Is appeal received on time?

Have you discussed with appropriate member of staff within Faculty? Resolved?

NO

You may be invited to a meeting to clarify details and/or be asked to provide further information within 5 working days

YES

Matter Closed – you will be issued with a COP Letter

NO

Has good reason been provided for delay?

YES

NO

If you think you meet the grounds in Section B3 3.4 of the Procedure, you are able to submit an academic appeal within 10 working days of publication of your results.

SCU will check appeal is admissible - form is correctly completed, and appropriate evidence has been provided.

If you do not meet the grounds, your appeal will be deemed inadmissible and will not be considered.

Appeal returned to you with a COP Letter.

Nominee has 15 working days from the date that you provided the last relevant information/evidence to review appeal and provide response. SCU will write to you within 5 working days of receipt of nominee’s decision to notify you of outcome.

NO

YES

Inadmissible

Admissible

Appeal referred to faculty for consideration and nominee will be appointed to your case

YES

Does nominee have all relevant information?

YES

NO

Are you satisfied with the outcome?

Matter Closed