



Writing an Appeal

What is an Academic Appeal?

An academic appeal allows students to appeal against a decision made by the Board of Examiners or Award and Progression Panel, within specific grounds.

What are the Grounds for an Appeal?

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

- *At the time of the assessment, there existed circumstances which adversely affected the student's performance and which the student was unable to communicate to the Board of Examiners/Award and Progression Panel before it reached its decision.* Here it is noted valid documentary evidence shall be provided and **retrospective medical certification will not be accepted as valid.**
 - o *These **may** include **extenuating circumstances** that the exam board was not able to be aware of ahead of the work being submitted for marking.*
- *That there has been an administrative error or procedural irregularity during the conduct of the relevant assessment of such a significant nature as to have materially affected the approved grade or mark awarded.*

A student cannot appeal based on disagreeing with the judgement of the Board of Examiners. This means you cannot appeal a grade because you think you deserve a higher one, or you do not agree with the decision the Board has made regarding your work.

Structuring an Appeal

How could an Appeal be structured?

When submitting a formal appeal to the University, students will need to fill out the Appeals form. This form will structure a large part of the content you submit for your appeal as there are sections you will need to complete.

When completing your supporting statement, you will have the opportunity to go into more detail around the grounds you are appealing on, your circumstances and the evidence you have for this.



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You can structure your appeal however you like and include any evidence you feel is relevant and appropriate.

You may wish to write your appeal as a formal statement. It is important to put aside enough time to write and review it thoroughly to ensure you have included all key details.

Example Structure

Clear introduction:

- Set out the grounds you are appealing on.
- Summarize your general situation at the time of assessment and currently.
- Provide as much clear detail as possible around the context of the circumstances affecting you. The individual considering your appeal will not be aware of these.
- Highlight the outcome or resolution you are looking for.

Main Body:

- Write in chronological order to make your case clear for the reader.
- Include key dates, dates of meetings with University staff, medical appointments etc.
- Use relevant vocabulary for the grounds you are appealing on.
- Reference grades if they reflect a drop in performance at the time you were affected.
- Be specific about the situation and how this affected your academic experience and performance/grades.

Conclusion:

- Summarize the key points you have highlighted.
- State and explain the outcome you are looking for.

Length of an appeal:

Appeals are not limited in length or word limit. You may want to consider writing at least a paragraph for each point you raise. In most cases, you may wish to not exceed 2 pages of A4.

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Evidence to support an appeal:

Documentary evidence is normally requested to support an appeal so the University can verify the circumstances stated.

Examples of evidence that could be included:

- Supporting letters from professional bodies
 - o A letter from your GP
 - o A letter from relevant University services you have engaged with e.g. Counselling services
- Copies of policies and procedures
- Emails with University staff
- Examples of feedback you have received

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

It is important to include all information and relevant evidence with your appeal. The university cannot contact third parties to ask for relevant information, so it is your responsibility to provide it within the appeal.

****This is an example of what could be included in an appeal but you are not limited to this. It is your decision what you include and how much you write.***