



Academic Appeals Procedure

A. Introduction

1. City, University of London (City) validates higher education programmes offered at ArtsEd as leading to awards of the University. Decisions about student progression and awards of higher education qualifications for ArtsEd programmes are made by Assessment Boards, which are chaired by a senior member of City's academic staff. Assessment Boards are sub-committees of City, University of London's Senate, which is City's most senior academic committee.
2. Students have the right to appeal against a decision of an Assessment Board if specific grounds are met. These grounds are set out in [City, University of London Senate Regulation 20b: Student Academic Appeals \(Taught Programmes at Validated Institutions\)](#). Appeals must be made under Senate Regulation 20b.
3. Students who wish to use the Academic Appeals Procedure should, as a first step, visit City's website [HERE](#) for more details.

B. Academic Appeals Process

4. City's Procedure has the following two stages namely;
 - **Stage 1: Validated Institution-level appeal**
 - **Stage 2: University-level review**
- **Stage 1: Validated Institution-level appeal**
5. This stage is considered by ArtsEd because our higher education programmes lead to awards at City.
6. Students who wish to bring a '**Stage 1: Validated Institution-level appeal**' should complete the '[Stage 1: Academic Appeals Form](#)' and submit it to studentcases@artsed.co.uk.
7. ArtsEd will normally acknowledge receipt of your '[Stage 1: Academic Appeals Form](#)' within **seven calendar days** of receipt and deal with your matter promptly.
8. Please refer to City's Academics Appeals Procedure for the timeline for you to make a claim and for us to undertake a '**Stage 1: Validated Institution-level appeal**'.
9. Our aim is to take no more than the required time set out by City for a '**Stage 1: Validated Institution-level appeal**' to conclude this stage. However, please note that

complex cases may take longer. Where we require more time, we will notify you of the new timeframe.

- **Stage 2: University-level review**

10. This Stage is considered by City because it allows for independent review of the ‘**Stage 1: Validated Institution-level appeal**’ considered by ArtsEd. Please refer to City’s Procedure for more information about bringing a ‘**Stage 2: University-level review**’.

C. Office of the Independent Adjudicator (OIA)

11. If, having completed both stages, a student is dissatisfied with the final decision on their case, they may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA).

12. Information and eligibility rules are available at www.oiahe.org.uk

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