



LANCASTER UNIVERSITY
SCHOOL OF MATHEMATICS

Lancaster University School of Mathematics (LUSoM)

Admissions Appeals Policy for September 2022

1.0. Admissions Policy for September 2022 Admissions

All successful applicants will be offered conditional places by the 31st March 2022. Those that are not offered a place will have the right to appeal against the decision made by the School's Admissions Panel.

All appeals must be made in writing and must be received by 30th April 2022 in order to enable the Panel to hear appeals at the earliest possible opportunity. Appellants should include as much detail as possible and include any relevant documentary evidence. Copies of the appeal paperwork will be shared with all parties at least 48 hours prior to the appeal hearing.

Appeals will be held in May and June. The School will give appellants ten working days-notice of any appeal date. If appellants cannot attend, every effort will be made to reschedule the appeal date. However, this cannot be guaranteed.

2.0. The Appeals Panel

All appeals will be considered by the Appeals Panel. The Panel will comprise of at least three members, drawn from Cardinal Newman College and Lancaster University representatives, one of whom will act as Chairperson. Members of the Appeal Panel are not paid members of Trust staff and will not have had any involvement with the admissions allocation process.

The Appeals Panel will hear each appeal individually and both the applicant and their parent or carer are encouraged to attend the appeal in person. If appellants do not wish to attend, then the Appeals Panel will make a decision on the basis of any written evidence provided by the appellant and a written and/or verbal statement provided to the Panel.

3.0. The Appeal Hearing

At the appeal hearing appellants can be accompanied by a friend, adviser, interpreter or signer who may speak on their behalf at the hearing. However, it is not possible for an employee of the School to attend on their behalf.

The appeal hearing follows a set procedure. The Chair will be strict on who can speak and when questions can be asked. However, the Chair will always conduct the meeting in a friendly way and guide all parties through the whole meeting.

The Chair will conduct the meeting in the following way:

- The Chair introduces the members of the Appeals Panel and everyone else in the room
- The Clerk then explains the procedure and what will happen next
- The Admissions Panel representative will be asked to outline the reasons why the applicant was not offered a place to study at LUSoM
- The Appeals Panel and the appellant will be given the opportunity to ask questions of the Admissions Panel representative
- The appellant will then be asked to set out their case for appeal
- The Appeals Panel and the Admissions Panel representative may then ask questions of the appellant
- The Admissions Panel representative will be asked to sum up their case

- The appellant will be given the option to sum up
- The Chair will ask the appellant if they have had the opportunity to say everything that they wish to say
- Both parties leave the room together
- If there are other appeals to be heard that day the Appeals Panel will make its decisions after all the appeals have been heard

Appeal Decision

Appellants will be informed in writing of the decision reached by the Appeals Panel and can expect to hear the result quickly. They will normally be told at the hearing when the decision letters will be sent out. Decisions will only be given in writing and sent to the relevant home address.

The decision of the Appeals Panel is final and binding.

Complaints about the Appeals Process

If after receiving the appeal decision, appellants consider that:

- a) LUSoM did not follow the proper procedures during the admissions allocation process, or
- b) that the Appeals Panel did not follow proper procedures during the appeal hearing

then they should contact the Chair of LUSoM trustees, setting out the reasons for their complaint.

Complaints will then be dealt with in accordance with the School's complaints procedure. Please note, in the event that LUSoM agrees that there are grounds for a complaint then the decision of the Appeals Panel cannot be overturned. The School can only recommend that an Appeals Panel is reconvened to re-hear the appeal.

In the event that appellants remain dissatisfied with the outcome of the complaint then the matter can be referred to the [Education and Skills Funding Agency](#).