Is the application complete and submitted in time?

(i.e. within 10 working days of publication of results)

Case referred for consideration to either:

* the relevant award and progression board (must consider within 10 working days )

or:

* Review Panel (must be convened within 20 working days)

Outcome issued to student; Completion of Procedures letter issued, if appropriate, within 5 working days of decision

Yes

Does the request for review of the stage 1 decision meet the grounds?

Consideration within 10 working days -

Student receives results, is not content and submits a stage 1 appeal

No

Yes

Appeal sent to the faculty for consideration

Is the appeal admissible?

Yes

Case is closed; Completion of Procedures letter is issued, if requested/appropriate within 5 working days of decision

Does the student wish to request a review of the stage 1 decision?

Student has the right to request a review of the decision within 10 working days

No

No

Student Casework Unit check response and issue outcome letter within 5 working days

Faculty consider appeal and provide a response to the Student Casework Unit within 15 working days

No

Yes

Yes

No

Write to the student to inform them that their appeal is inadmissible and issue a Completion of Procedures letter

Has the information/ a good reason been provided by the deadline?

Offer opportunity to provide a good reason why appeal is late

Request further information from the student to be provided by a deadline