

Fact Sheet 4

How to appeal against an academic decision



THE ADAM SMITH COLLEGE, FIFE
INSPIRING LEARNING

The Adam Smith College, Fife always aims to provide students with the highest quality learning and teaching experience. However, we recognise that, from time to time, problems might arise which need to be dealt with if our normal high standards are to be maintained. The Academic Appeals Procedure enables matters of concern to be brought to our attention so that they can be investigated and resolved. Disputed decisions may relate to results in individual assessments, the attainment of group awards or progression either within a course or to a more advanced level of study.

Stage 1 – The Informal Stage

The College believes that problems are best dealt with quickly and informally with the member of staff concerned.

So, in the first instance, if you disagree with an academic decision, you must raise the matter as soon as possible with either the Subject Lecturer concerned or your Curriculum Head.

You should not feel anxious about raising a concern with a member of staff. All requests for discussion/clarification of an academic decision are taken seriously and you will not suffer any disadvantage or recrimination as a result of making such a request.

Remember, many issues arise from misunderstandings which can often be resolved quickly and easily by talking through the matter.



Stage 2 – The Formal Stage [Part 1]

We recognise that, at times, there might be issues which haven't been resolved through discussion with the Subject Lecturer/Curriculum Head. In these circumstances, you may use the formal academic appeals procedure.

A formal appeal should be submitted on an AP1 Form, available from your Curriculum Head. Completed forms should be returned to the Department Manager of the Department which delivers the course that you're on.

If you have any difficulty completing the AP1 Form, advice and assistance is available from Learner Services.

Applications should be made within 7 days (for full-time students) or 14 days (for part-time students) of your discussion with the Curriculum Head, stating in full the reason for disputing the decision in question.



Stage 2 – The Formal Stage [Part 2]

Within 7 days (for full-time students) or 14 days (for part-time students), the Department Manager will convene a meeting of the Course Appeals Sub-Committee.

You will be notified of the date, time and venue of the meeting and you'll be invited to attend to make your appeal directly to the Sub-Committee. You're also welcome to be accompanied by another person, such as a friend or a representative from the Student Association. After making your appeal, you'll be asked to leave so that the Sub-Committee can consider all the evidence and reach its decision.



Stage 2 – The Formal Stage [Part 3]

Within 7 days of the meeting of the Course Appeals Sub-Committee you will be notified in writing of whether or not your appeal has been upheld.

If your appeal has been upheld, you will also be informed what action will be taken to resolve the situation.

If your appeal has not been upheld you may, under certain circumstances, be able to make a further appeal to the College Appeals Board.



Stage 3 – The College Appeals Board

An appeal to the College Appeals Board will only be considered where serious irregularities in the proceedings of the Course Appeals Sub-Committee have come to light or where additional information has become available which was not considered by the Sub-Committee and which may have had a significant bearing on the Sub-Committee's decision.

An appeal to the College Appeals Board must be made in writing on an AP3 Form to the Chair of the Appeals Board within 14 days of receiving the Sub-Committee's decision.

A meeting of the College Appeals Board will be convened within 7 or 14 days (depending on your mode of attendance) of receipt of your appeal. Again, you have the right to put your case directly to the Board and to be accompanied if you choose.

You will be notified in writing of the College Appeals Board's decision within 3 days. If your appeal has been upheld, you will also be informed what action will be taken to resolve the situation. If your appeal has not been upheld, you will be invited to contact Learner Services for guidance and counselling.

The decision of the College Appeals Board is final.