

**Codicil to Academic Appeals Process**  
**Issued: 25 March 2024**

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**Extraordinary measures to manage the deactivation of international students' studies**

**1. Introduction**

- 1.1 This codicil is a temporary change to Quality Handbook (QH) Section 17B: Academic Appeals process
- 1.2 It applies to all international students whose studies were deactivated or temporarily withdrawn due to non-payment of fees to the University, and have since been reinstated following payment.
- 1.3 It applies to the academic year 2023/24 only.

**2. Requirements**

- 2.1 This codicil allows for 'loss of student account as a result of deactivation due to non-payment of fees to the University' to be an accepted reason for the submission and approval of a Request for Reconsideration and an Academic Appeal.
- 2.2 Request for Reconsideration Panels and Appeal Investigators can therefore approve submissions for the above reason to allow:
  - a. A student to be reassessed at the next available opportunity as a first sitting for any assessment that was not submitted or attended due to studies being deactivated for non-payment of fees.
  - b. A student to repeat the year as a first sitting.
- 2.3 The codicil does not allow for the approval of Requests for Reconsideration or Academic Appeal where the student could reasonably have applied for a Notification of Extenuating Circumstances on the same grounds (from 8 April 2024 onwards).
- 2.4 When agreeing a next opportunity assessment date, the student's visa end date must be taken into consideration.