

# Learner Academic Appeal Policy

**Policy Code:** ACA-005  
**Version:** 1  
**Person Responsible:** Director of Studies



Table of contents:

<b>Policy: Learner Academic Appeal</b>	Page
Procedure: Learner Academic Appeal	3
General Guidelines, Rules and Regulations	5

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## Policy Statement

Vatel Bahrain stresses the right of its learner(s) to learn in a safe and productive educational environment, emphasizing equity as one of the main principles when managing learners' matters, particularly academic concerns. At Vatel Bahrain, academic appeals will be handled with fairness, consistency, promptness, and sensitivity. Appeals may pertain to academic and practical results, reflecting the dual focus on theoretical knowledge and practical skill application integral to Vatel's curriculum.



## Application

This policy applies to all learners enrolled in, lecturers and academic staff.

## Expectations

- Academic appeals of decisions made must be made following a review conducted by the Appeal Committee.
- The Appeal Committee function under an approved Terms of Reference.
- Learners' rights to academic appeal, including criteria, deadlines, and required supporting evidence, must be clear and accessible through different means.
- Decisions on academic appeals should be resolved promptly to minimize disruption to Learners' learning and enrollment.
- Any fees associated with academic appeals must be paid at the time of submission; if an appeal is successful, the fee will be fully refunded.
- Late academic appeals will be rejected unless exceptional circumstances justify the delay.

## Forms and Other Related Documents

Academic Appeal Form	 Academic Appeal Form.docx
Academic Appeal Letter	 Academic Appeal Letter.docx

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