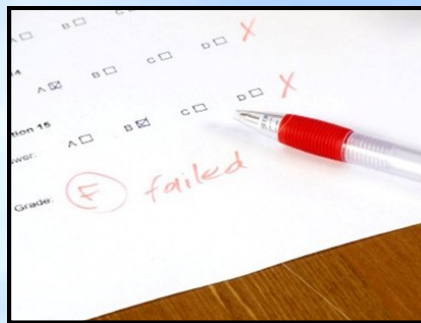


# THE WELFARE POINT

## Academic Appeal

*Requesting a review of a decision of the Board of Examiners is a right students may use to contest any decision affecting their grade or progress that they consider unfair.*



This guide provides information on condition and process that apply to submit an academic appeal



## Ground for appeals

A student can submit an academic appeal when the decision of the Board of Examiners is considered not to be fair and **additional factors\*** were not taken in account.

### Personal Circumstances:

**Additional information** supporting circumstances you already reported could not be made available to the Board of Examiners and could have led to a different decision

*sudden illness, bereavement,  
accident, family issues,  
financial or housing struggles,  
personal problems*

### YOU CANNOT APPEAL IF:

Your ground of appeal could have been considered by the Board of Examiners had notice been given prior to the meeting

&

You have no valid reason for having failed to give such notice

### Procedural Irregularity:

A **material irregularity** arisen in the procedure of the Board of Examiners or in the conduct of the assessment

*Incorrect information given:  
time, place, or date of exam*

*Wrong paper*

*Other Information*

*Inappropriate conditions of exam*

### YOU CANNOT APPEAL IF:

You have a disagreement with the academic judgment of the Board of Examiners

***\* Students facing difficulties during the academic year must report their circumstances as and when it arises (see our leaflet Extenuating Circumstances).***

## Submitting an academic appeal (stage 1)

Your appeal must be submitted to the Academic Registrar (Irene Hynd) in writing within 21 days after the publication of the decision of the Board of Examiners or receipt of the academic transcript.

Your **letter** must include the following information:

- name and matriculation number,
- up to date contact details,
- title and year of programme,
- examination or result being appealed,
- the ground for appeal,
- supporting evidence
- remedy thought

Please note that a template letter is available in your Students' Union

The Academic Registrar will acknowledge receipt of your appeal within 3 working days and will transmit it to the Dean of your School.

The Dean will then respond to you within 21 days giving you a decision or the date the decision will be made.

## Resubmitting the appeal (stage 2)

If you are unhappy with the decision at Stage 1, you can resubmit your appeal to the Academic Registrar within 21 days of receipt of the response from the Dean of School.

Your appeal will be referred to an Academic Appeal Hearing **ONLY** if:

- there was an irregularity in the procedure at stage 1;
- Additional evidence has been made available.

## Need help?

If you need more information and advice on how to make an academic appeal, the Welfare Point can help you with:

- Explaining the different steps to the academic appeal procedure;
- Helping you decide whether it is relevant to submit an academic appeal;
- Advising you on how to write your letter of appeal;
- Advising you at each stage of the appeal.

## Contact:

Cecile Guilloteau  
Welfare and Representation Coordinator  
Students' Union (first floor)  
Tel: 0131 474 0000  
@: [cguilloteau@qmu.ac.uk](mailto:cguilloteau@qmu.ac.uk)