

Academic Appeals – Student App Questions

The following questions are the ones you will need to answer and/or prepare prior to beginning this process. Note: most details of your university identity/course are pre-populated in the app.

Your identity and course:

- **Your anonymous marking number** (Z number)
- A **personal email address** to use for correspondence (NOT your university email)
- The **year of study** affected by the decision you are appealing against

Your appeal:

- **What are you appealing?**
 1. A confirmed decision of the board of examiners (e.g. degree classification).
 2. A decision of a University Committee or Officer on any academic matter, within its responsibility, affecting you (e.g. required withdrawal following APN).
- **Date at which you learned of the decision outcome** e.g. Date you were told of your degree classification

Grounds for appeal – there are three choices and you can appeal against one or more of these:

- **Grounds for appeal – Illness or other relevant factors**
 - Please explain in full how you were adversely affected by illness or other relevant factors of which you were previously unaware or which, for a good cause, you were unable to disclose to the examiners or other decision-making body or officer.
- **Grounds for appeal – Procedural**
 - Please explain in full how relevant documented procedures were not applied correctly or your marks were not calculated correctly and this procedural defect was significant enough to have materially affected the decision, making it unsound.
- **Grounds for appeal – Decision Making**
 - Please explain in full why you believe that the Board of Examiners or other decision making body or officer took a decision which was not reasonable in all of the circumstances.

Evidence:

- **Upload Evidence**
 - You may select up to 9 files to attach as evidence to support your appeal.

- Acceptable file types are standard Microsoft Office files plus images and PDFs. Maximum file size is 1GB (1024MB).
- **Review Evidence**
 - Manually describe all of the files you have uploaded (e.g. 1. Doctor's Certificate) whilst viewing the file names of your uploads. This helps us to properly identify which file contains what.
- **Other Evidence**
 - Describe any other evidence that may be relevant to your appeal e.g. If you believe that the university already holds some information that could directly support this process, please tell us what that is and who you believe can provide it to the team processing this appeal. (Optional)

Your ideal outcome:

- **Ideal outcome** – selections that describe your ideal outcome from this appeal.
- **Briefly describe** what you would like to happen next e.g. a resit, a degree classification change or something else.

Personal email:

- **Personal email address** – we ask you to re-enter this to ensure that you have not made an error when first typing it. It is very important that you get this right as all correspondence related to the appeal will be sent here.