

Appeals Committee Terms of Reference

The Appeals Committee is responsible for deal with student complaints concerning formal errors, examination results interpretation of course requirements, exclusion and expulsion. Details of its responsibilities are outlined below:

1. Appeals against decisions concerning applicants to studies at the Art Academy at IAAP including complaints about procedural errors regarding admission, leave of absence, granting of degrees or diplomas, loss of the right to study.
2. Complaints about formal administrative errors, evaluation and work requirements.
3. The Appeals Board considers matters relating to cheating and plagiarism
4. The Appeals Board considers matters relating to exclusion and expulsion, exclusion due to criminal offenses, indecent behavior
5. The Appeals Board considers matters relating to exclusion and expulsion, exclusion due to and exclusion from assessment.
6. The Appeals Board considers matters relating to exclusion and expulsion, exclusion from progression on to levels of study in the programmed after failure, absences and consecutive failures.
7. That the examinations and jury were not conducted in accordance with the appropriate regulations and procedures
8. Issues related to unsatisfactory teaching and supervision, which adversely affect the outcome/assessment of student's work
9. Appeals related to discrimination in the teaching and learning environment, as related to teaching and allocation of resources
8. Appeals relating to student performance that was adversely affected by illness or other relevant factors which either the student had, for good reason*, been unable to make known to the Examiners at the appropriate time in accordance with the Regulations of notification or which the jury failed to adequately take into account.
9. The Appeal Committee does not consider appeals against decisions made by the Board of Directors nor questions regarding economic compensation.
10. The Appeal Committee does not consider appeals that question the academic judgment of the examiners and any appeal based on such grounds will be dismissed.

* Good reason requires a student to demonstrate circumstances outside his/her control that prevented the relevant factors being disclosed to the Examiners at the appropriate time. Personal embarrassment, or an unwillingness to disclose personal circumstances, will not, save in exceptional circumstances, count as a good reason for the purposes of this Regulation.

Procedures and Rules for Appeals

1. Students should seek discussion with Director of Academic programmes before submitting Appeal.
2. Appeals should be submitted 21 days before assessment week for consideration on issues related to examination. Appeal forms can be obtained from Student Affairs Officer, all accompanying supporting documents must also be submitted
3. The Appeals Committee determines whether there is reason to summon the complainant and any counterparty to meet the Appeals Board or whether there is a need to obtain statements from other parties.
4. The Appeals Committee has a quorum when the chairman or deputy chairperson and two other members are present. Decisions made by the Appeals Board may not be appealed. **Student appealing can attend? Those who taught student cannot be on appeal committee?**
5. The Appeals Board makes decisions in meetings; minutes of the meetings shall be kept. Student will be notified within 1 week of decision with formal letter.

