

ACADEMIC APPEALS POLICY RELATING TO DISMISSALS

Introduction

1. In line with the QAA Quality Code and the OIA Good Practice Framework, an academic appeal is defined as a request for the review of a decision of an academic body charged with decisions on students' progression, assessment and awards.
2. Students wishing to appeal an academic dismissal decision may do so through the Office of the Provost within 10 working days of the dismissal notification.
3. Grounds for Further Appeal:
 - a. an evidenced claim of procedural error in the academic dismissal process;
 - b. a claim that you have new evidence to the case that was not available to the University at the time it made the decision with an explanation in your appeal why it could not have been made available at the time of the decision;
 - c. an evidenced claim that the dismissal decision was manifestly unreasonable or influenced by prejudice or bias
4. Students using the appeal process to bring frivolous or vexatious matters to the University's attention will be subject to disciplinary action.
5. Students found to have provided fraudulent evidence or falsified a claim will be subject to disciplinary action.
6. Students dismissed from the University for failing to adhere to UKVI visa regulations and who have had their student visa sponsorship revoked by the University do not have the option to appeal the dismissal.
7. Only the student about whom a decision has been made can lodge an appeal against that decision. Appeals from third parties are not accepted.
8. Information submitted through the appeal process will be used and retained in line with the University Privacy Policy. All documents and evidence submitted by students in support of an appeal will be treated with respect for the privacy of the students and will be confidential to those members of staff concerned with the matters raised in the appeal within the University.

Stage II: Further Appeal to the Office of the Provost

9. Further Appeal procedures are as follows:

- a. Students must file a Further Appeal Form with supporting evidence directly to provost@richmond.ac.uk within 10 working days of notification of the dismissal;
- b. If the Further Appeal is on the grounds of Mitigating Circumstances unknown to the University at the time of the decision, then evidence of those circumstances must be presented with the form;
- c. The Office of the Provost will review the material provided by students;
- d. The Office of the Provost will request information from the AAC Secretary and other parties involved in further appeals and will conduct any further investigations or convene hearings deemed necessary;
- e. The Office of the Provost will make a final determination, and students will be informed of the outcome within 10 working days of receipt of the appeal.
- f. All Further Appeal outcomes will be recorded in the University's appeal and complaints tracker.

Hearing

10. In the rare event that a formally instituted hearing is deemed to be necessary, the Office of the Provost will normally chair a panel consisting of themselves, the AAC Secretary and one other senior member of staff or faculty within 15 working days of the receipt of a complete appeal.
11. At this hearing, the student may offer an explanation of the situation and panel members may ask questions. The panel may also call upon other faculty members, staff, or students to clarify any additional aspects of the case, as necessary.
12. The student may be accompanied to the meeting by a supporter. The supporter may prompt or provide advice to students but may not address the panel unless invited to do so by the Chair.
13. The panel Chair will prepare a written report on the panel's decision made at the hearing, and a copy of this report will be provided to the student and the Academic Registrar within 10 working days of the hearing.

Completion of Procedures and OIA

14. At this point, the University's institutional procedures for appeals have been completed. The Completion of Procedures letter will outline for students the role of the Office of the Independent Adjudicator.

15. If, upon the conclusion the University's institutional procedures the student is dissatisfied with the decision, they may take their appeal to the Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>). Students must first have exhausted all appropriate internal procedures at the University before approaching the OIA.
16. If the appellant holds a student visa sponsored by the University and is unsuccessful in their appeal, the visa will be curtailed and reported to UK Visas & Immigration within 10 working days of the decision or the end of the window to appeal. Visa holders who been reported to the UKVI will not normally be considered for further sponsorship.

VERSION MANAGEMENT

Responsible Department: RAQA (Department of Registry, Admissions and Quality Assurance)			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001	New policy introduced for appealing academic dismissals	July 2026	01 September 2026
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	