



Information for students who are considering submitting an Academic Appeal

This information should be read alongside the University Procedures for the Conduct of Appeals.

When preparing your case, you may wish to consider the following:

- In the first instance, you are encouraged to consult your personal tutor, course leader or Head of Department to see if your concerns can be resolved informally.
- Ensure you submit your Appeal prior to the submission deadline (15 working days for Undergraduate and Postgraduate Taught students; 30 working days for Research students). If you are beyond that deadline, then you must also submit a Late Submission request with your Appeal to explain why you missed the deadline.
- Please note that a student is expected to have **new evidence** to support their case, and be able to fulfil at least one of the grounds for appeal. Students are expected to supply ALL the evidence they wish to submit in support of their case with their Appeal - we will not seek evidence from 3rd parties, or from the student themselves, unless the Faculty Officer requires clarification. The Faculty Officer is not obliged to seek evidence from you during the Appeals process, so please ensure you submit everything when submitting your Appeal.
- Please be as focussed as possible; concentrate on the key points (grounds) and highlight how your evidence supports your claims. You may wish to provide a timeline of key events. It would help the Faculty Officer if you explain why you feel that your assessment/ performance was affected by the events you describe in your case – especially the *impact* of events – supported by medical and/or other documentary evidence where appropriate.
- Appeals which question the academic judgement of the Examiners are not permitted. It is not possible for a mark to be raised purely because you disagree with the mark awarded.
- This is a formal procedure and your academic department will receive a copy of your Appeal. Your case should be set out clearly and coherently. Comments should be measured and reasonable. Avoid hostile language as this can detract from the substance of your case. Unsubstantiated comments about members of staff or other students are inappropriate.
- The [Student Advice Centre](#) (SAC) can give independent advice to students. The SAC also have a suite of [self-help pages](#) for students wanting to submit an Appeal. **You are strongly encouraged to read these pages.** Should you then need further guidance, you

can contact the SAC for an appointment with an academic adviser.

When finalising your Appeal, before submission please check the following:

- Have you filled in every section of the form and selected your grounds for Appeal?
- Have you supplied contact information?
- Have you filled in the details of your representative, if you have one?
- Have you attached all the evidence you wish to use to support your case?

Student Administration Service

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