

University of Wales Appeals Procedure (Admissions Decisions)

APPEALS PROCEDURE (ADMISSIONS DECISIONS)

1. Appeals received more than one month after the date of the letter notifying an applicant of a decision shall not normally be investigated. Appeals received beyond the normal time limit shall be referred to the Registrar who shall determine whether or not circumstances exist which make it reasonable for the complainant or appellant not to have made a submission within the normal time limit.

2. Appeals shall be made in writing to the University of Wales Registry, King Edward VII Avenue, Cathays Park. Cardiff CF10 2NS.

a. Initial Investigation

3. The designated University Officer shall determine whether the appeal discloses a *prima facie* case on the specified grounds.

4. If it is decided that it does not disclose a *prima facie* case, the Officer shall explain the reason(s) for this decision in writing to the appellant.

5. If it is decided that the appeal does disclose a *prima facie* case on the specified grounds, the Officer shall investigate it, consulting all relevant parties.

6. Once all the necessary information has been gathered, the Officer shall judge whether the appeal may be resolved at that point by conveying information gathered, or whether the matter needs to be considered at a higher level.

7. If it is judged that a resolution can be achieved, the Officer shall put the response in writing to the appellant.

8. If it is judged that the matter needs to be referred for consideration at a higher level, the Officer shall refer the matter to the Adjudication Panel at the University. The Adjudication Panel would be made up of two external members.

b. Investigation by the Appeals Officer

9. The Adjudication Panel shall be given administrative support by an administrative officer nominated by the Registrar.

10. The Adjudication Panel shall investigate the appeal and may seek any further information that is deemed necessary to come to a decision.

11. A record of all proceedings shall be maintained by the nominated administrative officer.

12. Exceptionally, and where deemed appropriate by the Adjudication Panel, the appellant and any other relevant parties may be invited to a hearing. Any person invited to attend a hearing by the Adjudication Panel may be accompanied by a friend or representative. The nominated administrative officer shall provide the appellant, as soon as is reasonably practicable, with relevant case papers. The conduct of the hearing shall be for the Adjudication Panel to decide.

13. The Adjudication Panel shall determine the outcome of the appeal.

14. The outcome may include:
(i) dismissal of the appeal or
(ii) finding the appeal justified

15. If the outcome is (f ii) above, the Adjudication Panel shall determine the University response.

16. As soon as possible after completion of the investigation, which shall be conducted as expeditiously as is reasonably practicable, the nominated administrative officer shall notify the appellant in writing of the outcome and consequential action, if any, to be taken.