

UNIVERSITY OF ST ANDREWS

**POLICY ON REQUESTS FOR REVIEW OF DECISION
FOR ENTRY TO HONOURS**

Policy Title	Requests for review of decision for entry to honours
Scope	-
Relationship with other policies	-
Owner	Proctor's Office
Approving Committee	Learning & Teaching Committee (LTC), then Academic Council
Policy approved date	June 2016
Policy effective from date	June 2016

UNIVERSITY OF ST ANDREWS

POLICY ON REQUESTS FOR REVIEW OF DECISION FOR ENTRY TO HONOURS

Students who fail to meet the requirements for Entry to Honours and are consequently refused entry to their chosen degree programme are eligible to request a review of this decision on certain grounds, set out below.

A Cross Faculty board, the Special Progression Board, will consider written submissions from students. Prior to adjudication, this Board will collect information from Schools and Student Services; however, the assessment of the request will be carried out solely by the Board.

Admissible grounds for a request for review are:

- Extenuating personal circumstances materially affecting academic performance (if they were not disclosed earlier, an explanation for late disclosure is required);
- Improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the decision not to permit Honours entry (if not previously addressed under the appeals procedure).

Students declined entry to Honours and not requesting a review of this decision will not be discussed by the Board and will be moved, where appropriate, to the General Degree pathway. Late requests will only be accepted if justified by extenuating circumstances that are directly relevant to the student's request for review.

Following the completion of this process, if a student's request for review is unsuccessful, they retain the right to a Stage 2 appeal.

PROCESS FOR REQUESTING A REVIEW OF AN ENTRY TO HONOURS DECISION

A student who fails to meet the conditions stated in the relevant programme requirements for Honours entry will be contacted by Registry after module results reporting in June (and/or in September where there was outstanding assessment in June), informing them that they have the right to request a review of the decision to refuse them Honours entry, and referring them to the grounds that are admissible for making such a request.

A student who is not eligible for Honours entry in their declared degree programme may have met the entry requirements, and be eligible for, an Honours degree in another degree programme. In such circumstances, the student should contact the relevant Director of Teaching or Honours Adviser to explore available options.

A student who wishes to request a review of an Honours entry decision must submit the appropriate form by the deadline indicated in the notification letter, including both the grounds for the request and documentary evidence to support it. It is the student's responsibility to ensure that all relevant documentation is obtained and submitted by the appropriate deadline. If any documentary evidence is in a language other than English it must be accompanied by an independent certified translation, which may be checked for authenticity.

If a student will find it difficult to respond to the notification letter before the stated deadline because of a registered disability or other recognised circumstances, they should inform Registry of this, preferably before the deadline elapses. Additional time may be granted in cases where this is necessary.

Admissible grounds for a request for review are:

- Extenuating personal circumstances materially affecting academic performance (if they were not disclosed earlier, an explanation is required);
- Improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the decision not to permit Honours entry.

The Cross Faculty Special Progression Board will consider requests for review received by the appropriate deadline. The Board has discretion to accept late requests for review submitted after the stated deadline. Responses will be sought from Student Services and the relevant Director(s) of Teaching. Students not requesting a review of an Honours entry decision will not be discussed and will be moved to a General Degree pathway if appropriate.

Requests for review and responses from Student Services and Directors of Teaching will be presented by the relevant Pro Dean (Advising) to the Special Progression Board. For each case, a representative of the relevant School will be invited to attend the Board to advise on any allowances which the School may have already made, and to indicate the level of support for the request. The Board has the following powers:

- To permit Honours entry;
- To permit Honours entry provided that specified conditions are met;
- To refuse Honours entry, such students being, where appropriate, moved to a General Degree pathway;
- To permit such other amendments to a student's degree pathway as may be considered appropriate.

The student will be notified, in writing, of the decision of the Special Progression Board normally within 5 working days of the date of review. Where the student remains dissatisfied after the Honours Entry review process, and can clearly demonstrate that permissible grounds exist to have the matter considered further, the student may submit a final appeal to the Court & Senate Office by following the procedures for a Stage 2 appeal.