

# Brighton Students' Union Support

Academic Appeals (2020/21)  
University of Brighton

This guidance can be read in conjunction with the University's [Academic Appeals Regulations](#). You can also refer to the University's Guidance for [stage 1](#) and for [stage 2 Appeals](#).

# Academic Appeals

An 'academic appeal' is a formal request for the review of a decision made by an Examination Board in relation to a student's marks. That includes;

## What is an Academic Appeal?

- Marks (grades)
- Progress (e.g. from one year of the course to the next)
- Award (i.e. degree classification).

## What is the deadline for submitting an academic appeal?

21 days from the date on which the University published your ratified marks ((i.e. confirmed by the Course Examination Board).

If you are unsure, you can [check with your School Office](#) when your results will be or were released.

## Is there anything I should do before submitting a formal appeal?

Yes. These are things you can do:

1. You can meet with a member of staff (normally either your Course Leader or Personal Tutor). This meeting provides an opportunity to seek clarification of results and discuss any concerns before you decide whether or not to submit a Stage 1 Formal Academic Appeal. Where an arithmetic error is suspected, the staff member concerned may report this to the Chair of the Examination Board for appropriate

action. (Note that attendance at a meeting with your tutor or course leader is optional and does not form part of the Appeals process. You should be careful not miss the deadline for your appeal).

2. You can request a **Results Review** ([see GEAR section H.4](#))

This is optional and separate from the Appeals process, but you can request a Results Review. You will need to contact your School Office and request it. You have up to **14 calendar days** from receipt of your ratified results to do this.

You should email your School Office and explaining why you have a concern and what you wish the outcome to be. If you are not satisfied with the outcome, you will have a **further 21 calendar days** to submit a formal Stage 1 Appeal.

Once your email has been received, the School Office will forward your email to the appropriate Course for resolution within 5 working days. The Course Leader will consider your case and make a recommendation to the Chair of the Examination Board. Once the Chair of the Examination Board has confirmed the outcome, the School Office will update you. You can inform your School Office you wish the Students' Union Support service to be copied in.

3. You can also get advice from the Students' Union advice team. (Note that attendance at a meeting with the advice team does not form part of the Appeals process. You should be careful not miss the deadline for your appeal).

## If I decide to go ahead with an appeal, what grounds can I appeal on?

You can challenge the decision of an Examination Board on the grounds that:

- *"there has been a significant administrative error or omission in the assessment process which has had a detrimental effect on the student's outcome".*

# Challenging ‘academic judgement’ does not constitute a ground for appeal.

Universities employ academic staff who are experts in their field. When marking students’ work, those academic staff exercise their academic judgement – it’s what the University uses your tuition fees to pay staff to do. The fact that a student who is awarded a mark of 45% thinks their work deserves a mark of 55%, does not constitute a ground of appeal.

## What evidence is required?

The ‘evidence’ you require depends on the underlying facts and grounds of the appeal.

Nevertheless, evidence might include any of the following:

- Correspondence (e.g. email, letters)
- University communications
- Official summary of support needs
- Notification of grades

Please note this list is not exhaustive and that evidence from friends and family is not considered to be independent and may not be sufficient to support your appeal.

## Preparing an appeal - how can Students’ Union Support help?

We can:

- Explain the appeals process
- Help you decide whether an appeal is the right approach
- Provide knowledge and guidance on academic regulations
- Review your draft appeal form and help you write any statement as clearly as possible

- Advise you on how best to structure your appeal and what supporting documentation to provide

## How do I submit an academic appeal?

- 1) You must start the process at Stage 1 and by using the Stage 1 appeal form. It can be downloaded from the [Student Contract web page](#) or by using this link; [Stage 1 Form](#)
- 2) Read the [accompanying guidance](#)
- 3) Don't forget **that you must appeal within 21 calendar days** of the ratified results being released by your school or **14 calendar days** after the completion of your

You need to follow the instructions in the stage 1 form carefully and don't forget to attach any supporting documentation to prove your appeal. If you are still awaiting evidence and cannot provide this within 14 days, you should submit your appeal form together with a note explaining what further evidence is awaited, and when it will be received

Results Review.

- 4) You should send the completed form and evidence to the University's Appeals Team via the email [academcappeals@brighton.ac.uk](mailto:academcappeals@brighton.ac.uk)
- 5) Your appeal must be submitted by you as it won't be accepted from anyone else including your parents, friends, lawyers or the Students' Union.

## What happens next?

You will receive an acknowledgement within 2 working days.

If your form contains all the required information, you will receive a decision on whether your appeal has been '*upheld*' (successful), or '*not upheld*' (rejected) within 5 working days.

If your appeal has been 'upheld' then the Exam Board will reconsider its decision about your results, progression or award.

If your appeal has been 'not upheld' you may want to move to the next stage in the process, stage 2.

## Not Upheld? Then you should consider moving on to Stage 2.

1. Your stage 1 outcome letter will tell you what you need to do next, including the deadline in which you need to do it.
2. You should also read the [Appeals Regulations](#) carefully and get advice from Brighton SU Support service and see whether you have grounds to request a Stage 2 'Review of Appeal Decision'.
3. The Stage 2 Appeal Form can be downloaded from the [Student Contract web page](#) or by using this link: [Stage 2 Form](#).
4. Read the [accompanying guidance](#)
5. When you've completed the form, you'll need to send it within the deadline set out in the Stage 1 outcome letter.

## What happens after that?

Once you have received your Stage 2 Outcome, the university's academic appeal process is **concluded** and you'll receive a "Completion of Procedures Letter" ("CoP" letter for short). If you are unsatisfied with the outcome of your Stage 2 Appeal, you can apply to the [Office of the Independent Adjudicator](#) (OIA) for an **external** review.

# WHAT OTHER UNIVERSITY DECISIONS CAN I APPEAL?

## Academic Misconduct

Appeals of an Academic Misconduct Panel must be submitted within **10 working days** of the decision being made available to you. See [University Regulations Section F.8](#)

## Fitness to Practice

Appeals of a Fitness to Practice Panel must be made in writing and submitted the Registrar and Secretary within **10 days** of the notification of the decision being made available to you. See [University Regulations Section 3](#).

## Disciplinary

In the case of **permanent exclusion** from the university, any appeal must be lodged, in writing, within 14 days of the date of a decision reached by an Investigating Officer stating the reason for their appeal to the Head of Student Discipline. See [Student Disciplinary Procedure Section F](#).

Need advice? [Contact us](#)