



## ASSOCIATE STUDENTS

# SA3

### APPEAL AGAINST A DECISION OF A BOARD OF EXAMINERS ON THE BASIS OF PROCEDURAL OR OTHER IRREGULARITIES

#### NOTES

1. Associate students, who are studying for awards of the University at partner institutions, may appeal to the University, once they have exhausted the internal procedures of the institution at which they are enrolled.
2. A candidate may appeal on the basis of procedural or other irregularity in the conduct of the original appeal at the institution.
3. A statement will be submitted on behalf of the institution which made the original decision. The completed form will be considered by a Senior Officer (Pro-Vice-Chancellor, Provost or Dean) who was not associated with the original decision.
4. If the Senior Officer agrees with the institution that a prima facie case does exist and both parties are agreed on the amendment to the original decision, it will not be necessary to convene a panel to investigate the case.
5. If the Senior Officer decides that there is a prima facie case, which requires investigation, a panel convened by the Senior Officer, accompanied by two members of staff not associated with the original decision, will investigate the alleged procedural or other irregularities. Students may choose to be interviewed at this point.
6. The panel, having considered all the evidence presented, will decide whether or not to uphold the appeal. If the appeal is upheld the matter is referred back to the institution for reconsideration of its original decision in the light of the panel's findings. If the appeal is not upheld the original decision of the Institution is reaffirmed and is final.

#### SECTION A: TO BE COMPLETED BY ASSOCIATE STUDENT

(please complete legibly in a form suitable for copying)

1 **NAME (IN FULL)** .....

2 **ULSTER ID NO.** .....

3 **ADDRESS (to which all correspondence will be sent)** .....

.....

.....

.....

**EMAIL ADDRESS** .....

4 **CONTACT TELEPHONE NO.** .....

5 **PROGRAMME TITLE** ..... 6 **PROGRAMME CODE** .....

7 **ACADEMIC YEAR OF STUDY** ..... 8 **INSTITUTION** .....

**SECTION A: (continued)**

**9 STATEMENT BY ASSOCIATE STUDENT**

Please provide details of the procedural or other irregularities relating to your appeal at the institution

**10 DECISION ON YOUR ACADEMIC PROGRESS AGAINST WHICH YOU WISH TO APPEAL:**

.....  
.....

PROGRESS CODE: .....

**11 INTERVIEW**

If it is established that there is a prima facie case for an appeal:

- a) Do you wish to be interviewed by the Appeals Panel? Yes/No
- b) Do you wish to be accompanied at interview? Yes/No
- c) If YES, give the name and position of this person:

.....

(Note: The person accompanying you must be a member of the institution. It is your responsibility to arrange for this person to attend).

Signature: ..... Date: .....

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On completion of this section the associate student should return the form to the head of the institution

BY: ..... Date as indicated by the head of the institution

**SECTION B: TO BE COMPLETED BY THE HEAD OF THE INSTITUTION**

**12 STATEMENT ON BEHALF OF THE INSTITUTION**

Please comment on the evidence presented by the student under section 9 and provide reasons for failure of original appeal.

Signature: ..... Date: .....

Confirm internal appeals procedure completed Yes/No

On completion of this section the form should be returned immediately to the Senior Officer responsible.

**SECTION C: CONSIDERATION BY SENIOR OFFICER**

**13 EXISTENCE OF PRIMA FACIE CASE FOR APPEAL**

Is there a prima facie case for appeal? Yes/No

Reason:

Signature: ..... Date: .....

If a prima facie case does not exist the Senior Officer should return this form immediately to the Examinations Office at Jordanstown. The Examinations Office will communicate with the student.

If a prima facie case exists the Senior Officer should invite a Dean/Associate Dean and Head of School/ Associate Head of School who were not associated with the original decision to join the panel, chaired by the Senior Officer, to investigate the case. The student should be invited to attend for interview if he/she has indicated accordingly in Section 11.

**NB** If the Senior Officer agrees with the institution that a prima facie case does exist and both parties are agreed on the amendment to be made to the original decision, it will not be necessary to convene a panel. The Senior Officer should complete Section 13 above and return the form to the head of the institution for completion of Section D. The form should then be returned to the Examinations Office at Jordanstown who will communicate with the student.

**14 CONSIDERATION BY APPEALS PANEL**

Membership of Appeals Panel:

.....  
.....

Date of Meeting: .....

Decision of Panel:

Indicate whether the appeal is:

- a)  Upheld and referred back to the Board of Examiners to reconsider its decision
- b)  Not upheld (in which case the original decision stands)

**Please complete and attach the pro forma 'Statement by Appeals Panel on Reason for Decision'.**

Signature: ..... Date: .....  
(Senior Officer)

If the appeal is not upheld the Senior Officer should return the form immediately to the Examinations Office at Jordanstown. The Examinations Office will communicate with the student.

If the appeal is upheld, the form should be forwarded immediately to the appropriate head of the institution for completion of Section D.

**SECTION D: TO BE COMPLETED BY THE HEAD OF THE INSTITUTION ON BEHALF OF THE BOARD OF EXAMINERS**

**15** Indicate whether in the light of the panel's findings in 14 above the original decision of the Board is:

- a)  Unchanged \*
- b)  Amended (Please tick)

If the decision is to be amended please specify the nature of the amendment:

New Academic Standing Code

Modules to be taken/retaken (please enter module codes and CRN number)

	Module Code	CRN	Cwk	Ex (please tick)
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....
5	.....	.....	.....	.....
6	.....	.....	.....	.....

\* If unchanged please provide reason(s)

Signature: ..... Date: .....

**N.B.: Full details of the decision must be recorded**

This form should be returned immediately to the Examinations Office at Jordanstown