



Academic Appeals Procedures



September 2025

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Table of Contents

1	The Student Academic Appeals Procedure	3
1.01	Academic Appeals.....	3
1.02	Before Making An Appeal	4
1.03	Making An Appeal.....	4
1.03.01	Stage 1: Submitting Your Formal Appeal	5
1.03.02	Stage 2: Receiving A Decision.....	5
1.03.03	Stage 3: Appeal Stage	5
1.03.04	Stage 4: Review Stage	5
1.03.05	Stage 5: Review by the Office of the Independent Adjudicator	6
1.04	Support Throughout the Appeal Procedure.....	6
1.05	Advice On the Progress of Appeals.	6
1.06	FORM FOR APPEAL AGAINST AN ASSESSMENT BOARD’S DECISION.....	7

1 The Student Academic Appeals Procedure

The information below regarding the Student Appeals Procedure should be read in conjunction with the Students' Academic Misconduct Policy. Additionally (for Middlesex Students only) to be aware of what constitutes academic misconduct, refer to section G of the Middlesex University Regulations:

[Policies | Middlesex University \(mdx.ac.uk\)](https://www.mdax.ac.uk/policies)

1.01 Academic Appeals

Did something go wrong during your assessments, or were there external circumstances that affected your performance? An Academic Appeal is a formal request that a decision made by an Assessment Board is reconsidered because of special circumstances. But it's necessary to know before you start an academic appeal, what you cannot appeal against.

- Disappointment with your own academic performance or results, or a mark or grade which has not yet been approved by the Assessment Board. (If you have a problem in this respect, we advise that you make an appointment to see your Module Tutor or Programme Leader).
- Provisional results published by the Internal Assessment Board. (If you have a problem in this respect, we advise that you make an appointment to see the Students' Affairs Office).
- The academic judgement of the assessors in assessing the merits of your work, in reaching a decision on your progression, or in deciding the final classification of your award. Academic judgment is based on the Assessment Board's commitment to maintaining consistency in its policy towards all students in the cohort. Consistency is maintained through moderation of the cohort's work by internal College Staff and scrutiny by External Examiners.

You should note that The Assessment Board will already have used its discretion in this way if:

- You have not met the progression requirements of your Programme, or
- If your final award profiles show you to be between two classifications or show two different profiles
- You have submitted evidenced-based extenuating circumstances to the Assessment Board via the Students' Affairs Office, i.e., before it met.
- To have evidenced-based extenuating circumstances affecting your performance in your assessments taken into account that you have already submitted to the Assessment Board via the Student Administration Office at the appropriate time, i.e., by the deadline set by the College before the Assessment Board met. The Board will already have considered these if you have not met the progression requirements of your award or if your final award profiles show you to be between two classifications or show two different profiles.

Moreover, you cannot appeal in the following cases:

- To have extenuating circumstances which affected your academic performance, such as ill health that have been taken into account but which are not supported by official up to date and independent documentary evidence
- That you have a long-standing health problem of which you have been aware when enrolling and there has not been a significant and unpredictable deterioration in this condition

- That during an examination you were disturbed or ill, and do not have a valid reason for not bringing this to the attention of the Assessment Board before it met
- No valid reason is given, such as circumstances beyond your control, for not submitting extenuating circumstances to the Assessment Board via the Student Administration Office at the appropriate time, i.e., by the deadline set by the College before the Assessment Board met
- That you did not understand or were not aware of the published regulations and procedures for a module, subject, Programme, award or classification, including deferral applications and extenuating circumstance submissions
- That you have changed your contact details without either updating your own record or informing the Student Administration Office which led to you not receiving relevant assessment information
- That you lost or were not able to upload your material due to computer, memory stick, internet, or hard drive problems
- You have a complaint about the management or organisation of the Programme or module which you consider has affected your performance in the assessment. This is not a matter for an Academic Appeal - you will need to follow the Student Complaint/Grievance procedures.
- You believe that poor teaching, supervision or guidance affected your academic performance. This is not a matter for an Academic Appeal – you will need to follow the Student Complaint/Grievance procedures.

1.02 Before Making An Appeal

Consider whether making a formal Academic Appeal is the most appropriate avenue for addressing your issues. Other options include the following:

- Discuss the problem with the appropriate member of staff. This can result in the matter being resolved informally, and usually more quickly.
- If you feel that there were issues regarding someone's behaviour or your student experience, consider submitting a complaint.

If you did not do well in your assessment but had no specific circumstances which affected your performance, consider seeking feedback to help you understand what went wrong and how you can improve in the future. You cannot appeal on the basis that you disagree with the mark or feel that you should have received a higher mark.

1.03 Making An Appeal

You have a maximum of 28 days from the date of your results being published to submit your appeal. Appeals are normally not accepted beyond this deadline. Your appeal can be based on the following:

- Extenuating circumstances that the Assessment Board was not aware of at the time when it made its decision.
- A material error either in the conduct of the Assessment itself or in the proceedings of the Assessment Board itself, which significantly affected the Assessment Board's decision. For

example, if you were told that you could take a statute book into the exam, but upon arrival were informed that statute books are not allowed.

- A penalty for academic misconduct.

1.03.01 Stage 1: Submitting Your Formal Appeal

1. Fill out the appeal form
2. Write your appeal statement. Your statement should cover the following:
 - "Dear Sir or Madam/To Whom It May Concern/ Dear Appeals Team/Dear...,"
 - Introduce yourself, explain the purpose of this statement and why you are making an appeal
 - Explain the issues you were experiencing
 - Mention any extenuating circumstances that the College should be aware of
 - Refer to the supporting evidence in your statement
 - State what outcome you are looking for
 - End your appeal by using phrases like: "Respectfully/Yours sincerely.."
3. Attach evidence to support your case, naming it clearly. This could include relevant emails, screenshots, documentation (such as medical letters)
4. Send your appeal form, statement and supporting evidence to the Student Administration Office.

1.03.02 Stage 2: Receiving A Decision

Once submitted, you should normally receive a decision on your appeal within 90 calendar days. This will be sent to you in writing, usually by email together with an explanation. If it is beyond 90 calendar days and you still have not received your decision, email the Student Administration Office to ask about updates on your case.

1.03.03 Stage 3: Appeal Stage

If an informal decision cannot be reached, an **Appeals Committee** will be held. This is called to clarify the evidence submitted in order to enable the Committee to reach a decision. If an Appeals Committee is called, you will be invited to attend and will be sent all the relevant information. The Committee consists of three senior member of staff, along with your Students' PVG (Programme Voice Groups) Representative. You can be accompanied by a companion, bring and question witnesses, and comment on the evidence.

1.03.04 Stage 4: Review Stage

If you are not satisfied with the outcome of your appeal, you can request a review within 10 working days on the following grounds:

- You have new and relevant evidence that you were unable to, for exceptional reasons, present during the appeal process.
- The appeal regulations and procedures were not complied with which materially affected the decision, and you have evidence to prove that. Review is not re-opening your original appeal.

Being dissatisfied with the outcome is not alone a valid reason for requesting a review.

1.03.05 Stage 5: Review by the Office of the Independent Adjudicator

If you are dissatisfied with the outcome of the review, you can take your case further by requesting the Office of the Independent Adjudicator (OIA) to look into it. You will be given a Completion of Procedures Letter indicating this is the College's final decision.

1.04 Support Throughout the Appeal Procedure

If you have any questions regarding academic misconduct, please contact the Student Administration Office, they can explain the appeals process and discuss your grounds of appeal with you.

If you need any advice on your appeal, contact the

Student Administration Office

Undergraduate Department – Tel 020 8451 9993 Ex 211

Postgraduate Department – Tel 202 8451 9993 Ex 207

1.05 Advice On the Progress of Appeals.

Members of the staff are unable to discuss your appeal with you while it is being processed. But if you would like information on its progress, please contact the Student Administration Office.

If you would like advice about your status or progress as a student while your appeal is being considered, please contact the Student Administration Office.

1.06 FORM FOR APPEAL AGAINST AN ASSESSMENT BOARD'S DECISION

Important: Before making an appeal, please read the guidance notes set above Students' Academic

Appeals procedure. Complete the form below and send it with your statement and relevant evidence to the Student Administration Office.

PLEASE TYPE OR WRITE CLEARLY IN DARK INK

Your Personal Details:

Surname/Family name	
First name	
Student ID number	
Name and address of your Partner Institution (For Middlesex students only)	
Email address (all correspondence will be by email)	

Your Appeal:

Modules you are appealing against	Module code	Grade awarded	Tutor
And/or the Classification of grades you are appealing against (e.g., 2.2, 3rd class, Merit)			
And/or the Title of award you are appealing against (e.g., BA-Equivalent Islamic Studies)			
Date result was published			

Put an X in one or more boxes:

Why are you appealing?		
<ul style="list-style-type: none"> My ability in the assessments was affected by extenuating or mitigating circumstances which, for good reason. 		
<ul style="list-style-type: none"> There was a material error, either in the conduct of the assessment or in the proceedings of The Assessment Board, which significantly affected the Board's decision. 		

Put an X in one or more boxes:

What outcome/s are you seeking from your appeal?		
<ul style="list-style-type: none"> Re-Classification of grades reconsidered 		
<ul style="list-style-type: none"> Work to be remarked 		
<ul style="list-style-type: none"> Numerical module grade to replace administrative grade or Administrative module grade to replace numerical grade 		

Please put an X in each box and then sign the Declaration:

<ul style="list-style-type: none"> I have read and understood the Academic Appeals procedure as set out by the Islamic College Regulations. (for Middlesex University students only: Middlesex University Regulations available at https://www.mdx.ac.uk/about-us/policies/) 	
<ul style="list-style-type: none"> All information and documentation submitted in and with this appeal is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that any information given later could be disregarded. No evidence relating to a third party is included unnecessarily. 	
<ul style="list-style-type: none"> I give permission to the Student Administration Office to seek verification of the authenticity of any statements or evidence provided with this appeal. 	
<ul style="list-style-type: none"> I consent to information that I have submitted as part of this appeal being made available to relevant members of the Islamic College and or Middlesex University staff (for Middlesex University students only) as required to investigate my appeal. 	
<ul style="list-style-type: none"> I understand that the personal data which I have provided on this form may be stored in paper and/or electronic form in accordance with the Islamic College's Data Protection Policy. 	
<ul style="list-style-type: none"> I am submitting <ul style="list-style-type: none"> <input type="radio"/> This form <input type="radio"/> A statement of my appeal <input type="radio"/> Relevant evidence to support my statement 	
My signature:	
Today's date:	