

## Course Termination – Options

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The information below is intended to be a helpful start point in considering your options, if you have received official notification of course termination from the University.

### Speak to your School or Department

The first thing you are expected to do is speak to the appropriate person in your School or department, such as your Personal Tutor or Exams Officer. You should seek clarification where you are unclear on how or why a particular decision has been taken. This may include reference to specific regulations or policies which have been applied.

After speaking to your School, you can consider both an academic appeal and/or a course transfer:

#### a) Making an Academic Appeal

If you believe that a final decision to terminate your current programme of study is unfair, you may wish to consider submitting an Academic Appeal to request that this decision is re-considered by the University. This includes students whose programme of study is terminated, but who are offered a transfer to another taught course or research degree.

Please read the University's Academic Appeals [Procedure](#) in conjunction with the information below.

You must be able to argue at least one of the four grounds of appeal (you may, if appropriate, apply more than one ground):

- **Procedural Irregularity:** That parts of the documented assessment procedure were not applied and that this procedural irregularity, which has disadvantaged you was significant enough to have materially affected the decision/recommendation made, rendering it unsound.
- **Prejudice or Bias:** That prejudice or bias on the part of one or more of the Examiners took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias.
- **Manifest Unreasonableness:** That the decision making body took a decision which no reasonable person would find comprehensible. Disagreement with the decision does not make it manifestly unreasonable. To apply this ground you must provide substantive argumentation as to why no reasonable person could have arrived at the decision that was made.
- **Extenuating Circumstances:** Your performance was materially affected by circumstances which were, for good reason, not fully communicated and evidenced to the Board of Examiners at the time the decision was made. You must be able to provide acceptable evidence in line with the extenuating circumstances policy. Importantly, you must also be able to demonstrate good reason for not submitting your claim at the time of the affected assessment(s). If you were aware of the circumstances affecting your performance and could reasonably have been expected to make an EC claim before the Examination Board's decision, you will not establish grounds for appeal. Good reason could include mental or physical ill

health (for which supporting evidence exists) which prevented you from making an extenuating circumstances claim before now.

You should bear in mind the requirements and the need for **evidence** to support your grounds for appeal. The burden of proof is on you as the student appealing, so it is vital that you have evidence to support your case.

You cannot appeal on the grounds of academic judgement, for example if you think your work deserved a better mark or if you disagree with the examiners opinions. There is no automatic right to have an assessment re-marked.

An appeal must be submitted within **one calendar month** of receiving the outcome which you wish to challenge (such as the decision to terminate your studies). Usually, Student Services will communicate final decisions in writing.

Appeal forms should be submitted to the email address given at the bottom of the form along with copy of your supporting evidence (e.g. extracts from regulations, emails, medical evidence etc.).

When completing the form, you will need to:

- Make sure you are clear about what decision you are appealing and on what grounds.
- Be clear in your description of events and how they have led to you being in this position now. Be as precise about dates as possible - you may find it useful to construct a time line of events, to make sure that your description flows and it is clear how these events affected your performance/behaviour and, therefore, led to your studies being terminated.
- Try not to use emotional language within the appeal – stick to the facts and don't 'waffle' – there is a 1200 word limit.
- Document all the steps you have taken to rectify matters - in your studies and personal life. Include any communications that you have had with your School, particularly if you have Personal Tutor/Module Convenor support.
- Refer to your evidence to explain how it supports your grounds for appeal.
- State clearly what outcome you are seeking.

More guidance on completing the form, and the form itself, can be found [here](#).

Following submission, a Student Services Case Handler will conduct an initial 'triage' of your appeal. This may then lead to your School providing a written response which can lead to the outcome being amended. Beyond this there is also the possibility of consideration by an independent Academic Appeal Panel. The appeals procedure will usually be completed within 90 days of submission of appeal documentation.

### **Academic Appeals Advice from the SU**

You can make an appointment with one of our Education Advisers, once you have read the above information, by emailing us at [suadvice@nottingham.ac.uk](mailto:suadvice@nottingham.ac.uk). They can offer further advice on the policy and procedure, and assist you in presenting your case to the University.

We would expect you to first speak to your School before your appointment with an SU Education Adviser. To be able to advise you fully, they will need you to provide the following information:

- Name

- Course and Year of study
- Decision you are appealing against
- Details of your case, including grounds for appeal
- Details of supporting evidence
- Who you have spoken to in your School
- What you need advice on
- Deadline for your appeal (this will be one calendar month from receiving the official decision from the University – please check with Student Services if you are unclear what this date is)

**Please do not wait until near your academic appeal deadline to arrange to speak to an Education Adviser, as they are often booked up days in advance.**

## **b) Course Transfer**

Even though your course has been terminated, University regulations do permit you the possibility of transferring to an alternative course:

***(b) Students who cannot progress on their original course and wish to transfer to another course***

*3.7 A student who cannot progress after having one reassessment opportunity (including where the student's course has been terminated) may be allowed to change course (going back one or more stages), with the agreement of the Schools involved, rather than be required to withdraw from the University. Schools may **not**, though, accept such a student if the compulsory modules on the student's proposed new course include **more than 60 credits** that the student took on the course from which they could not progress.*

If you wish to pursue this option, you should identify courses you may be interested in, and then contact Student Services to discuss the possibility of the transfer. The transferring School are likely to consider factors such as availability of places as well as whether you meet the entry requirements for the course. They are also likely to discuss the reason for non-progression on your current course. **This option is not guaranteed - all transfer decision are at the discretion of the School offering the new course.**

If you wish to consider a course transfer, you may also wish to discuss how this will affect your student finance etc. with SU Advice, so please get in touch with us. You can also find more information about changing courses [here](#).

**For more information about anything in this information sheet, please contact Students' Union Advice on 01158468730 or at [suadvice@nottingham.ac.uk](mailto:suadvice@nottingham.ac.uk)**

