

Flowchart for Academic Appeals

This flowchart should be read in conjunction with Regulation VII, Academic Appeals, available from http://www.dur.ac.uk/university.calendar/volume1/general_regulations/ and [Plain English summary of Durham University's Academic Appeal Process](#)

Academic Appeal (Student-initiated)

Stage 1

Formal process –
Faculty Appeal

Student
Completes University Faculty Appeals Pro –
Forma (appeal to be submitted within 21 days)

Student
Sends this to the relevant Faculty (UG) or
Academic Support Office (PG)

University
Appeal reviewed by Head of relevant Faculty
or Deputy (decision normally made within 42
days and communicated to student in writing)

Either

University
Faculty finds no grounds for appeal

Or

University
Faculty finds grounds for appeal – Faculty officer upholds
appeal. Options available include referring the case back
to the Board of Examiners for reconsideration or
recommending a concession be granted

Stage 2

Formal process
– Appeal to
Senate
Academic
Appeals
Committee

Student
Has right to appeal in writing against Faculty
Appeals decision to Senate Academic Appeals
Committee (SAAC) (within 14 days of Faculty
Appeal decision using the University Senate
Academic Appeals Proforma)

University
Case considered by SAAC committee comprising
Chair / Deputy Chair of SAAC, Deputy Head of
Faculty (other than the student's faculty) and CLAS
secretary (student normally informed of outcome
within 28 days)

Either

University
SAAC find no grounds for
appeal

Or

University
Appeal upheld. Possible outcomes include
referring the case back to the Board of Examiners
for reconsideration or recommending a
concession be granted

University
Issues Completion of Procedure letter (COP)

Student
Can complain to Office of the Independent
Adjudicator for Higher Education (within 12
months of COP letter)