TSM Court of First Appeal Protocol

TSM Court of First Appeal Protocol:
The TSM Course Office invites representation from one or both of the Subject Department(s) involved in the appeal to attend to present details of the case from the Subject’s viewpoint.

The Court of First Appeal convenes:
1. The student's tutor and the Subject Department(s) representative(s) attend the court. The student may also be in attendance.
2. The student's case is presented by the tutor and the student may contribute additional information.
3. The court may ask questions pertinent to the case.
4. The representative(s) of the Department(s) put forward the view of the Subject/Department concerned.
5. The court may ask further questions pertinent to the case.
6. The tutor, student and discipline representative(s) withdraw.
7. The court discusses the case and makes a recommendation on the outcome.
8. The court considers all appeals, both heard and noted, and its decisions on each case are recommendations to the Senior Lecturer.

After the TSM Court of First Appeal:
1. The tutor, student and discipline representative(s) are informed of the recommendation of the court.
2. The recommendation(s) of the court are sent by the TSM Course office to the Senior Lecturer for approval.
3. Once the Senior Lecturer’s approval is obtained, the Senior Lecturer informs the TSM Course Office, the departments concerned and the student's tutor.
4. If an appeal has been rejected by Court recommendation or by the Senior Lecturer, students may seek to appeal to Academic Appeals.