

If you are considering making an academic appeal, you may should read the following information carefully. This advice supplements, but does not replace, the formal [policy](#) and [procedures](#) information of the University.

What is an academic appeal?

An academic appeal is a procedure which allows you, in certain circumstances, to ask for a review of a decision relating to your academic progress or award or the outcome of an Extenuating Circumstances claim.

When do I have the right to appeal?

It's important to understand what can and cannot be appealed. You can only appeal against the [final decision](#) of an academic body, for example, an Examination Board, which has made a decision regarding your classification or progression, or the decision of an EC panel. Student Services will notify you of these decisions. There is a full list of how you establish the right to appeal in the [Academic Appeal Policy](#).

What do I need to do first?

It's important that you consider your situation carefully and understand how the decision was arrived at before completing the academic appeal form. In order to decide whether to make an appeal, you are encouraged to read the information about the appeal process and to talk the matter through with an appropriate person, for example; an Exams Officer, a Director of Studies, your Personal Tutor or a member of the [Support and Wellbeing Team](#). It may be that following such discussions the result or decision might be more understandable (e.g. how a mark for an examination/piece of work was arrived at or how the classification has been calculated) and you can obtain the clarification you need without invoking the formal appeal process.

What are the deadlines for an appeal?

Please remember that academic appeals must be submitted within one month of notification of the decision. This means one month from the date that the email was sent to you by Student Services notifying you of the Examination Board or EC panel's decision or the date of release of results via Blue Castle.

Appeals submitted outside this timescale will not normally be considered. If you intend to appeal, but are unable to meet the deadline for submission, you must contact academic-appeals@nottingham.ac.uk, prior to the deadline, to request an extension. The reason for your request will need to be clearly stated and supported by evidence.

Have I got grounds for appeal?

Your appeal will only be considered where you can establish one or more of the 'grounds' for appeal listed in the Academic Appeal Policy. It is important that you understand these grounds before making an appeal. To help you with this here are some key points to remember;

Extenuating Circumstances (ECs)

You are expected to inform your School of [extenuating circumstances](#) at the point of impact and before the Examination Board has met to confirm your results. If you were able to do this but did not do so, then you are unlikely to establish grounds for appeal. Therefore, if you did not tell a member of University staff, engage with a support service or fill in an ECs form at the time, your appeal is very likely to be rejected.

Progression Rules

If you haven't met the progression requirements and are required to undertake further re-assessment before being allowed to continue on your course, an appeal which requests that you be allowed to progress immediately is very unlikely to be successful. The rules are in place to ensure students can demonstrate the required level of academic performance before moving on to the next stage. Appeals seeking an exception to these regulations are very unlikely to be successful.

If you think there has been an error with the data entry of your marks, you should contact Student Services immediately.

Shortcomings in Teaching

Concerns relating to the quality of teaching or supervision, or other circumstances that relate to the delivery of a programme of study should have been raised under the [Student Complaints Policy](#) before the point of assessment or the submission of a thesis or dissertation and are not usually acceptable grounds for appeal.

Academic Judgement

Disagreement with the mark awarded for a piece of assessed work (coursework, exam etc.) because you believe it doesn't reflect the work you put in is not grounds for appeal.

What help is available to me?

There are a number of sources of help and guidance available to assist you in making the decision as to whether to appeal. It's important that you use this information *before* starting the process.

Academic Appeal [Policy](#) and [Procedure](#)

Information on [how to complete the form](#). Please do read this carefully as many students submit incomplete forms or don't understand what is required of them and this results in delays or having to resubmit the form. The key issues of the appeal must be explained in a clear, coherent and concise manner.

At the end of the form, you'll be asked to sign a declaration that, "I confirm that this my full account of the matters I wish to raise as part of an academic appeal. I understand that new arguments or criteria known to me now but not included in this appeal will not be considered as part of a review request or revised appeal." This is why it's really important to reflect and consider the case you want to make and the evidence you will need before you fill in and submit the form.

Advice from a Students' Union Education Adviser in the Student Advice Centre on University Park. You can contact Students' Union Advice or by email at SUAdvice@nottingham.ac.uk.