
 - Appeal not upheld

- 10.2. In some instances, you may be offered a number of options as an appeal outcome. You are required to confirm which outcome you accept within 5 working days of the date on your letter. If you do not respond by this date, your student record will not be updated to reflect any outcome as it will be assumed that you are not accepting any outcome, and your student record will stand.
- 10.3. No academic marks will be changed as a direct result of an appeal. If the circumstances require it, submitted work may be referred to the relevant Module Tutor and Chair of the Progression and Award Board to be remarked. The mark will be subject to ratification by the external examiner.
- 10.4. The Student Casework Office and the Deputy Vice Chancellor have the discretion to make decisions regarding appeal outcomes which may be different to those listed above if the circumstances and evidence are of a significant and substantial nature and where a different decision would be in your best academic interest.

11. Group Appeals

- 11.1. This procedure refers to an individual student throughout but can apply to a group of students.
- 11.2. When an appeal is submitted collectively by a group, the group must identify one spokesperson for the group, who will also be the correspondent.
- 11.3. Each member of the group must state in writing their agreement to the spokesperson speaking on their behalf.
- 11.4. Each member of the group must submit a formal appeal form and must be able to demonstrate in a written statement that they have been individually and materially affected by the matter which is the subject of the appeal.
- 11.5. Once submitted, the case will be investigated in line with the Stage 1 Formal Appeal procedure above with each student receiving an outcome letter.
- 11.6. Within each outcome letter, it will indicate that the group collectively or individual members are permitted to submit a Stage 2 Review of Appeal decision should they wish.

12. Collaborative Partner Appeals Procedure

- 12.1. As mentioned in point 2b of this procedure, Collaborative Partners will undertake their own investigations into Academic Appeals.
- 12.2. Once an Academic Appeal Form and relevant evidence have been submitted, relevant colleagues at Collaborative Partners will undertake an initial investigation to check:
 - If your appeal falls within the permitted grounds
 - That it is submitted by the permitted deadline. If it is late, the Collaborative Partner will check if the Appeal Form explains the reason for this.
 - That it is in the required format and the Form has been completed in full.
 - That it is supported by the necessary evidence.
- 12.3. If the above criteria have been met, the Collaborative Partner will begin investigating the appeal with support from the College Liaison Tutor at Leeds Trinity University.

12.4. An appeal may not be considered if:

- It is considered that a case has not been made or that the appeal is vexatious (solely to cause annoyance) or frivolous (not serious or sensible)
- There is no relevant supporting evidence
- It is received after the deadline for appeals without reason.

12.5. If the appeal is rejected, you will be informed of this in writing. You may request that this decision is reviewed under Stage 2 of this procedure, which will be considered by Leeds Trinity University.

12.6. The Collaborative Partner, whilst considering your appeal, may contact relevant colleagues or persons necessary to consider your case.

12.7. Upon receiving your Academic Appeal, the Collaborative Partner will write to you **within 25 working days** of the appeal submission, with an outcome letter indicating:

- That the appeal has been upheld or partially upheld and the resulting consequences.
- That the appeal has not been upheld and the relevant reasons as to why.

12.8. Within your outcome letter, it will indicate that you are permitted to submit a Stage 2 Appeal, should you wish.

12.9. In some instances, a Collaborative Partner may feel an Investigating Officer (IO) should investigate the appeal. In this instance, they should follow **Stage 1 Formal Appeal – Investigating Officer** section of this procedure. Once an IO has investigated the appeal, the Collaborative Partner will make a decision on the appeal and will write to you with a formal outcome.

12.10. Once a Stage 1 Outcome has been issued, the Collaborative Partner will upload this to the relevant Microsoft Teams site for the Assessment and Records Team to process. They should also update the relevant Appeal log of cases as well as logging this locally at the Collaborative Partner.

12.11. Should you wish to submit a Stage 2 Appeal, you should follow **Stage 2 Review of an Appeal Decision** detailed in this procedure.

13. Confidentiality and integrity of procedure

13.1. The University endeavours to carry out these procedures fairly, consistently and impartially and in accordance with the [Equality, Diversity and Inclusion Policy](#) of the University. By submitting an appeal, you will not be disadvantaged in any way in terms of your assessment or your programme of study.

13.2. The information provided by you will remain confidential and will only be made available to necessary staff to progress your appeal.

13.3. Where it is necessary to seek evidence from a party external to the University to progress your appeal, and where this might mean disclosure of information to that third party, you will be contacted before disclosure to confirm that you wish to proceed with the appeal.

13.4. Where an appeal is being submitted by a third party on health grounds on your behalf, we will ensure that the necessary permissions are secured from you prior to considering the appeal and/or disclosing any personal data.

14. Timescales

- 14.1. Early Resolution – **before** results are published i.e., before your marks are considered by the Assessment Panel.
- 14.2. Stage 1 Formal Appeal – to be submitted **within 10 working days** from receiving your results.
- 14.3. Consideration of your appeal by the Student Casework Office or Investigating Officer – 25 working days from submission of appeal.
- 14.4. Stage 2 Review of Appeal – to be submitted **within 10 working days** of the date on your Stage 1 outcome letter.
- 14.5. Consideration of Stage 2 Appeal by Deputy Vice Chancellor – 25 working days from submission of your Stage 2 appeal.

15. Key Contacts:

Student Casework Office – appeals@leedstrinity.ac.uk

Student Records – records@leedstrinity.ac.uk

Assessment Team – assessment@leedstrinity.ac.uk

Academic Partnership Unit – apu@leedstrinity.ac.uk

Student Support – studentsupport@leedstrinity.ac.uk

Student Wellbeing – studentwellbeing@leedstrinity.ac.uk

Nominee at each Partner Institution – responsible for appeals for students at collaborative partners and will be detailed on relevant appeal forms.

If you spot anything in this procedure 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.