**ACADEMIC APPEALS**

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| **Questions** | **Answers** |
| How do I submit an appeal? | You need to fill out an academic appeals form which can be found using this link [**Academic-Appeal-Form-Formal-Stage**](https://www.uos.ac.uk/sites/default/files/Academic-Appeal-Form-Formal-Stage.pdf) You will need to complete **each area of the form in full** before your appeal can be accepted and reviewed. Once you have completed the form, you need to email it to [**osacc@uos.ac.uk**](mailto:osacc@uos.ac.uk) along with any supporting evidence to support the reasons outlined in your appeal.    **Please note if you do not provide evidence in support of any circumstances you outline in your appeal this may result in your appeal being rejected.**  If you require advice or assistance with completing the form, please contact the Students' Union Advice Centre [**su.advice@uos.ac.uk**](mailto:su.advice@uos.ac.uk) or Student Life (via the Student Centre **01473 338833**). |
| What can I appeal against? | * A decision made by the Extenuating Circumstances Panel. * A decision made by the Academic Misconduct Panel, following confirmation of your penalty from the Assessment Board.  You cannot submit an appeal until you have received this outcome. * If you have been advised you will be withdrawn from a course, following a letter from your Assessment Board notifying you of your withdrawal. * A module result (or a component result) following the receipt of your ratified results. If you are unsure whether your results have been ratified, please contact your Academic Administrator or Course Team. You cannot submit an appeal until your results have been ratified. |
| On what grounds can I appeal? | **Procedural irregularity** - which undermined the validity of the academic result or decision.  For Example;   * Your Reasonable Adjustments not being applied when taking an exam.     This does not include you being unhappy with the grade you have been awarded when the correct procedure has been followed.    **Extenuating Circumstances** - where, for good reason, the Assessment Board was not made aware of a significant factor relating to the assessment of the student when it made its decision.  For Example;   * A serious short-term illness or injury. * The worsening of an ongoing illness or disability, including mental health conditions. * The death or significant illness of a close family member or friend. * Unexpected caring responsibilities for a family member or dependant. * A significant personal or family crises. * An accommodation crisis such as an eviction. * A safeguarding concern, relating to you or your dependants. |
| How long do I have to submit an appeal? | You can appeal **within 15 working days (not including weekends and bank holidays)** of being notified (of one of the four categories that you can appeal against)    For example*, if you receive an email notification that your request for a deferral has been declined, you have 15 working days from receipt of that email to submit an appeal.*    If you require advice or assistance with completing the form, please contact the Students' Union Advice Centre [**su.advice@uos.ac.uk**](mailto:su.advice@uos.ac.uk) or Student Life (via the Student Centre **01473 338833**). |
| What happens if I am late (outside of the 15 working days) in submitting my appeal? | You can still submit an appeal after the 15-day deadline has passed however it will not necessarily be considered. You would need to provide an explanation as to why there was a delay submitting your appeal, and the Academic Registrar (or nominee) would review and determine whether your appeal can be accepted for consideration.    If you have any evidence relating to your late appeal submission (such as a doctor’s note or letter from an employer), it would be useful to include this for consideration, as it will help the Academic Registrar or nominee when making their decision.  If the Academic Registrar or nominee agree that you had good reason for submitting a late appeal, the appeal would then proceed as normal.    If the Academic Registrar or nominee decides there is no good reason for your late appeal, your appeal will be closed and OSACC will notify you in writing. |
| Do I need to send anything else with the appeal form? | You will need to complete **each area of the form in full** before your appeal can be accepted and reviewed. Once you have completed the form, you need to email it to[**osacc@uos.ac.uk**](mailto:osacc@uos.ac.uk)along with your supporting evidence.  **Please note if you do not provide evidence in support of any circumstances you outline in your appeal this may result in your appeal being rejected.** |
| If I have appealed against an academic decision for example a module result, should I carry on as normal with my studies whilst I wait for the outcome of my appeal? | You should carry on as normal and continue with your studies. You should resubmit work or participate in examinations or other reassessment activity on the date(s) specified by the Assessment Board. The reassessment will not be delayed or deferred because of your appeal. |
| If I have appealed against being withdrawn from my course, should I carry on as normal with my studies whilst I wait for the outcome of my appeal? | No, when the decision being appealed is withdrawal from your course, you will not be permitted to attend any further part of the course, including academic classes, the submission of work or attending any taught sessions either in person or online and you will not be permitted to attend any further part of your placement unless/until this decision is changed by the Assessment Board as an outcome of your academic appeal. |
| When will I get the outcome of my appeal? | Depending on volume of cases received by OSACC we endeavour to respond to you with the outcome of your appeal within one month of receipt however this is dependent on volume of cases at the time and may take longer than one month.  You will be informed via email of the panel date once it is scheduled. You will then be informed via email of the panel’s outcome no later than **5 working days** **(not including weekends and bank holidays)** after the panel meets. The outcome will also be communicated with the Assessment Board and you will be informed of the next steps by the Assessment Board generally no later than **15 working days** **(not including weekends and bank holidays)** after receiving the panel’s outcome. |
| What if I am not happy with the outcome of my appeal? | If you are not satisfied with the formal stage academic appeal outcome, you may move to the Review Stage of the Academic Appeals Procedure. Any review stage appeal should be made within **10 working days** **(not including weekends and bank holidays)** of the date you received the formal stage outcome (email). For the review stage appeal to be considered it must comply with at least one of the following grounds:   * You have new information to put forward that, for good reason, could not have been provided earlier in the process. * There was procedural irregularity in the conduct of the formal stage. * There was prejudice and/or bias or the appearance of prejudice and/or bias, in the conduct of the formal stage. * Evidence put forward at the formal stage was not fully and properly considered meaning the outcome was not reasonable in all the circumstances. |