Regulation XX:
General Regulations relating to Academic Appeals

1. A student may apply under these Regulations for a recommended grade for any unit or Degree classification or examination result to be re-considered in the light of new evidence.

Grounds for Appeal

2. For these purposes, **"new evidence"** is defined as:

    (a) procedural error either by the Examiners or during the recording, transcription and reporting of the examination results and additionally, in the case of Higher Degrees by Research, evidence of negligence or misconduct on the part of an Examiner;
    (b) extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners;
    (c) evidence of a failure of supervision which significantly affected the student's performance and which could not reasonably be expected to have been the subject of complaint by the student to the Head of School or the Vice-President of the Faculty before the examination.

    These are the only grounds on which representations can be made. Appeals will not be considered against the academic judgement of the Examiners.

    Representations may be made in cases where the Examiners have recommended, in response to a student using academic misconduct in an examination, that a credit or examination result be refused or a grade reduced.

Procedure

Reference in these Regulations to the **"Vice-President"** means the Vice-President of the relevant Faculty and includes any person authorised to act on their behalf.

3. A student who wishes to place such new evidence before the Faculty will apply in writing, setting out clearly the facts which the student wishes the Faculty to consider and showing how those facts constitute new evidence as here defined. The application must be made to the Vice-President:

    (a) within 30 working days of the publication of the examination result in the case of a candidate for a Higher Degree by Research; *or*
    (b) within 15 working days of the publication of the examination result in any other case. The Vice-President may extend the time limit imposed by this Regulation.

    For the purposes of these Regulations, the **"date of publication of examination results"** means the date upon which the examination results are first made available to students in the relevant School, even though the results are still subject to confirmation by the Faculty and the Senate.

4. After consulting the Head of School, the Vice-President may:

    (a) determine that the appeal be upheld; *or*
    (b) convene an Academic Appeals Committee of the Faculty to hear the case; or
    (c) in cases where representations have been made regarding the use of academic misconduct in an examination, refer to the Senate Discipline Panel for consideration in

line with the Regulations relating to the Discipline of Students; *or*

(d) determine that there is no substantive case for appeal.

Academic Appeals Committee

5. The Academic Appeals Committee will comprise:

   (a) in the case of an appeal by a student for a Higher Degree by Research:
      i. the Vice-President or nominated representative;
      ii. two other members of the Faculty;
      iii. two members of another Faculty;

   (b) in any other case:
      i. the Vice-President or nominated representative;
      ii. not less than two and not more than four other members of the Faculty.

6. The student may opt either:

   (a) for the appeal to be dealt with on written submissions; *or*

   (b) for an oral hearing (at which the student may choose to be accompanied by a friend or adviser).

7. Where the appeal is to be dealt with on written submissions, the Committee will receive:

   (a) the material submitted by the student;

   (b) any written comments made on that material by or on behalf of the Head of School and, where appropriate, by the Supervisor; *and*

   (c) any written comments made by the student on the material submitted under (b) above.

8. Where there is an oral hearing, the Committee will hear oral submissions by or on behalf of the student, the Head or other representative of the School, and where appropriate the Supervisor. The student may comment on the submissions made by others. In any case in which factual matters are in dispute, the Committee will investigate the facts, and may invite appropriate persons to attend to assist; during this process, the student may be present and may ask questions, make comments, and produce other persons who can provide information or testimony.

9. The Committee will reconsider the grade, classification, result or other subject of the appeal in the light of the material available to it. Except as provided above, no person other than members of the Committee and its Secretary will be present during its deliberations.

10. The Vice-President or the Committee will report to the Faculty and may make any recommendation as to the subject matter of the appeal as could, under the relevant Regulations, have been made by the Examiners.

11. Where the substance of the appeal concerns acts or omissions of the Vice-President, and in any other case where it is inappropriate for the Vice-President to act under these Regulations, the Vice-President will appoint a Deputy.

12. Where a student is not satisfied with the decision taken in respect of the academic appeal they may request a Case Review in writing within 10 working days of the letter of notification and in accordance with the Student Complaints Procedure at https://www.shef.ac.uk/ssid/complaints-and-appeals/complaints, stating their grounds for the request.

Independent Review

13. The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Sheffield is a member of this scheme. If the student is unhappy with the outcome they may be able to ask the OIA to review their case. Information about making a complaint to the OIA, what it can and cannot look at, and what it can do to put things right can be found at: https://www.oiahe.org.uk/students.

    The student normally needs to have completed the Case Review process before they can complain to the OIA. The student will receive a **"Completion of Procedures Letter"** when they have reached the end of the procedure, and there are no further steps they can take internally.