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## 1 Purpose & Scope

1.1. This Student Disciplinary Appeals Policy allows an individual (the Respondent) to appeal, on specified grounds, against a decision made in line with the MetFilm School Student Disciplinary Policy and its associated procedures.

1.2. Appeals against the outcome of a decision made under the Student Disciplinary policy cannot be made by third parties.

## 2 Grounds

2.1. Respondents may only appeal against a decision upon one or more of the following grounds:

- that there was a material procedural irregularity which rendered the process leading to the original decision unfair;
- that the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
- that the penalty imposed was too severe as being disproportionate to the charge;
- that material of which the student could not reasonably have been expected to be aware at the time of the original decision casts substantial doubt upon the correctness of that decision.

### 3 Process

3.1. Respondents wishing to appeal against a disciplinary decision, must do so in writing using the Disciplinary Appeals form.

3.2. **Appeals must be received within 10 working days** of the original outcome being communicated to the Respondent. The School may, at its discretion, accept appeals out of time where there is a compelling reason to do so.

3.3. The appeal form will be reviewed to determine if there are grounds for appeal as per section 2 of this policy. The individual will receive confirmation that the appeal application can be reviewed under this Student Discipline Appeals policy **within 10 working days** of receipt. If it cannot, the individual will receive notification of this and the reasons why.

3.4. An Appeal must include:

- a) A completed Disciplinary Appeals form, indicating the outcome(s) against which the Respondent is appealing, the ground(s) on which the Appeal is based, and the Respondent's desired action following consideration of the Appeal;
- b) All evidence available to the Respondent in support of the Appeal.

3.4. If the appeal is accepted, the case will be referred to the next stage in the disciplinary process for the appeal to be heard.

3.5. A Deputy Director, Director, the Chief Executive or delegated authorities, will conduct a paper-based review of the Appeal Case and decide on an appropriate response **within 15 working days**. Those considering the appeal should be independent of the disciplinary case and have not been involved in any previous stage of the Disciplinary Procedure. They will decide on one of the following options:

- a) To dismiss the appeal on the grounds of not meeting the criteria outlined in section 2, with the consequence that no further action will be taken. A Completion of Procedures Letter will be sent to the Respondent within 15 working days of the dismissal.
- b) To uphold the Appeal, in full or in part, and amend the outcome/sanctions as appropriate.
- c) To conduct additional investigative activities of new evidence, up to and including a re-hearing of the original allegation.

3.6. Where the appeal is dismissed, a Completion of Procedures letter will be issued to the Respondent within 28 working days, which exhausts the School's internal procedures. There will be no further opportunity to pursue the appeal within MetFilm School.

#### Referral to the Office of the Independent Adjudicator

3.6. If the Respondent remains dissatisfied with the outcome of the Student Disciplinary process, the Respondent may refer their case to the Office of the Independent Adjudicator (OIA) for external review within 12 months of being notified of the outcome of the appeal. Further information on the procedure can be found on the OIA's website: [www.oiahe.org.uk](http://www.oiahe.org.uk)