

# Student Academic Appeals Procedure (The Open University)



Appeals are only considered if they are based on the grounds detailed in the [Academic Appeals Procedure \(BAC-C-07\)](#)

**Stage 1 Early Resolution:** The student should firstly raise appeal-related matters informally at a local level with the appropriate Module Tutor, as soon as they arise.

**SATISFIED WITH OUTCOME**

**DISSATISFIED WITH OUTCOME**

**Stage 2 Formal Appeal:** If the matter cannot be resolved informally at a local level, and if there are valid grounds, the student can proceed with a formal appeal. A formal appeal must be made on Form (C-IV-11) and then submitted within 2 working days to the Moderator, together with appropriate supporting evidence. The Moderator will inform the student in writing of a decision within 5 working days of receiving the evidence.

**Stage 3 Consideration of Formal Appeal by the Module Board :**

The Module Board will meet within 15 working days following completion of Stage 2, from the date of receipt of the student letter confirming their wish to review their appeal at the Module Board. The review and outcome of the appeal will be communicated to the student within 5 working days by the Chair of the Module Board.

**The appeal is rejected as invalid** because it is made against academic judgement, or is made outside the published deadlines, or for other good reason identified by the Module Board.

**Review:** If the appeal is rejected as invalid and will not be heard further within the College, the student will be advised they may apply for a review by the Office of the Independent Adjudicator (OIA), if eligible under the OIA's Rules.

**The IV/Moderator / Module Board declines to modify their decision.** The Deputy Chief Executive may arrange for specific action to be taken to amend the decision.

**The IV/Moderator / Module Board modifies its decision** at the recommendation of the Academic Board.

**The appeal is upheld** and the Module Board recommends reconsideration of the original decision by the Moderator.

**There is insufficient evidence** to uphold the appeal but the student may request that this be considered further by the Academic Board.

**Review:** The student must **notify the HE Development Manager** in writing, within **10 working days** from the date of the outcome at stage 3, if they wish to proceed with their appeal.  
  
An **Academic Board** will convene within 15 working days from the date of receipt of the student letter requesting to proceed to the Academic Board. The Academic Board's outcome will be communicated to the student within 5 working days of the Board meeting taken place.

**The appeal is upheld or partially upheld** and the Academic Board recommends reconsideration of the original decision by the IV/ Moderator /Module Board .

**The appeal is dismissed**, the appeal will not be heard further within the College . The student will be advised they may apply for a review by the Office of the Independent Adjudicator, if case is eligible under the OIA's Rules.

There shall be a final right of appeal to The Open University against a decision of the Academic Board. Refer to the OU Handbook for Validated Awards.