

ADVICE SERVICE

Appeals Procedure



You want to appeal a grade or a decision

Firstly, you must work out if you meet any of the following grounds, you CANNOT appeal a mark/decision you simply disagree with.

Do you meet either of these grounds?

- » At the time of the assessment, there were circumstances which adversely affected your performance **AND** which you were unable to communicate to the Examiners/Progression Panel before it reached its decision.
- » There was an administrative error OR procedural irregularity during the relevant assessment of such a significant nature as to have likely affected the approved grade or mark awarded.

Yes, I do meet these grounds

No, I do not meet these grounds

Can you provide robust evidence to support these grounds?

Retrospective medical documents will not be accepted as valid.

You cannot appeal.
Contact Student Centres or your Module Tutor to discuss your next steps.

Yes

Early Resolution:

You must try to resolve the issue as soon as it arises by contacting your Module tutor OR Course Leader.

Resolved

Not Resolved

Formal Academic Appeal:

Submit a completed appeals form to the University through appealsandcomplaints@glos.ac.uk with detailed information and evidence to support.

Other documents you will need:

- » Formal Appeals Form
- » Appeals Form Guidance

Formal Academic Appeal

The SU Advice Service can give you expert advice and support, with this stage and onwards!

Outcome received from University: **ELIGIBLE**

Outcome received from University: **NOT ELIGIBLE**

Potential for informal resolution

Senior Leader will be asked if it can be solved informally. A written response will be requested on behalf of the relevant school, as well as any other relevant information for consideration. The School's response will then be sent to you, and you are able to make a further written submission, if you wish.

Appeals process ends.

Contact Student Centres or your Module Tutor to discuss your next steps.

Considered by Academic Appeals Group:

The information gathered will be sent to the Academic Appeals Group for their consideration.

Resolved Informally

Appeals process ends

UPHELD
Academic Appeals Group recommends reconsideration from the Board of Examiners/Award and Progression Panel.

NOT UPHELD:
It is deemed as not a case for successful appeal due to insufficient evidence

REJECTED:
It is made against the academic judgement of the examiners, or made outside the deadlines, or for other good reason

Appeals process ends

Satisfied with outcome

Dissatisfied with outcomes

Do you meet any of these grounds for a review?

- » There was a procedural irregularity in how the University followed the academic appeals process formal stage
- » A consideration of whether the outcome was reasonable in all circumstances
- » There is new evidence which you were unable, for valid reasons, to provide earlier and which may affect the decision made by the Academic Appeals Group.

No

Yes

Considered by Academic Appeals Review Panel:

The information gathered will be given to the Academic Appeals Review Panel which will include the Chair of the relevant board of Examiners/Award and Progression Panel or a representative.

Upheld

Partially Upheld

Not Upheld



In need of advice or extra support? **Email us at**
suadvice@glos.ac.uk'

