

#### **4. Appeals Procedure**

Appeals will be dealt with in accordance with the Appeals Policy

##### **4.1 Appeals Procedure**

- 4.1.1 ATSL undertakes to acknowledge the appeal within 5 days of receipt.
- 4.1.2 In the event that the student is appealing about *a failure to meet the standards required* to achieve the final award, and all re-sit opportunities have been exhausted, Helen Tompkins will request and assess reports from all external examiners and objectively consider the matter. Guidance from LANTRA may be sought. The student will be advised within 14 days whether the appeal is accepted, rejected or more information is required.
- 4.1.3 In the event that a student appeals *against an exclusion* from the course for failure to comply with the Code of Ethics and Conduct or finding of fault under the Malpractice and Maladministration Policy, the matter will be referred to LANTRA. The Student will be advised within 14 days of referral to LANTRA whether the appeal is accepted, rejected or requires further information.
- 4.1.4 Where an appeal refers to exclusion under the Substance Abuse Policy ATSL will require the student to demonstrate beyond all reasonable doubt that substance abuse had not taken place given the extent of danger to the welfare of animals and other persons exposed to a student with any level of intoxication.
- 4.1.5 Written feedback will be provided.