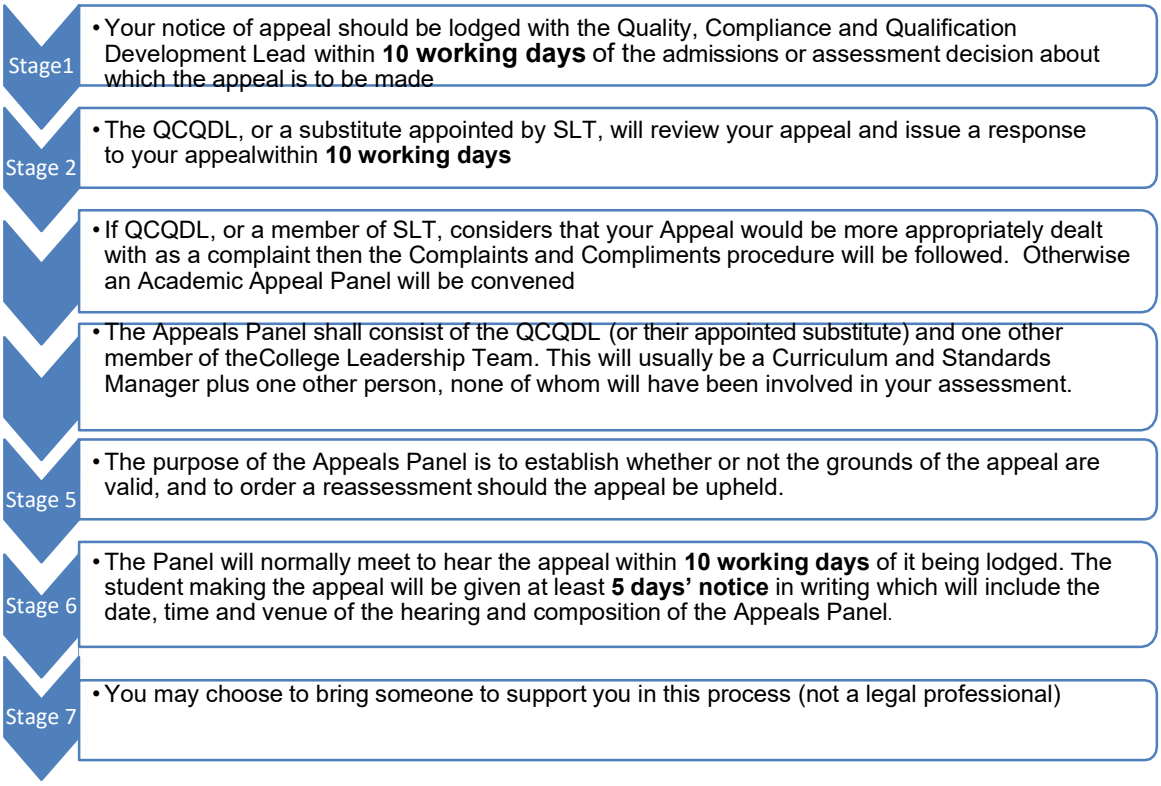
York College HE Appeal Flowchart

extract from HE Appeals Policy (v2 reviewed May 2025 as of 1. 9.2026)

WHAT WILL HAPPEN



CONDUCT OF HEARING

The person making the appeal can present their case and to be questioned. Staff involved in the assessment can state their case and be questioned.

Both parties then withdraw to allow the panel to consider its decision. The outcome of the appeal will be communicated, within 10 working days to all partiesconcerned, stating reasons and any appropriate action that is required.

There are two possible outcomes from this Panel review:

a. The matter to be resolved

b. The appeal to be dismissed on the grounds that your application does not show that there is a case to be answered.

If you are **unable to** attend the meeting physically, you may request alternative arrangements such as use of Teams. The request should be made to the HE Coordinator. It will normally only be permitted to students who are outside the UK.

If you do not choose to appear before the Panel or decide for a representative to attend on your behalf, the Panel will reserve the right to hear the case in your absence, drawing such conclusions as it deems appropriate. If you fail toattend an arranged hearing without explanation or notice, the College reserves the right to dismiss the appeal.

At the hearing, you or your representative may make a statement and the Panel may ask you questions. You and your representative may consult each other. Notes are taken and are available to you afterwards upon request.

It is not normally possible to introduce new grounds for appeal at this stage, unless it relates to evidence that could not have been provided sooner, for example. a medical specialist's report that you received after you submitted your appeal.

You and your representative will be asked to leave the room while the Panel discussesthe case.

The Panel will decide whether you have provided sufficient evidence to substantiate your claim on the balance of probabilities, for example that what you have claimed ismore likely than not to be the case. The panel may ask for further information to inform their decision, I would think. If this does occur, further time for investigation maybe needed and you will informed of this in writing.

You will not usually receive a final decision on the day of the hearing. You will receive a final decision in writing, including the reasons for the decision, as soon as possible after the hearing, and normally within **10 working days**.

REVIEW BY THE DIRECTOR OF CURRICULUM (HE LEAD)

If you are dissatisfied with the decision, you may ask the Director of Curriculum (HE Lead) to review the case. You must make this request by submitting the relevant appeal to Director of Curriculum (HE Lead) within **10 working days** from the date on the letter notifying youof the decision of the Appeals Panel. Director of Curriculum (HE Lead) decisions on the case will be final as far as the College's internal procedures are concerned. The Director of Curriculum (HE Lead) may delegate the review to an appropriate person.

The Director of Curriculum (HE Lead) will review the decision on the following grounds only:
c. The decision of the panel was unreasonable in the light of the evidence supplied.
d. The procedure for the hearing of the appeal was deficient in a way which materially prejudiced your case.

The Director of Curriculum (HE Lead) will base the decision on the written material submitted to the first hearing of the case, a written statement of the outcome of the appeal and your written case. The Director of Curriculum (HE Lead) will not normally consider new grounds of appeal or new evidence, unless there is new material evidence which you were unable, for valid reasons, to provide earlier in the process.

The Director of Curriculum (HE Lead) or delegate may, if necessary, carry out an interview with you, the representatives of the academic area and the relevant members of the Student Appeals and Conduct Committee.

The Director of Curriculum (HE Lead) or delegate will send you the decision in writing as soon as possible and normally **within 10 working days**. At this point, you have come to the end of the York College appeals procedure.You will receive a Completion of Procedures at York College letter.