

IFT - MALTA

APPEALS POLICY

Institute of Family Therapy – Malta
July 2022



INTRODUCTION AND SCOPE

The Appeals procedure is the mechanism by which students and staff can appeal a decision taken by the Institute's management/Board of Directors and which affects the student or member of staff directly. This Policy sets out the Institute's arrangements for considering requests for such appeals.

Together with other policies published by IFT-Malta, the Appeals Policy is nominally included in Students Handbooks for ease of reference and its full version is accessible on the IFT-Malta website.

Policy

1. Individuals are responsible for submitting an appeal over a decision taken by the Board of Directors as soon as possible. It needs to be done not later than 7 working days from when the written decision of the Board is communicated to the student or member of staff. This gives the student or member of staff adequate notice of appeal proceedings, disclosure of all material submitted and reasonable opportunity to present their case.
2. Students and staff must be made aware of the Institute's policy and procedures for submitting a request for an appeal.
3. Appeals must be processed formally and judged impartially. The procedures need to be applied consistently and in line with this Policy, but with enough flexibility to apply to students following courses at different levels, and to all members of IFT-Malta's staff.
4. Arrangements must be made, so that, where necessary, an appeal can be dealt with quickly and efficiently.
5. IFT-Malta must inform individuals of the outcome and progress of their appeal, in a timely manner - three working days from date of request for an appeal.

Possible Appeal circumstances

1. Waiver of admission policy.
2. Disciplinary Action taken following plagiarism.
3. Disciplinary Action taken following misconduct.
4. Termination of employment.
5. Assignment/assessment grade*

An Appeal should:

1. Be submitted in writing (by email) with the subject title being 'Request for Appeal'.
2. Be addressed to the Board of Directors and sent to the Secretary of the Institute.
3. Include supporting documentation if any.

Possible Grounds for Appeal

1. Policy was incorrectly applied.
2. Important evidence was not considered or missing.
3. The decision was not consistent with fair justice.

Evidence Requested

Evidence to substantiate one's claims may be requested by the Board.

Case Handling

IFT-Malta prides itself on having a student-centred approach, tailor made to suit students' and staff's individual needs. No universal or generic decisions are available.

Members of the Board assess each request for an appeal within its own unique set of circumstances and adopt an approach which is most suitable on an ad hoc basis.

* Assignment/assessment grades

With regards to appealing one's grade for an assignment or assessment, the procedure involves an initial first step where the student is encouraged to speak informally with the tutor who assigned his/her grade. Should this not lead to a favourable outcome, the student may then in writing ask the Course Coordinator to intervene, copying the tutor involved in the correspondence. Should this not resolve the issue, the student needs to file an official appeal as outlined in this policy.