

Appendix 2

Appeals against decisions of approval, validation and review panels

- 1 An appeal against a decision of a School-based (re)approval, validation or review panel can be made on the grounds that proper procedures and guidelines as outlined in the Quality Manual have not been followed. Examples of such grounds include improperly constituted panels, inadequate guidance documents etc.
- 2 Appeals may only be lodged on procedural grounds. Appeals may **NOT** be lodged against the academic judgement of a School Quality Committee/panel.
- 3 Appeals shall be heard at a full meeting of the Education & Experience Committee.
- 4 The notice of appeal, and the grounds on which it is based, shall be made in writing to the chair of Education & Experience Committee within 14 days of the School Quality Committee, validation and review event or, if the appeal is against validation or review panel's decision in relation to response to a condition of approval, within 14 days of formal receipt of the panel's decision by the course team. The grounds for appeal must be circulated with the main papers for a Education & Experience Committee meeting at which the appeal is to be heard: late circulation shall not be acceptable under any circumstances.
- 5 The Education & Experience Committee shall have full minutes/report of the committee/event in question. These shall also be circulated with the main papers for the meeting at which the appeal is to be heard. Late circulation will not be acceptable under any circumstances.
- 6 At the meeting of the Education & Experience Committee which hears the appeal, the following people may attend the meeting to present the case:

School Based Approval- Course leader
Validation Event - Course leader and Head of School
Academic Review - Head of School
- 7 The chair of the panel against whose decision the appeal is lodged shall have the right of reply. The Education & Experience Committee will then discuss the matter in open debate. Discussion shall be terminated at the discretion of the chair of the Education & Experience Committee.
- 8 The Education & Experience Committee will then vote on the appeal. The following shall be excluded from voting:
 - a) Members of the School Quality Committee, validation or review panel in question;

- b) those submitting the appeal, even if they are members of the Education & Experience Committee;
 - c) other members of the Education & Experience Committee who are members of the same school/unit or otherwise associated with the case.
- 9 In the event of the appeal being upheld, by a simple majority of those eligible to vote, the School based approval, validation or review event in question shall be undertaken again ab initio.
- 10 In the event of the appeal being rejected, the original decision shall stand.
- 11 In the event of the deadlock, the original decision shall stand.
- 12 The decision of the Education & Experience Committee shall be final.