

APPEALS POLICY

Key Information

Owner:	Circomedia
Author:	Academic Team
Date agreed by SMT/Board:	2 nd January 2024
Version:	1.0
Date of last review:	11 th December 2023
Date of next review:	11 th December 2025
Changes to document:	

Contents

Key Information	1
Introduction	1
Types of Appeal.....	1
Submitting an Appeal.....	1
Appeal procedure.....	2
Conclusion	2

Introduction

At Circomedia, we are committed to providing a fair and transparent process for handling appeals from our students. This policy outlines our process for handling appeals and our commitment to following the Appeals Policy of Bath Spa University.

Types of Appeal

Students may appeal an academic decision made by the institution on the following grounds:

- Procedural irregularity or unfairness in the decision-making process
- New or previously unavailable evidence that could have affected the decision
- Extenuating circumstances that were not considered at the time of the decision

Submitting an Appeal

To submit an appeal, students must follow the Appeals Procedure set out by Bath Spa University. The Appeals Procedure can be found on the Bath Spa University website. Appeals must be made within the deadlines specified in the University's policy and must include all required documentation and information.

Appeal procedure

Once an appeal has been received by the University, the following procedure will be followed:

- The University will acknowledge the appeal in writing within five working days.
- The University will review the appeal and make an initial decision. If the appeal is not eligible or there are insufficient grounds, the appeal will be dismissed. If the appeal is eligible, it will be referred to an Appeals Panel.
- The Appeals Panel will consist of three members, including a senior member of staff, an independent member of staff from another institution, and a student representative.
- The Appeals Panel will review all the evidence and documentation submitted and may request additional information from the student or the institution.
- The Appeals Panel will make a decision within 20 working days of receiving the appeal.
- The decision of the Appeals Panel will be communicated in writing to the student, the Head of Academic Programmes at Circomedia, and any other relevant parties.

Conclusion

The decision of the Appeals Panel is final and binding on all parties. If the appeal is successful, the Appeals Panel will propose an appropriate remedy, which may include a reassessment, a change of grade, or any other appropriate action.

[Links to Bath Spa University's Policy](#) Circomedia's Appeals Policy is consistent with Bath Spa University's policy. Students should refer to the Bath Spa University's Appeals Policy for more detailed information on the appeals process.