

Stage 1 Formal Academic Appeal - notes on completing form

1. Guidance

Before completing a Stage 1 Formal Academic Appeal form, please read the information on our website here: <https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx#appeals>. The University's regulations on Academic Appeals can be found in GEAR Section H: Academic Appeals: <https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx>

Your appeal **must** be submitted on the prescribed form. Please ensure you understand the valid grounds of appeal before completing the form. GEAR sections H1 and H2 outline the grounds for an appeal;-

- *An academic appeal is a formal request by a student to the University to reconsider an Examination Board decision regarding their academic progression or award (GEAR H1.1)*
- *A student may only appeal on the ground that there has been a significant administrative error or omission in the assessment process which has had a detrimental effect of the student's outcome. (GEAR H1.2)*

The following are not grounds for an Academic Appeal, and your form may be redirected to the appropriate committee or panel;-

- *Matters relating to the academic judgement of an Examination Board or individual member of staff¹ (GEAR E9.2 and H2. 1.2);*
- *Appeals against marks (GEAR H2. 1.3);*
- *Conditional progression (i.e., trailing modules) (GEAR C6.7);*
- *Decisions regarding the award of compensated credit (GEAR C7.4);*
- *Dissatisfaction regarding the design, curriculum or delivery of the course (GEAR E9.3);*
- *Perceived shortcomings in tuition, supervision or support (GEAR H2. 1.1);*
- *Appeals against the outcome of an Academic Misconduct Panel (GEAR F8.1);*
- *Complaints about unsatisfactory service ((GEAR H2. 1.4);*
- *Additional consideration requests are not grounds for academic appeal and should be notified in accordance with the additional consideration procedure (GEAR H2. 1.5).*

Note that you cannot submit your Stage 1 Formal Academic Appeal until the Examination Board has notified you of its decision.

2. Advice

You are **strongly advised** to seek independent advice on the completion of your Stage 1 Formal Academic Appeal form before submitting it. Advice and guidance can be obtained from the [University of Brighton Students' Union](#), or emailing bsusupport@brighton.ac.uk.

We would also advise that in the first instance, you contact your School Office and submit a Results Review request if you have any queries relating to your results.

3. Requirement to provide supporting documents

All Academic Appeals must include a copy of the Course Examination Board's decision – this would normally be sent to you via email. We suggest checking your email junk folder if you can't find it. Please forward or include the full email in your form - the Academic Appeals Office need to see the information in the email header, including the date when this was sent, and any attachments.

¹ including judgment about marks awarded, degree classification, research methodology, whether feedback is correct or adequate, and the content or outcomes of a course

You may also wish to submit additional documents, including copies of any relevant written / email correspondence with University staff, screenshots confirming submission of work, or any other documents which support your Academic Appeal. Documents sent electronically must either be in Word or pdf format.

You should normally submit all supporting documents at the same time as your academic appeal. In exceptional circumstances, you may be permitted an additional 14 calendar days to submit supporting documents. Your Stage 1 Formal Academic Appeal form should be submitted together with details of the documents to follow and an explanation for why these are not yet available.

4. Timescale for submission

Your Stage 1 Formal Academic Appeal must be submitted not later than **either 21 calendar days from the date your results are received, or 21 calendar days after the conclusion of the Results Review** process (see section 2).

5. Methods of submission

Your appeal should be submitted from your university email account to academicappeals@brighton.ac.uk If you choose to submit from a different account then a scanned copy of the signed form must be included.