

## Non-Academic Appeal Policy

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Approved by: Academic Quality and Standards

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Scope of policy (audience): staff & student

Policyholder: Director of Academic Quality

Contact: Student Casework Office ([appeals@leedstrinity.ac.uk](mailto: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 were registered or were expected to register within 4 weeks of the start of their programme or by permitted deadlines on Leeds Trinity University taught undergraduate and postgraduate programmes, including apprenticeships, recent graduates and students who have suspended their studies. further details for students studying at collaborative partners can be found below as well as within the Non-Academic Appeal 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 – Stage 1 Formal Appeal will be conducted by the Partner but involving the Liaison Tutor and Student Casework Office; Stage 2 will be conducted by LTU with contributions 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 the University of Leeds research degree. Postgraduate research students should consult the Research Student Handbook.

## 2. Introduction

- 2.1. This policy and its associated procedure explain how the University undertake its responsibility to investigate appeals solely related to how a student can appeal a withdrawal when the withdrawal:
  - is due to lack of attendance and engagement
  - failure to register on their programme by permitted deadlines
  - failure to pay or make appropriate arrangements for the payment of tuition fees
  - failure to provide Right to Study documentation.
- 2.2. Any withdrawal due to academic failure can be appealed following the Academic Appeal Policy and Procedure.
- 2.3. 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](#).
- 2.4. 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](#).
- 2.5. 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. Appeal – a request for a review of a decision in relation to withdrawal due to lack of attendance and engagement, failure to register, failure to pay or make appropriate arrangements for tuition fees or failure to provide Right to Study documentation.
- 3.2. Attendance and Engagement – Attendance and Engagement is monitored by the Student Liaison and Engagement Team in line with the [Student Academic Engagement Policy](#). Students are expected to be active participants in their **education and engage fully** and attend all timetabled teaching events and other scheduled activities.
- 3.3. Registration – the confirmation, by you, **confirming your intentions** that you intend to actively study in a given semester, term or year, with attendance and submission for assessment as set out for your programme.
- 3.4. Finance and Tuition Fees – Tuition fees are the amount payable by a student for their programme (either directly or via a student funding body). The Finance Team will inform students if they have a debt outstanding or owed to the University, which may impact registration.
- 3.5. Right to Study – Students must provide evidence of their right to study in the UK when they register/re-register with the University.
- 3.6. Cancellation of registration and withdrawal from studies – If your registration is cancelled and you are withdrawn from studies, you will cease to be a student of the University. Where applicable, the University will inform student funding bodies, UK Visas and Immigration and home institutions of your last date of attendance and engagement.

### 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 ground 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 conducted under their application of the procedure (see point 1.2)

### 5. Support and Advice

- 5.1. Students and staff can obtain advice on the interpretation and operation of the procedure from the Student Casework Office.
- 5.2. Advice and support on the completion of the Non-Academic Appeal Form can be obtained from Student Support ([studentsupport@leedstrinity.ac.uk](mailto:studentsupport@leedstrinity.ac.uk)) and/or Leeds Trinity Students' Union.
- 5.3. Student Support Services are available for students studying at the Leeds City Centre or Horsforth Campuses (including all Policing Apprenticeship students and students studying online) and can be accessed and booked via the myLTU App or via email at [studentsupport@leedstrinity.ac.uk](mailto:studentsupport@leedstrinity.ac.uk).
- 5.4. Students studying at collaborative partners need to contact their own institutions for support and guidance.

5.5. There is no entitlement to legal representation at any stage of 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 is withdrawn, communication can be sent to your last registered personal email address. It is a student's responsibility to keep the University informed of any changes to their personal details and any change to personal information should be updated via e: Vision 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

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

- Non-Academic Appeals Procedure

8.2. 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](mailto:appeals@leedstrinity.ac.uk) so we can make amendments and ensure accuracy.