

# **Business School of Commerce and Management**

**Abuja, Nigeria**

## **“Academic Appeals Procedure”**

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## **Academic Appeals Procedure**

Any candidate has the right to appeal against any assessment decision at any stage of the assessment process

This procedure is available to all candidates

### **Stage 1**

Appeal against the decision of the tutor within 10 working days of the date of the assessment decision by requesting further clarification from the tutor. You may request clarification to be made either verbally or in writing.

Every effort will be made to resolve the situation at this stage.

### **Stage 2**

Inform the Internal Verifier of your intention to appeal. Your intention to appeal must be made in writing.

The Internal Verifier will make arrangements for you, work to be re-assessed and you will receive written feedback of the assessment decision within 20 working days from the date of receipt of your intention to appeal.

Every effort will be made to resolve the situation at this stage.

### **If the decision is still in dispute**

#### **Stage 3**

Complete the Complain / Appeals Form this is available from the Administration Department. Keep a copy of it for yourself and submit the original to the Director of Studies.

The Director of Studies will set up a meeting between the Tutor at Stage 1 the IV at Stage 2 and an independent Hearing Officer (member from the non-academic staff or a student Rep) within 10 working days from the date of receipt of your Complaint/ Appeals Form.

You will be informed of the outcome of this meeting by letter within 20 working days of receipt of you Complaints / Appeals Form.

Every effort will be made to resolve the situation at this stage, and the assessment decision will be final.

### **If you are still not satisfied....**

#### **Stage 4**

If your complaint is not resolved within the College, you should contact the relevant awarding body which will also have appeals procedures.

