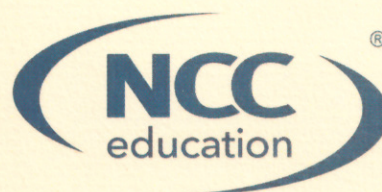




**SOUTH MEDITERRANEAN
UNIVERSITY**



**Awarding
Great British
Qualifications**

APPEALS POLICY



Introduction

Reviews of Results and Appeals allow candidates the opportunity to ensure that the marking and moderation processes are carried out by **Southern Mediterranean University (SMU)** and NCC Education for a particular assessment were followed correctly. Review of Results and Appeals allow candidates to ensure that the result issued to them is fully justified including any scaling and/or special consideration decisions, and/or Academic Misconduct penalties.

Scope and ground for appeals

SMU's Review of Results and Appeals Policy relate to marking and moderation procedures and their application only and not matters of academic judgement.

Appropriate grounds for appeal include the belief that documented processes have not been followed correctly, an error occurred during the calculation of marks, and/or that a special consideration or academic misconduct penalty has been incorrectly applied.

Where a Review of Results or Appeal reveals that the original result awarded to a candidate is higher than justified by their work, the grade awarded may be lowered. Where a Review of Results or Appeal raises doubt over the marks awarded to any number of further candidates, this will be investigated fully to ensure that the marks issued to all candidates are correct.

Process

Accessing the Form

- The Review of Results and Appeals Form is available from the Registrar's Office at South Mediterranean University (SMU) or via the official university website (Policies and Forms section).

Completing the Form

-Students must complete the form accurately and include:

- Details of the module/assessment under appeal.
- A clear explanation of the grounds for review or appeal.
- Any supporting documents or evidence (if applicable).



Submitting the Request

- The completed form must be submitted to the Registrar's Office Manager within 10 working days of the publication of results.
- Students will receive an official receipt confirming submission.

Preliminary Review

- The Registrar's Office will check the submission for completeness.
- If incomplete, the student will be notified to provide the missing information.

Referral to the Academic Review Committee

- Once complete, the request will be referred to the Academic Review Committee, which will:
 - Examine the grounds of the appeal.
 - Review supporting documentation.
 - Ensure that marking and moderation procedures were applied correctly.

Decision and Notification

- The Academic Review Committee will issue a decision within 15 working days of submission.
- The student will be notified in writing via their SMU email account, with a hard copy available upon request.

Appeal Stage

- If the student is not satisfied with the committee's decision, they may submit a written appeal to the President of the University (or delegate) within 5 working days of receiving the decision.
- The decision of the President (or delegate) is final and binding.

Further Information

For further information, please consult NCC Education's Review of Results and Appeals Policy (which can be found at <http://www.nccedu.com/policies--advice/policies-and-procedures>) or contact exams@smu.edu.ly

