



Writing an Appeal

Academic Appeal: is a process that allows a student to appeal against a decision made by the Board of Examiners or Award and Progression Panel, within specific grounds.

Grounds of an Appeal:

The grounds a student can appeal on fall under two categories:

- Extenuating circumstances that were not able to be communicated to the Board of Examiners of Award and Progression Panel at the time of decision.
- Administrative error or procedural irregularity.

A student is not able to appeal on the basis of disagreeing with the academic judgment of the Board of Examiners.

You **cannot** appeal because you think you deserve a higher mark.

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Structuring an appeal:

To submit an appeal, you must fill in the formal appeals form. This form provides the majority of the structure of your appeal as specific answer boxes are provided.

Your supporting statement will provide you an opportunity to go into more detail around your case and the grounds that you are appealing on.

The appeals team may be looking for you to discuss:

- The grounds you are appealing on.
- The reason these grounds meant you were unable to complete your assignment.
- Any evidence you have to demonstrate these grounds.
- Why this information was not able to be communicated to the exam board at the time.
- The resolution you are looking for.

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Example Structure:

There is no set structure your personal statement should take. This is your opportunity to discuss your specific case in your own words.

You might want to consider:

- Using a clear structure e.g. introduction, main body, conclusion.
- Setting out the grounds you are appealing on clearly.
- Summarizing your circumstances, possibly writing out events chronologically.
- Providing context on how the circumstances affected you and your assignment, specific reference to performance or grades.
- Including key dates, relevant third part evidence or any relevant emails.

Appeals are not limited in length or word limit. It is helpful to be concise and specific to the points you are referencing. In most cases you may not wish to exceed

2 pages of A4.

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Supporting evidence:

Documentary evidence is normally requested to support an appeal so that the university can verify the circumstances referenced.

There are no set types of evidence that are requested, as the evidence needed for each individual varies by circumstance.

Examples of evidence:

- Supporting letters from professional bodies.
 - A GP letter or from university services teams.
- Copied of policies and procedures.
- Emails with university staff.

It is likely that services such as counselling will only provide you with a letter if you have had previous engagement with them.

It is important to include all information and evidence in your appeal as the university cannot contact third parties for this evidence. It is your responsibility to provide it.