



NORWICH  
UNIVERSITY  
OF THE ARTS

# **Applicant Appeals Procedure**

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**Norwich University of the Arts**

**Admissions – Applicant Appeals Procedure**

**1. Introduction**

- 1.1 Norwich University of the Arts (the University) is committed to good practice in admissions and to ensuring applicants are provided with a fair, transparent and inclusive admissions process.
- 1.2 These guidelines cover how the University deals with an appeal against an admissions decision, including a decision made by the relevant staff panel in respect of admission through the Accreditation of Prior Learning (APL) Policy and Procedures. The following procedures have been formulated to assist applicants who believe that they have grounds to appeal against a decision, and to seek a formal review.
- 1.3 The University is committed to resolving appeals as promptly as possible. However, an applicant making an appeal should be aware of their responsibilities in responding in a timely fashion to communications about the appeal, and of the possible delays in processing appeals submitted during or near University vacation time when relevant members of staff may not be available.
- 1.4 Applicants who wish to make a complaint about the admissions process should refer to the Applicant Complaints Procedure.

**2. Appeals Procedure**

- 2.1 The University defines an appeal as a request to review a decision that the institution has made. In the case of the admissions procedures, this will be a decision on an application made to the University for a place on an undergraduate, taught postgraduate or postgraduate research degree.
- 2.2 The application process for postgraduate research degrees comprises several stages, the details of which are available online ([www.nua.ac.uk/research](http://www.nua.ac.uk/research)) or by emailing the Research Office, [research@nua.ac.uk](mailto:research@nua.ac.uk). Postgraduate research degree applicants can only make an appeal following the outcome of a preliminary application.
- 2.3 Applicants should only use the Appeals Procedure where they believe that they have adequate grounds for doing so (see below). These procedures should not be used solely because an applicant has been unsuccessful in the admissions process.
- 2.4 Applicants may appeal against an admission decision on the following grounds:
  - i) Where the applicant has reason to believe that the University has not followed its admissions procedures;
  - ii) Where the applicant has further pertinent information that was not provided during the original application process and has valid reasons for not previously supplying such information.

- 2.5 Applicants may not appeal against the academic judgement of University staff who are responsible for making the decision on the application. In the context of admissions decisions, we define academic judgement as the assessment of an applicant's academic suitability to study on a course at the University.
- 2.6 Appeals should be made in writing within 10 working days of notification of the decision on an application to study at the University, and sent by email to [admissions@nua.ac.uk](mailto:admissions@nua.ac.uk). Appeals should be made directly by the applicant and should clearly state the grounds on which the appeal is being made. The applicant should quote their UCAS identification number (where applicable) on all correspondence, and include details of the course applied for and any information that they consider pertinent to the appeal.
- 2.7 Upon receipt of an appeal against an admissions decision, the Assistant Registrar: Academic Support will forward the appeal within 5 working days to the appropriate member of staff as follows, and request that the application records be reviewed:
- For all undergraduate admission decisions: the Director responsible for the course;
  - For all taught and research postgraduate admission decisions: the Pro Vice-Chancellor (Academic).
- 2.8 The member of staff considering the appeal will review the application records and establish whether the applicant has grounds for a reconsideration of the application decision.
- 2.9 Where it is established that the applicant has grounds for appeal, the member of staff considering the appeal will formally review the decision in consultation with the Course Leader, Year 0 Pathways Leader, or Dean of Research and Knowledge Exchange as appropriate. The outcome of this process may result in:
- i) an amended decision; or
  - ii) a reassessment of the application; or
  - iii) confirmation that the original decision is upheld.
- 2.10 The member of staff considering the appeal will formally notify the Academic Registrar of the outcome of any reconsideration, stating the reasons for the decision.
- 2.11 The applicant will be notified in writing of the outcome of the appeal within 10 working days of receipt of the original request for appeal.
- 2.12 The University's decision on the appeal is final and represents the final outcome of the admissions process.

### **3. Anonymity**

- 3.1 Anonymous appeals will not be considered.
- 3.2 Applicants will not be discriminated against or suffer recrimination as a result of making an appeal unless it is found to be vexatious or malicious.

#### **4. Confidentiality**

- 4.1 It is the University's expectation that the confidentiality of the documentation generated by an appeal will be respected by all parties.