



May 2015	Committee Version post-Research Degrees Committee	Julie Clark (Academic Registrar)	Not stated	2015	Unknown
January 2017	Revised	Julie Clark (Academic Registrar)	Not stated	Unknown	Unknown
January 2022	Contact information and design format revised	Student Appeals Complaints and Conduct Officer	Not required	7 <sup>th</sup> February 2022	Unknown
December 2023	Modified contact information	Student Appeals Complaints and Conduct Manager	Not required	13 <sup>th</sup> December 2023	2024

Following a hearing by the Professional Requirements Committee, Appeals Panel, Academic Misconduct Panel or the outcome of a formal Complaint, an appeal submitted by the student against the formal decision may be allowed, subject to the discretion of the Registrar and/or Deputy Registrar as specified below.

- 2.1. A review must be requested by submitting an [F002 Final Formal Request Form](#) to [ffr@rvc.ac.uk](mailto:ffr@rvc.ac.uk), within of the announcement of the decision which

4.1.

To consider cases referred to it by the Registrar and/or Deputy Registrar and determine whether the evidence is of sufficient significance to cast doubt upon the reliability of the decision arrived at by the original committee.

4.2.

- 5.2. At least 14 days' notice of the date, time and venue of the Review Group hearing will be given to all parties.
- 5.3. The appellant has the right to be accompanied by a supporter. The name of the supporter must be supplied to the Secretary at least two working days in advance of the meeting.
- 5.4. The appellant will have the right to be present during the hearing except for instances specified below.
- 5.5. The hearing in the presence of the appellant will be voice-recorded under the supervision of the Secretary. Private sessions of the Group will not be recorded but summary notes will be taken by the Secretary.
- 5.5. The student making the review will present her/his case against the decisions.
- 5.6. The Review Group will consider the documents outlined above and may call persons connected with the proceedings from which the review arises to address the Group.
- 5.7. The Review Group, at its discretion, at any time during the hearing of a review orders the room to be vacated, or may itself move to another room for private discussion. Only the Review Group and the Secretary to the hearing will be entitled to be present at such times.
- 5.8. After the presentations and the questions, the student may address the Group and the Chair may make a statement.
- 5.9. The Chair will inform the student how and when the decision will be communicated to them.
- 5.10. The Review Group will normally reach its decision without adjournment but may adjourn for a period not exceeding seven days to finalise their decision.
- 5.11. The decision of the Review Group will be made in private. The decision will be reached by a majority vote of the members of the Group and will be announced as the decision of the Group. The votes of individual Group members will be treated as confidential.
- 6.1. The Review Group may reject or uphold the appeal made by the student as a result of the Review
- 6.2. Where the Review Group upholds the review, the Group may order one of the following measures:

- a) that the previous decision be set aside and that the case be reconsidered by the appropriate formal stage
- b) that the previous decision, conditions or remedy be modified or reversed as specified by the Review Group. In this circumstance, the Review Group should direct whether or not the record of events should be removed from the student's record.

6.3. The decision and order of the Review Group, together with its reasons, will be announced by the Chair and will be sent in writing by email to the RVC address of the appellant, and to the Chair of the prior formal stage from which the review arose. In communicating the decision of the Review Group, the Chair will indicate the reasons for the decision.

6.4. A decision of the Review Group will be final and will represent Completion of the College's Procedures. Students who are dissatisfied with the outcome of a Final Formal Review can apply to the OIA for an independent review. Requests for OIA review must be made no later than 12 months after the Final Formal Review decision. The OIA has published an *Introduction to the OIA for Students* which can be downloaded from <https://www.oiahe.org.uk/media/2264/intrototheoia-students-jan2019.pdf>. Further guidance on submitting a complaint to the OIA and the OIA Complaint Form can also be found on the OIA's website: <https://www.oiahe.org.uk/students/can-you-complain-to-us/>

If at any stage the Secretary, the Chair of the Review Panel or the student judge that the student is too unwell to continue with the process then the proceedings shall be suspended until the student is considered well enough to continue. In the case of a partially completed hearing the Chair may determine that the hearing be completed in absentia.

- 8.1 The voice recording of hearings will form part of the record.
- 8.2 A detailed formal report of the outcome and the reasons for the outcome will be made by the Secretary.
- 8.3 The record of hearings will be kept for 7 years or 2 years after the student completes their study, whichever is longer.
- 8.4 The outcome of any hearing will form part of the student's record unless the Review Group directs otherwise.