

Variation to the University of Bolton Appeals Process

The following Academy of Live Technology variations to the University of Bolton's Academic Appeals Process has been agreed and approved by the University of Bolton. The outline variation is confirmed in the 2022-23 Operations Manual. The remainder of the process is unchanged and the full Academic Appeals Regulations are available at [Academic-Appeals-Regulations-and-Procedures-2023-24-Approved-by-Senate-June-2023.pdf \(bolton.ac.uk\)](https://moodle.bolton.ac.uk/course/view.php?id=28006) and via the ALT Studemnt Hub on Moodle <https://moodle.bolton.ac.uk/course/view.php?id=28006>

3. Submitting an appeal

- 3.1 Students should submit Academic Appeals on the template provided and available on the Academy of Live Technology website and by the deadline for appeals which is advertised following each Assessment Board. This is normally two weeks after students have been notified of Assessment Board outcomes. Appeals that are submitted after the published deadline will not normally be considered. It should be noted that the deadlines advertised by the Academy are for decisions taken at the most recent Assessment Board; **aspects of an appeal submitted about previous Assessment Board decisions will not normally be considered**. The deadline for submitting an appeal is ten working days after the event giving the grounds for appeal. A ten working day deadline will also apply to students who are appealing against a decision taken to withdraw them for non-attendance.
- 3.2 Students should submit documentary evidence in support of their Academic Appeal. This should normally be submitted with their Academic Appeal submission. However, where this is not possible due to circumstances outside of the student's control, the Academic Appeal should be submitted prior to the published deadline together with a clear statement that evidence has been requested by the student.
- 3.3 Appeals should be submitted by email to Student Administration (studentadmin@academyoflivetechology.co.uk) with all supporting official evidence which corresponds to the dates of the assessments (e.g. a letter from a 'medical professional, a legal professional, or your employer, a medical or death certificate, an official report). As well as evidence of circumstances, students MUST provide evidence of your assessment deadline (e.g. copies of assessment briefs, module guides, Moodle screenshots, examination timetable or email communication from your Module Tutor/s).
- 3.4 You will receive confirmation of receipt of your Academic Appeal within five working days.
- 3.5 Students should note that submission of an appeal on the basis of degree classification prior to graduation may mean that their graduation will be delayed whilst the appeal is investigated and resolved. This may mean that they are unable to attend their originally scheduled graduation ceremony.

4. Consideration of an Academic Appeal

- 4.1 On receipt of the Academic Appeal, the Registry Director or a nominee will assess the appeal submission, its timeliness, the grounds and evidence supplied ("the sift"). If the appeal is not submitted within the published deadline and there are no associated extenuating circumstances, then the student will be informed that the appeal is out of time, normally within ten working days of the appeal receipt. The sift may also identify the need for further evidence, in which case the student will be notified of a deadline for submission of this.
- 4.2 If it is determined that the appeal is straightforward and does not require further investigation, it may be submitted directly to a University of Bolton Appeals Panel, together with a recommendation as to whether it should be upheld or not upheld and what adjustments should be made to the appellant's profile.

- 4.3 If it is determined that the Academic Appeal does not meet the ground for submission as defined in 2.1, then the student will be informed that the appeal will not be forwarded to a University Panel and the reasons explained. Students will be informed of this decision with ten working days.
- 4.4 If the Academic Appeal is considered to warrant further investigation, then an Investigating Officer from an academic area will be appointed. The student will be informed of the identity of the Investigating Officer. Where possible, an Investigating Officer will not have been involved in the appeal prior to their appointment. Following the investigation, the Investigating Officer will submit their findings to a University Appeals Panel, together with a recommendation as to whether it should be upheld or not upheld and what adjustments should be made to the appellant's profile.
- 4.5 The Investigating Officer will be a member of Academy's Academic Staff.