Hi! I’m Sarah and I’m an advisor in your Academic Advice Team here at Bristol SU. I’m here today to help explain the ways our team can support you with Academic Appeals during your degree.

If you’re unhappy with a decision that the exam board has made when your results come out, you may be able to appeal the decision. This is an academic appeal – and we’re here to help you throughout the process!

So, what exactly may you want to appeal against?

You can appeal against certain decisions made by the faculty exam board, such as your degree classification (or grade), whether you’re able to progress to your next year of study, the decision that you should withdraw from your course, or capped resits.

But, how do you know if your appeal can be considered?

It’s important to know that your appeal can only be considered if it falls under one of the following grounds:

Firstly, if there’s been a ‘material irregularity’ or error in the decision-making process, which results in a significant, negative impact for you. For example, you made the University aware of your exceptional circumstance, but this hasn’t been considered by the exam board.

Secondly, if how well you’ve done in an assessment was affected by an exceptional circumstance, but you couldn’t make the board of examiners aware of it in time for your deadline.

Lastly, if you received a penalty for plagiarism or cheating that you think is wrong and has had a disproportionate effect on you.

So, if any of these apply to you, how might you go about making an Academic Appeal?

Well, you’ll need to fill out an appeal form to explain what exactly has happened to you and how it fits into one of the three grounds I’ve just gone through. We have a handy ‘Appeal Wizard’ on our Academic Appeals webpage which will help you create a draft form.

We’re then here to offer you any guidance or feedback that you might need with the draft form before you submit it officially to the University Academic Appeals team.

Once you’re happy with your appeal, you can submit it directly to the student appeals mailbox [student-appeals@bristol.ac.uk]. Don’t forget to attach all of your evidence alongside this!

When your appeal has officially been sent, your faculty will investigate the points you’ve made and make a decision based on the appeal statement, evidence, and the outcome of the investigation. They will then send an outcome letter to you to explain their decision. You should receive this decision letter within 35 working days of submission – and this is known as the Local Stage of the Academic Appeal.

Please get in touch with us as soon as you’ve received this local stage decision, as we’d love to hear if your appeal succeeds – and if it isn’t successful, we can offer further advice to help you.

If you’re not happy with the outcome at the local stage, you may be able to progress your appeal to the University Stage of the Appeal process.

If you’d like advice or support with this, or at any stage of your appeal, please feel free to get in touch with us. We understand that appeals can be stressful, and we’re here to help.