SECTION 4

Assessment Regulation 5: Appeal Against a Decision Related to an Academic Integrity Offence

Students are advised to seek impartial help, advice, guidance and support from sabbatical officers in the Students’ Union and Students’ Union Advice Centre.

5.1 Appeal against a decision of a School Based Investigation

5.1.1 A student may apply for leave to appeal to the Academic Integrity Committee regarding a penalty imposed by the Academic Integrity Officer or Deputy [(D)AIO] following the School hearing. Such appeals must be made in writing to the Head of Registry using the AcademicIntegrity@hud.ac.uk Email address not later than 10 working days after the decision has been issued to the student.

5.1.2 A student who does not attend the School Based Academic Integrity Meeting waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

5.1.3 Leave to appeal will only be granted if:

• the student can demonstrate a material irregularity has occurred
• the student presents extenuating circumstances which for very good reason could not be presented at the original interview.

5.1.4 On receipt of an application for leave to appeal the Head of Registry or nominated deputy will review the documentation submitted to identify if a material irregularity has occurred and/or is demonstrated within the documentation or ascertain why the extenuating circumstances could not have been presented to an earlier meeting. If leave is granted, it will detail the ground or grounds upon which an appeal may continue and a Committee will be convened to consider this appeal accordingly. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation.

5.1.5 If leave to appeal is granted the appeal will be heard at the next available Academic Integrity Committee normally within 15 working days of leave to appeal being granted. There will be no further opportunity to submit additional evidence. Its meetings shall be private and its proceedings confidential. The student and School representative may be required to attend the hearing and the Committee’s decision will be final.

5.1.6 The Appeals Committee will comprise of three members of the Academic Integrity Committee, one of whom will be a student member. No member will have been directly involved in the decision under dispute.

5.1.7 Students should be aware that the Appeals Committee may impose a greater or lesser penalty. The Committee may:
1 confirm the findings and the penalty in all respects
2 change, revise or vary the penalty in accordance with the decision of the appeal
3 uphold the appeal, remove the penalties and any record of the offence on the student file.

5.2 Appeal against a decision of the Academic Integrity Committee

5.2.1 The student may appeal to the Head of Registry regarding the decision and/or penalty imposed by the Academic Integrity Committee. Application for leave to appeal must be made in writing to the Head of Registry using the AcademicIntegrity@hud.ac.uk email address not later than 10 working days after the decision has been issued to the student, and must demonstrate that a material irregularity has occurred to be successful.

5.2.2 A student who does not attend the Academic Integrity Committee waives the right of appeal except where an unavoidable inability to engage with the process can be demonstrated.

5.2.3 Leave to appeal will only be granted if:

- the student can demonstrate a material irregularity has occurred
- the student presents extenuating circumstances which for very good reason could not be presented at the original interview.

5.2.4 On receipt of an application for leave to appeal the Head of Registry or nominated deputy will review the documentation submitted to identify if a material irregularity has occurred and/or is demonstrated within the documentation or ascertain the extenuating circumstances could not have been presented to an earlier meeting. If leave is granted, it will detail the ground or grounds upon which an appeal may continue and a Committee will be convened to consider this appeal accordingly. If leave to appeal is not granted, the Head of Registry or nominated deputy will write to the student with a full explanation.

5.2.5 If leave to appeal is granted the appeal will be heard at the next available Academic Integrity Committee normally within 15 working days of the leave to appeal being granted. There will be no further opportunity to submit additional evidence. Its meetings shall be private and its proceedings confidential. The student and the School may be required to attend the hearing and the Committee’s decision will be final. No member of the new committee will have been involved in the previous committee but may be called to give evidence.

5.2.6 The Appeals Committee will comprise of three members of the Academic Integrity Committee, one of whom will be a student member. No member will have been directly involved in the decision under dispute.

5.2.7 The Committee may:

1. confirm the findings and the penalty in all respects
2. change, revise or vary the penalty in accordance with the decision of the appeal
3. uphold the appeal, remove the penalties and any record of the offence on the student file.