

Student cases

The Student Cases team in the Secretariat (led by the Head of Student Complaints and Appeals) administers the various University processes and procedures relating to the following matters:

- Student complaints
- Academic appeals (taught and research students)
- Special cases of student progress that fall outside University regulations
- Requests from Schools to curtail the opportunities for a student to progress
- Allegations of cheating, plagiarism, the submission fraudulent or fabricated coursework and academic malpractice
- Student disciplinary cases, both academic and non-academic
- Student health and conduct applicable to registrable awards
- Aegrotat awards
- Posthumous awards
- Exceptional extensions to periods of study and temporary leave

We are responsible for the University committees whose work it is to investigate and decide some of the matters set out above. We offer advice and guidance to Schools and individual members of staff on the various processes and related matters. We also give procedural advice to individual students whose case is under consideration.

We provide interpretation of and advice on regulations for taught programmes of study, particularly in the context of complex cases or where special provisions are being requested.

Our overall objective is the fair resolution of cases within the framework of the processes and procedures of the University.

NOTE: *The work undertaken by the Office of Academic Appeals and Regulation (OAAR) is now overseen by the Student Cases team in the Secretariat. All references to OAAR should be updated accordingly.*

Procedures and policies

Further information on the processes and procedures listed above is accessible by clicking on the links below: (Note: if the document does not load in your browser, try refreshing the page by clicking the Refresh button or F5)

- [Student complaints](#)
- **Taught student appeals** against the results of University examinations and assessments
 - The appeals procedure is available [here](#)
 - A flowchart of the procedure is available [here](#)

- A timeline for the appeals process is available [here](#)
- *The appeals procedure applicable before session 2014-15 is available [here](#) (for reference only)*
- **Postgraduate research student appeals** following an adverse academic decision
 - The appeals procedure is available [here](#)
 - A flowchart of the procedure is available [here](#)
 - A timeline for the appeals process is available [here](#)
 - *The appeals procedure applicable before 1 August 2015 is available [here](#) (for reference only)*
- [Cheating, plagiarism, fraudulent or fabricated coursework and malpractice in University examinations and assessments](#)
 - The standard Declarations of Academic Integrity are available [here](#)
 - A (non-exhaustive) list of examples of malpractice in University assessments is available [here](#)
 - A note on the range of penalties for students who have plagiarised in a University assessment or have submitted fraudulent or fabricated coursework is available [here](#)
- Disciplinary
 - [General University Disciplinary Regulations](#)
 - [University Residences Disciplinary Regulations](#)
 - [University Computer Systems Disciplinary Regulations](#)
- [Code of Practice on Student Health and Conduct](#)
 - [Unsatisfactory Students Procedure](#)
 - [Referred Students Procedure](#)

The University's policy / statement on the following matters is accessible by clicking on the links below:

- [Exclusion from University assessments](#)
- [Exclusion of student on grounds of ill health](#)
- [Applicants/students with criminal records](#)
- [Student arrested for a criminal offence - obligation to report](#)
- [Availability of examination scripts to candidate](#)
- [Proof reading](#)

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Committees

Further information on the Committees associated with the above processes and procedures are set out below:

- [Committee on Applications](#)
 - The schedule of dates of the Committee's meetings is available [here](#).
- [University Special Cases Committee](#)
- [Committee on Student Discipline](#)
- [University Committee on Student Health and Conduct](#)

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Forms

The associated forms for the processes and procedures listed above are set out below:

For taught students:

- [Appeal submission form](#)
- [Appeal to the Pro-Vice Chancellor \(Student Education\) submission form](#)

For postgraduate research students:

- [Appeal submission form](#)

Other useful documents and guidelines for schools

- [Plagiarism Pack](#)
- [Academic malpractice school referral form](#)

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Contacting the Student Cases team

The Head of Student Complaints and Appeals is Dr Geoff Barker-Read.

You can contact Dr Barker-Read and any member of the Student Cases team by telephone, e-mail or post as follows:

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The Student Cases Team

The Secretariat

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