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## Policy Title: Student Academic Appeal

Policy Reference: A/AB/025

Version: 2

Person Responsible: Deputy Chief Executive Officer (Academic Services)

### 1. Policy Statement

As part of the Polytechnic's approach in providing a fair, safe and productive study environment, consideration of academic appeals will be dealt with fairly, consistently, promptly, with sensitivity to all parties and in accordance with the principles of natural justice.

There are 2 places where academic appeals may be heard:

1. Academic Appeals<sup>1</sup> are heard at Faculty Appeal Committees.
2. Appeals against dismissal or exclusion from the Polytechnic are heard at the Chief Executive Officer's (CEO) Appeal Committee.

### 2. Definitions

### 3. Application

People:

- Bahrain Polytechnic Staff and Students

Processes:

- Decisions made on the basis of Polytechnic policies, procedures and processes that directly affect students.
- There must be some grounds for an academic appeal: for example it is not sufficient to simply contest the judgment of the examiners. The grounds normally include extenuating circumstances not previously disclosed, computational or administrative errors, procedural defects, prejudice or bias.

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<sup>1</sup> Academic Appeal - a request for a review of a decision of an academic body charged with decisions on student assessment and awards.

- The grounds for summary rejection must be limited. They could include, for example, that the academic appeal had been received too late or that an appellant's marks had indeed been calculated correctly (after due enquiry).

#### **4. External Requirements**

This policy helps Bahrain Polytechnic meet the following external requirements:

#### **5. What is Expected:**

- Academic Appeals of decisions are made following review of those decisions by a named, competent authority.
- Faculty Appeal Committees and the CEO Appeals Committee are constituted by and operate under approved Terms of Reference.
- There is clear and readily available documentation to make sure students are aware of their academic appeal rights and their responsibility to submit their claims for appeal, with supporting evidence, within deadlines and according to stated criteria.
- Students dismissed or excluded due to a course grade can first appeal the grade decision to the faculty. If the faculty appeal is declined they may appeal their exclusion to the CEO.
- Decisions on academic appeals are made in a timely manner to minimise the disruption to students' on-going learning and enrolment.
- Approved academic appeal fees must be paid before an academic appeal can be submitted and if an appeal is successful and upheld the fee will be refunded in full.
- Institutional learning discovered as a result of academic appeal is communicated to the Academic Board or Senior Management Team as appropriate.
- Late academic appeals will be rejected except in exceptional circumstances

#### **6. Key Dates**

First Approved: 10 December 2014 by BoT as Student Appeal Policy

This Version Approved: 24 June 2015 approved by BoT

Next Review Date: 4 years from this versions approval date or as required

#### **7. Links and Related Documents**

- Academic Integrity and Honesty: A/AB/003
- Assessment & Moderation: A/AB/005
- Student Rights and Responsibilities: A/AB/009
- Student Admission: A/AB/010

- Regulations Governing Probation, Suspension and Cancellation/Refusal of Enrolments: A/AB/011
- Enrolment and Academic Progression: A/AB/018

