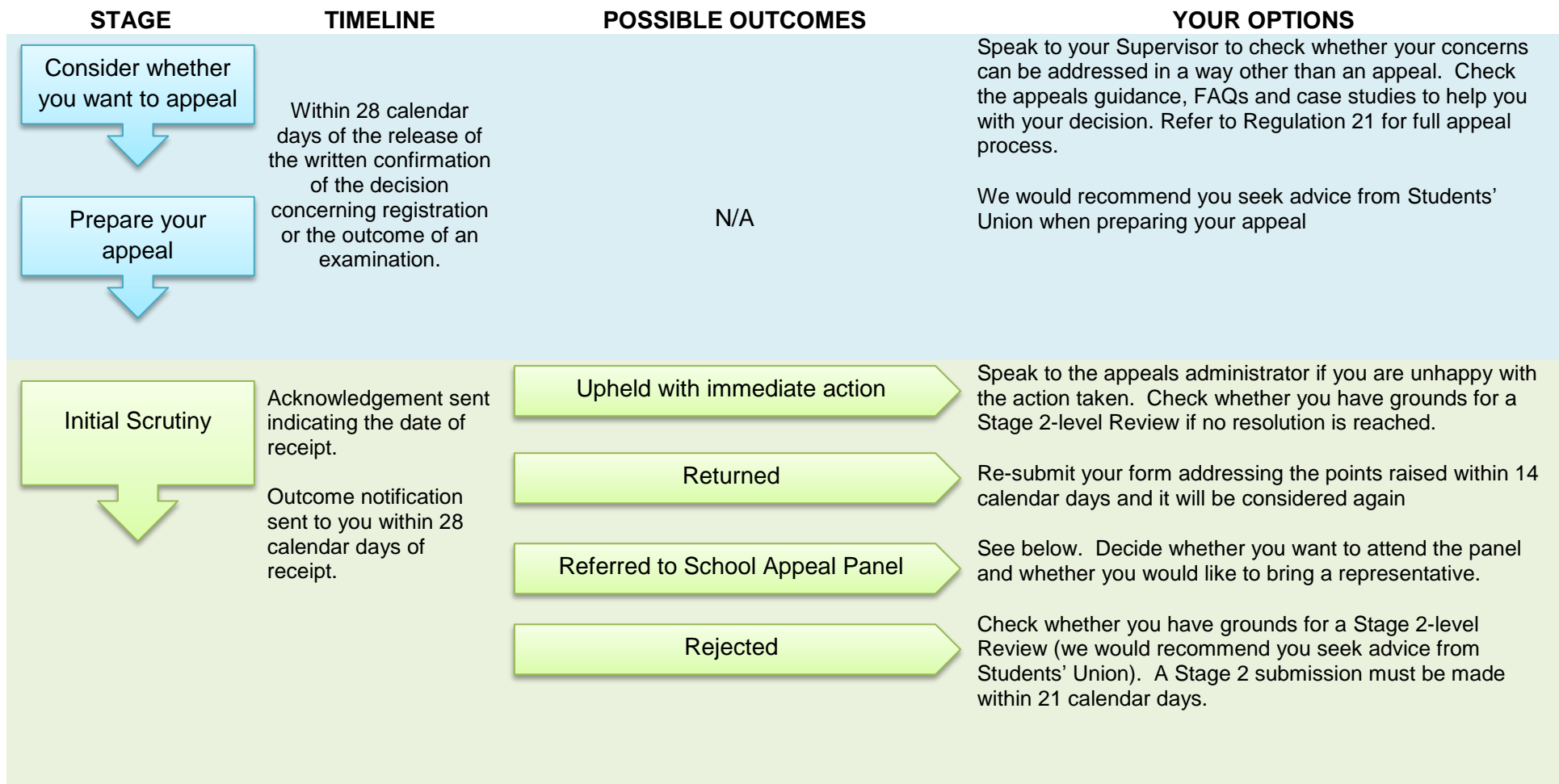
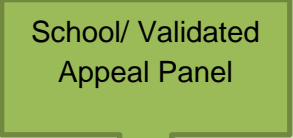


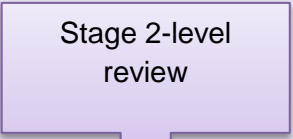
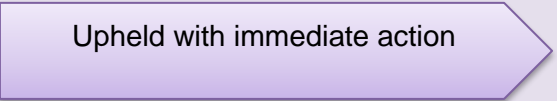
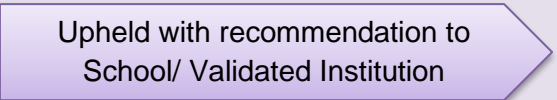

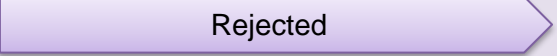


Flowchart for Academic Appeals: Research students in Schools and Validated Institutions  
(Version 2016/17)





Flowchart for Academic Appeals: Research students in Schools and Validated Institutions  
(Version 2016/17)

STAGE	TIMELINE	POSSIBLE OUTCOMES	YOUR OPTIONS
 School/ Validated Appeal Panel	Panel convened within 28 days of notification following initial scrutiny  Outcome notification sent to you within 14 calendar days of panel	 Upheld with recommendation to the Chair of the Board of Studies/ Course Board   Rejected	Wait for the decision of the Chair of the Board of Studies/ Course Board then speak to the appeals administrator if you are unhappy with the action taken. Check whether you have grounds for a Stage 2-level review if no resolution is reached.  You may have grounds for a Stage 2-level Review (we would recommend you contact the Students' Union to discuss the potential grounds). This must be done within 21 calendar days.
 Stage 2-level review	Acknowledgement sent indicating the date of receipt.  Outcome notification sent to you within 28 calendar days of receipt.	 Upheld with immediate action   Upheld with recommendation to School/ Validated Institution   Returned   Rejected	Wait for the decision of the School/ Validated Institution then speak to the Reviewer if you are unhappy with the action taken. You have the option to request a review by the OIA if you are unhappy with the decision.  Wait for the decision of the School/Validated Institution then speak to the Reviewer if you are unhappy with the action taken. You have the option to request a review by the OIA if you are unhappy with the decision.  Re-submit your form within 14 calendar days and it will be considered again  You have the option to request a review of the OIA if you are unhappy with the decision.

When City's internal procedures have been concluded a student will be issued with a Completion of Procedures (CoP) letter. Following this, a student who is dissatisfied with the final decision on his/her case may be able to apply to the Office of the Independent Adjudicator (OIA) for Higher Education. Information and eligibility rules are available at: [www.oiahe.org.uk](http://www.oiahe.org.uk)