

Student Appeal Procedure

The Appeal Procedure states the regulations relating to Appeals by Students and defines the circumstances under which a student may appeal.

1. It is the responsibility of a student to notify the Complaint Officer, at the earliest opportunity if there are any extenuating circumstances which might have a bearing on their examination, performance and general welfare in the college so that wherever possible this may be brought to the attention of the Director of Studies and Centre Manager at the appropriate time. It is also a student's responsibility to state how such circumstance may affect Academic performance and attendance.
2. A student wishing to appeal must make a written application (via the Complaint Officer). Please use the College appeals form. If an application is received within the specified time-limits (i.e. within 28 days of formal complaint decision for a candidate of a Post Graduate/Advanced Diploma or 14 days for other students) but is insufficiently detailed to enable the Officer to form a judgment, the student should be asked to provide the necessary additional information.
3. If after consulting with the Director of Studies the Complaint Officer is satisfied that the appeal should be upheld or that no prima facie case is established, the student should be notified in writing of that decision within 28 days (of the receipt of the appeal). If this is not possible, the student will be informed in writing of the progress made towards the consideration of their appeal. Where the Director of Studies has provided written comments in response to the student's appeal, a copy of those comments will normally be sent to the student at the time the decision is notified.
4. Where An Appeals Committee is constituted by the Complaint Officer based on the gravity of the appeal, the student must first be given notice in writing of that decision and invited to opt either for the appeal to be dealt with:

Access College London

39 Wimbledon Hill Road, Wimbledon, London SW19 7NA Tel: +44 (0) 20 8946 97655 Fax: +44 (0) 20 8946 7684

Email: info@accesscollege.co.uk Web Site: www.accesscollege.co.uk

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- (a) on written submissions or
 - (b) at an oral hearing
5. Where the appeal is to be dealt with on written submissions, the student will be required to submit these by a specified date. The Centre Manager should obtain the written comments of the Department on the written submissions of the student, again by a specified date. These comments should be supplied to the student, with an invitation to submit any response to those comments by a specified date.
 6. Where there is to be an oral hearing, the student should be informed of the date, time of the hearing. They should be asked to confirm in writing not later than three days in advance of the hearing whether a friend or adviser will be present, and if so, to provide the name and status of that friend or adviser. The student should also notify the Centre Manager at least 3 days beforehand of the names of any witnesses they may wish to call. The Centre Manager should inform the student of the membership of the Committee in advance of the hearing. If the student objects to any member, the reasons for that objection should be provided in writing to the Centre Manager. The Centre Manager will then determine whether or not that member should be excluded from consideration of the case.
 7. If the student fails to attend the hearing, the Centre Manager may, if it is satisfied that due notice had been given, proceed in the student's absence on the basis of the material available to it, or may adjourn to a later date.
 8. After the meeting of the Centre Manager, the Director of Studies will notify the student in writing of the decision.
 9. Where an academic appeal has not been resolved to a student's satisfaction, there is an opportunity to make application for a review in writing to the Principal.