



A student guide to Academic Appeals



An Academic Appeal is a formal request for a review of your results, progression or award decision. Academic Appeals must be submitted within 10 working days of the formal release of results. This is when your results are released on SOLAR.



Grounds for an Academic Appeal

You can only submit an academic appeal based on one of the three permitted grounds for appeal. These grounds are:

- Procedural Irregularity – the University made a mistake or did not follow the regulations. For example, added up marks incorrectly.
- Improper Assessment – your marks were affected by prejudice or bias.
- Extenuating circumstances – you were affected by events outside of your control and could not apply for an extension or a deferral at the time. For example, you were very ill.

Top tip – whilst you can appeal based on more than one ground, it is generally better to make a strong case on one ground rather than a weak case across all three. If your circumstances don't meet the grounds for an Academic Appeal, your appeal is unlikely to be accepted.

Writing your appeal

It's important to write a well-structured and accurate appeal form based on evidence that clearly demonstrates how your situation meets the appeal ground(s) you are appealing against. Here are some templates for writing your appeal:

Section 4:

On (date)... happened. This was procedural irregularity because ...The University did not follow the correct procedure for... / made a mistake because ...

I believe ... should have happened instead because ... as per this regulation or policy (Include link to relevant section of Academic Regulation, University Policy, Course Specification or the Registry A-Z) This was relevant to my final results or progression because ...

And/or Section 5:

I have been affected by unfair or improper assessment because ... happened on (date). I believe that this is an example of prejudice or bias because ... I believe that this affected the Assessment Board's decision because ...

(Remember that you can't challenge academic judgment or ask for a remark)

Writing your appeal

And/or Section 6:

On (date)... happened. I believe that this falls under serious extenuating circumstances as I could not predict or control this because ...I tried to resolve this by ...It did not work because ...I did not mention the problem at the time because ...I have been in contact with the following services for support ...

[View a list of some extenuating circumstances.](#)

Next, explain how the circumstances above affected your academic work and why you didn't apply for an extension or deferral if you were struggling.

For example: My circumstances affected my academic work because ... I didn't apply for an extension or deferral because ... /I did apply for an extension or deferral but it didn't help because ...

Evidence is important

Appeals without evidence won't be accepted. Your appeal form must include relevant evidence and explain how your evidence supports your appeal. For example:

The evidence which I'm providing is.... This supports my appeal because....

Check that your evidence confirms the circumstances which you've described in your statement. [Read more guidance about Mitigating Circumstance and Evidence.](#)

While this advice is for extensions and deferrals, it gives examples of the sort of evidence you'd be expected to provide to support extenuating circumstances - like serious illness, or a family emergency.

Asking for an outcome

It's important to include what you want from the appeals process when completing your form.

For example:

I would like to be reinstated on my course/ to be offered another opportunity to submit module (name and code) component / to have the 40% cap removed from my work/other (describe)

Remember, you can't ask for your work to be re-marked or any outcome which goes against the University academic regulations. If you're unsure whether this applies to you, contact the Your Students' Union Advice Service.

Get help with your appeal

Whether you want to discuss if your situation is suitable for submitting an Academic Appeal or you want someone to review your Academic Appeal form, Your Advice Service have specially trained advisors who can help you understand and complete the process.

No matter what kind of question you have or what support you may need, the best thing to do is to ask us directly to see if we can help you. You can do this by completing our online enquiry form at yoursu.org/advice/getadvice.

Remember, there isn't long between getting your results to your Academic Appeal deadline so the sooner you contact us, the better. If you're thinking about an Academic Appeal, even before your results are released, contact Your Advice Service and we can help you prepare for the next steps.