

# Writing an Academic Appeal

The [Bristol SU Academic Advice Team](#) can support you with making an academic appeal. Use this guide to help you to fill out your [Appeal form](#). You can then email your form to us at [bristolsu-advice@bristol.ac.uk](mailto:bristolsu-advice@bristol.ac.uk) for advice and feedback.

You can also use our [Appeal Wizard](#) to create a draft form. The draft is emailed to you and the Academic Advice Team so we can contact you with feedback and advice.

Please attach any evidence you will be submitting with your form. Please also attach your decision letter or a screenshot of your exam board decision. We will then try to get back to you between 3 and 5 working days but during busy periods it may take us a little longer.

**The deadline to submit your form is 21 days (including weekend days) from when you received your decision. Emailing your form to us is NOT the same as submitting your appeal to the University. If you have not heard back from us in time, please ensure that you submit your appeal by emailing your form and evidence to [student-appeals@bristol.ac.uk](mailto:student-appeals@bristol.ac.uk) by your deadline.**

## What is an appeal?

An academic appeal is a request for a review of the decision made by the Faculty Exam Board on student progress, assessment, or awards.

This means you need to present a case for why the decision should be reconsidered, based on the information and evidence that you are submitting.

You can appeal against things like your degree classification, progression to the next year of study, capped resits and being required to withdraw.

## When can I appeal?

You can only appeal when you have been given the outcome of the Faculty Exam Board, not before. Your faculty will publish your outcome online and notify you by email.

If you're not sure whether you have an official decision you can send us the information that you have and we can advise on next steps. You can also keep checking the decision.

Most decisions are issued in July and then in late September after the second summer assessment period. But it is also possible for faculty decisions to be issued at other times of the year.

Please note: it is not possible to appeal against matters of academic judgement. You must use one of the grounds for appeal listed on the next page.

All information you provide to us is maintained in accordance with our [Confidentiality Policy](#) and Bristol SU's [Privacy Policy](#).

# How to Fill in the Appeal Form

## Section 1: About You

1. Make sure you fill in each part. Give an alternative email address that you can be contacted on.
2. Your programme of study is the course you are on, for example 'BA in French'.
3. Your year of study is the year of your course that you are on, for example '2' if you are in your second year.

## Section 2. Grounds for Appeal

### 1. What decision are you appealing?

Tick the box which applies to you. If your decision is not listed, tick the 'other' box and type in what the decision is.

### 2. Date on which you were notified of the decision against which you are appealing.

Put the date that you received the decision. This will be a faculty exam board decision.

### 3. Grounds for Appeal

There are 3 possible grounds for appeal, you can choose any that apply. They are:

#### **Material Irregularity is when the University hasn't followed it's own processes or policies.**

If you are appealing under the grounds of material irregularity tick the box in section A. Then tick all of the boxes which apply. If none describe your situation, then tick 'other' and explain what the circumstances are.

#### **Extenuating circumstances that you did not submit before the deadline.**

If you are appealing under the grounds of extenuating circumstances that you were not able to tell the University about at the time, tick the box in section B.

In section (i) you need to give strong reasons for why you weren't able to submit your extenuating circumstances at the time. The University expects students to know about it's processes and to tell them about things have affected you at the time, so try to give a detailed reason for why you weren't able to do this. You may need to explain a bit about what your extenuating circumstances were and how they affected you.

In section (ii) you need to describe what the circumstances or illness was, what period of time that it covered and how exactly it affected you and your ability to study and/or do your assessments. You could refer to evidence that you are going to submit.

#### **Appealing against an academic misconduct penalty such as cheating or plagiarism.**

Tick the box in section C. You cannot appeal a late submission penalty in this section.

1. In section i explain what the penalty was.
2. In section ii give the unit code and title.
3. In section iii give the date that you had your panel meeting.
4. In section iv explain why you think that the penalty was wrong or disproportionate. You may wish to refer to evidence if you are providing any.

## Section 3. Your Appeal

### Provide a summary of your Appeal

This section is where you give more information about your appeal. You can state the grounds you are appealing under (you can appeal under more than one ground on one form) and the units which were affected. Explain what happened and when. Be clear about why each point you are making is relevant to your appeal. Explain how your evidence supports your appeal.

### Summary of supporting evidence

List the evidence you are submitting. Try and include evidence which is specific to times that you are talking about in your appeal. Medical evidence is strong but include anything that you think may be relevant. All evidence needs to be certifiably translated (so not just translated by yourself). The University will not seek out evidence for you, so you need to provide everything yourself.

### Appeal outcome

Tick all boxes which are outcomes that you would like. You can ask for more than one outcome. Tick other and state the outcome you are seeking, if it is not listed.

## Section 4. Declaration and Signature

Don't forget to sign and date your form and read the **additional information** given on the end section of the form.

You can now email us your draft form and we will aim to give you feedback on it within 3-5 working days but during busy periods it may take us a little longer. If you do not hear back from us in time, please ensure you submit your appeal by your deadline to

[student-appeals@bristol.ac.uk](mailto:student-appeals@bristol.ac.uk)

**Emailing your appeal form to us is NOT the same as submitting your appeal to the University.**



# Bristol SU