



**QUEEN'S
UNIVERSITY
BELFAST**




Academic Appeals – Digitised Appeal Form. A Step-by-Step Guide



Guide for Students submitting the Digitised Appeal Form (from the Portal)

Student - Portal

- The Student should login via this link: <https://myportal.qub.ac.uk>



QUEEN'S
UNIVERSITY
BELFAST

HOME | SIGN IN

Why should I sign in?

You can use the Queen's Portal to submit applications, requests, or questions. Signing in allows you to return at any time to view or amend your submissions, and to receive updates.

I have a Queen's email address

If you are a student, alumnus, or work at Queen's University Belfast, you can sign in using your existing Queen's account.

SIGN IN

I do not have a Queen's email address

If you do not have a Queen's email address, you can register and sign in using your personal or business email address.

SIGN IN

I want to access the Referee Portal and do not have a Queen's email address

If you do not have a Queen's email address, you can sign into the Referee Portal using the credentials provided.

SIGN IN

We need to process data about you that relates to your enquiries and your application(s) to us. Such processing will be in accordance with the Data Protection Act 2018, GDPR, and our [Data Protection Policy](#).



Student - Portal

- Select 'My Request' in the top right corner to view a list of all your Service Requests.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 11 | **MY REQUESTS** | ELLEN MCGEOWN ▾

Welcome to Queen's Portal

Undergraduate Direct Applications

For International applicants who wish to apply directly, and only, for an undergraduate course at Queen's, and for agents or partners who wish to apply on behalf of an International applicant.

My Requests

Raise and manage service requests.

Student - Portal

- You will be navigated to a list of all of your Service Requests.
- *there may be a mix of requests including Academic Appeals, Exceptional Circumstances etc here
- Select the '+ Create request' to begin a new Service Request for your Academic Appeal.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 8 | MY REQUESTS | ELLEN MCGEOWN

My Requests

Raise and manage service requests.

My Requests created date range Apply

Select Date

Service request ID	Request type	Submitted date	Last modified date ↓	Request Status	Actions
SR-00003601-N6N5D0	Academic appeal		25/Nov/2024 12:16	Draft	▼
SR-00003605-B1Y8V2	Academic appeal	25/Nov/2024	25/Nov/2024 11:51	In Progress	▼
SR-00003602-D4V2X2	Academic appeal	25/Nov/2024	25/Nov/2024 9:41	In Progress	▼
SR-00003592-X6C1X9	Academic appeal	22/Nov/2024	22/Nov/2024 16:06	Re-submitted	▼

Student - Portal

- The first page you will see is the 'Request Details' page.
- This page will route you down the correct path to ensure you are creating the correct type of Service Request.
- Then select:
 - 'Exams and Assessments' from the 'Nature of your request' field.
 - 'Academic Appeal' from the 'I need support with...' field..

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 8 | MY REQUESTS | ELLEN MCGEOWN ▾

Home > My Requests > Create Service Request

Summary Attachments

Request Details

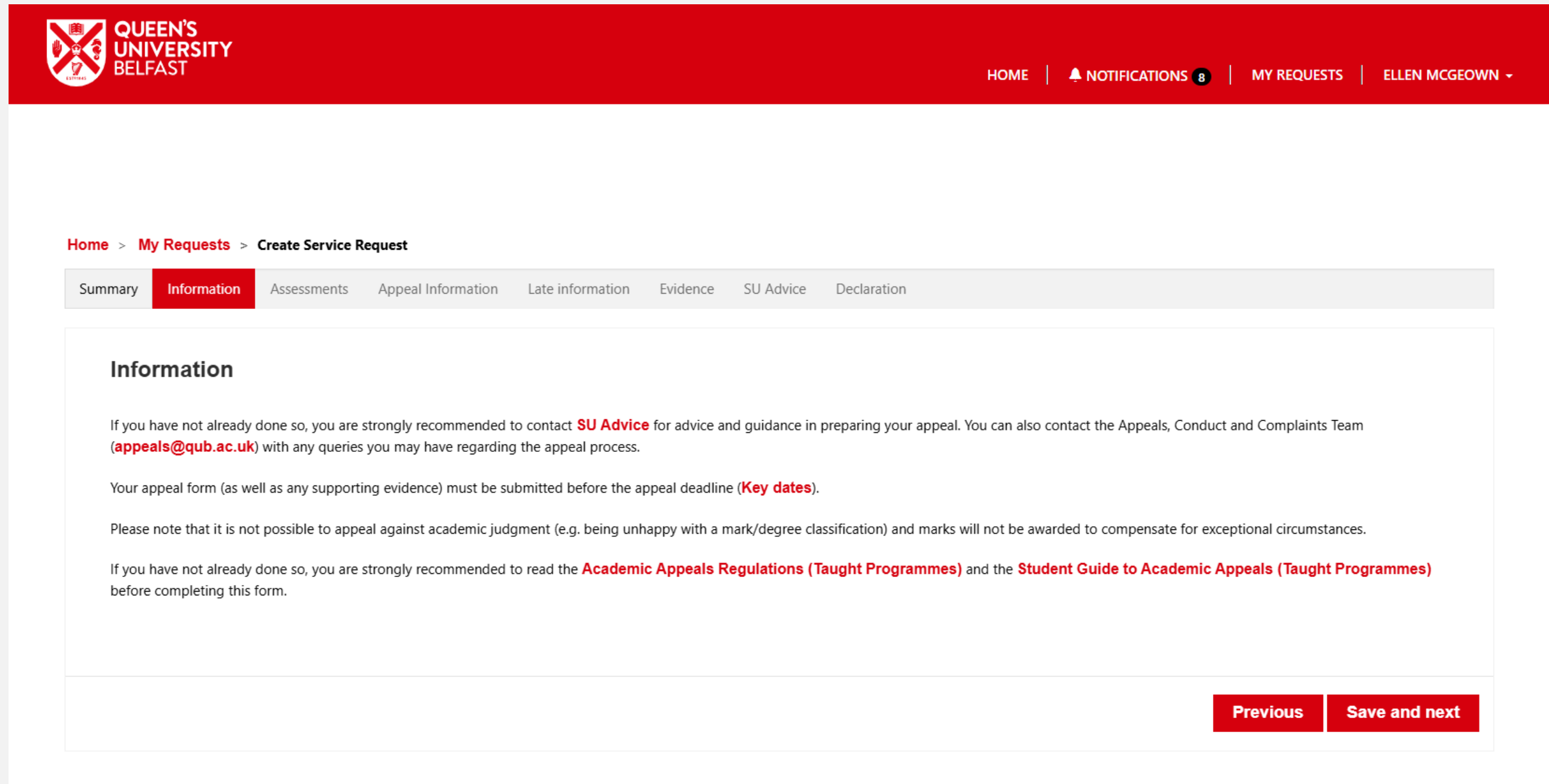
Nature of your request *
Exams and Assessments x ▾

I need support with... *
Academic appeal x ▾

Save and next

Student - Portal

- The next page you will see is the 'Information' page, which provides you with relevant information and important links to be aware of before beginning your Academic Appeal.
- Select 'Save and next' to proceed with your Academic Appeal.



The screenshot shows the Queen's University Belfast Student Portal interface. At the top, there is a red navigation bar with the university logo and name on the left, and navigation links for HOME, NOTIFICATIONS (with a badge of 8), MY REQUESTS, and ELLEN MCGEOWN on the right. Below the navigation bar, a breadcrumb trail reads: Home > My Requests > Create Service Request. A horizontal menu contains several tabs: Summary, Information (which is highlighted in red), Assessments, Appeal Information, Late information, Evidence, SU Advice, and Declaration. The main content area is titled 'Information' and contains the following text:

If you have not already done so, you are strongly recommended to contact **SU Advice** for advice and guidance in preparing your appeal. You can also contact the Appeals, Conduct and Complaints Team (appeals@qub.ac.uk) with any queries you may have regarding the appeal process.

Your appeal form (as well as any supporting evidence) must be submitted before the appeal deadline (**Key dates**).

Please note that it is not possible to appeal against academic judgment (e.g. being unhappy with a mark/degree classification) and marks will not be awarded to compensate for exceptional circumstances.

If you have not already done so, you are strongly recommended to read the **Academic Appeals Regulations (Taught Programmes)** and the **Student Guide to Academic Appeals (Taught Programmes)** before completing this form.

At the bottom right of the content area, there are two red buttons: 'Previous' and 'Save and next'.



Student - Portal

- The third section of the form displayed is the 'Assessments' page. This is where you add any Assessments that you are appealing.
- Select 'Add Assessments' to begin adding Assessments.
- Any Assessments added will show up as a list on this page.

The screenshot shows the 'Assessments' page in the Student Portal. At the top, there is a red navigation bar with the Queen's University Belfast logo on the left and navigation links for HOME, NOTIFICATIONS (with a badge of 8), MY REQUESTS, and ELLEN MCGEOWN. Below the navigation bar, a breadcrumb trail reads 'Home > My Requests > Create Service Request'. A horizontal menu contains tabs for Summary, Information, Assessments (which is highlighted in red), Appeal Information, Late information, Evidence, SU Advice, and Declaration. Below the menu, a message states 'Please add a row for each affected assessment.' The main content area is titled 'Assessments' and contains a large empty space with a yellow message box at the bottom that says 'There are no records to display.' A red button labeled 'Add Assessments' is highlighted with a green border. At the bottom right of the page, there are two red buttons: 'Previous' and 'Save and next'.

Student - Portal

- Fill in the fields within the pop-up window(s) with the required information regarding each module assessment(s).

The screenshot displays the Queen's University Belfast Student Portal. At the top, there is a red navigation bar with the university logo and name on the left, and navigation links for HOME, NOTIFICATIONS (with a badge of 8), MY REQUESTS, and ELLEN MCGEOWN on the right. Below the navigation bar, the main content area shows a breadcrumb trail: Home > My Requests > Create Service Request. There are three tabs: Summary, Information, and Assessment (which is active). A message states: "Please add a row for each affected assessment." Below this, there is a section titled "Assessments" with a message: "There are no records to display." A large pop-up window titled "Add assessment" is overlaid on the page. It contains a warning: "If you think your module mark/degree classification has been calculated incorrectly, you should request a clerical check by contacting your School Office within 10 working days of the publication of results." The pop-up form includes the following fields:

- Assessment details**
- Academic Year ***: 2019-20
- Module ***: Please select
- Does this appeal apply to ALL assessments for this module?**: No
- Type of assessment impacted ***: Please select
- What is the outcome you are seeking? ***: Please select

At the bottom of the pop-up is a red "Add Assessment" button. On the right side of the main page, there are two buttons: "Add Assessments" and "Previous Save and next".

Student - Portal

- If you select 'No' to the question 'Does this apply to ALL assessments for this module?' then some more fields become available.
 - Date of submission / exam – date picker.
 - Assessments details – a filtered list of the Assessment details depending on whether it is Coursework or Exam related.
 - Assessment name – Non mandatory free text field to give Assessment name. Please include this if known.

The screenshot displays the Queen's University Belfast Student Portal interface. At the top, there is a red navigation bar with the university logo and text 'QUEEN'S UNIVERSITY BELFAST'. To the right of the logo, there are links for 'HOME', 'NOTIFICATIONS' (with a badge showing '8'), 'MY REQUESTS', and 'ELLEN MCGEOWN'. Below the navigation bar, the main content area shows a breadcrumb trail: 'Home > My Requests > Create Service'. There are three tabs: 'Summary', 'Information', and 'Assessments'. The 'Assessments' tab is active. Below the tabs, there is a message: 'Please add a row for each affected assessment'. A table titled 'Assessments' is shown, but it is empty with the message 'There are no records to display.' A modal window titled 'Add assessment' is open in the foreground. The modal contains the following fields: 'Module *' (dropdown menu with 'CSC3002 - Computer Science Project' selected), 'Does this appeal apply to ALL assessments for this module?' (dropdown menu with 'No' selected), 'Type of assessment impacted *' (dropdown menu with 'Coursework/continuous assessment related' selected), 'Date of submission / exam *' (date picker with '27/Oct/2024' selected), 'Assessment details *' (dropdown menu with 'Labs' selected), 'Assessment name' (text input field with 'Lab 1' entered), and 'What is the outcome you are seeking? *' (dropdown menu with 'Resit as a first attempt for uncapped marks' selected). At the bottom of the modal, there is a red button labeled 'Add Assessment'. In the background, behind the modal, there are two red buttons: 'Add Assessments' and 'Previous Save and next'.

Student - Portal

- The next section to input for your Assessment is the 'Grounds for Appeal'.
- Here you should select one or however many 'Grounds for appeal' that relate to the Assessment or Module selected above.

The screenshot displays the Queen's University Belfast Student Portal interface. At the top, there is a red header with the university logo and navigation links: HOME, NOTIFICATIONS (28), MY REQUESTS, and ELLEN MCGEOWN. Below the header, the breadcrumb trail reads: Home > My Requests > Create Service Request. The main content area shows a modal window titled 'Add assessment' with a close button (x). The modal contains the following fields:

- Assessment details:** A dropdown menu with 'Group assessment' selected.
- Assessment name:** A text input field containing 'assignment 1'.
- What is the outcome you are seeking? ***: A dropdown menu with 'Removal of the late penalty imposed' selected.
- Grounds for appeal:** A section highlighted with a green border, containing two radio button options:
 - New evidence**
New evidence has become available which could not have been provided to the Board of Examiners' meeting. Evidence that a student chooses to withhold from the Board of Examiners will not normally constitute new evidence.
 - Procedural Irregularity**
There has been a procedural irregularity which has had a demonstrable impact on the academic outcome.

At the bottom of the modal is a red 'Add Assessment' button. In the background, the 'Assessments' section is visible, showing a message: 'There are no records to display.' To the right of the modal, there are buttons for 'Add Assessments', 'Previous', and 'Save and next'.

Student - Portal

- Once you have added your information as shown earlier, these will then be seen displayed within the Assessments box.
- Select 'Save and next' to progress to the next stage of your Academic Appeal form.

The screenshot displays the Queen's University Belfast Student Portal interface. At the top, there is a red navigation bar with the university logo and name on the left, and navigation links for HOME, NOTIFICATIONS (28), MY REQUESTS, and ELLEN MCGEOWN on the right. Below the navigation bar, the breadcrumb trail reads 'Home > My Requests > Create Service Request'. A horizontal menu contains tabs for Summary, Information, Assessments (which is highlighted), Appeal Information, Late information, Evidence, SU Advice, and Declaration. A message states 'Please add a row for each affected assessment.' The main content area is titled 'Assessments' and features a table with two rows of assessment data. A red 'Add Assessments' button is located in the top right corner of the table area. At the bottom right of the page, there are two buttons: 'Previous' and 'Save and next'.

Home > My Requests > Create Service Request

Summary | Information | **Assessments** | Appeal Information | Late information | Evidence | SU Advice | Declaration

Please add a row for each affected assessment.

Assessments

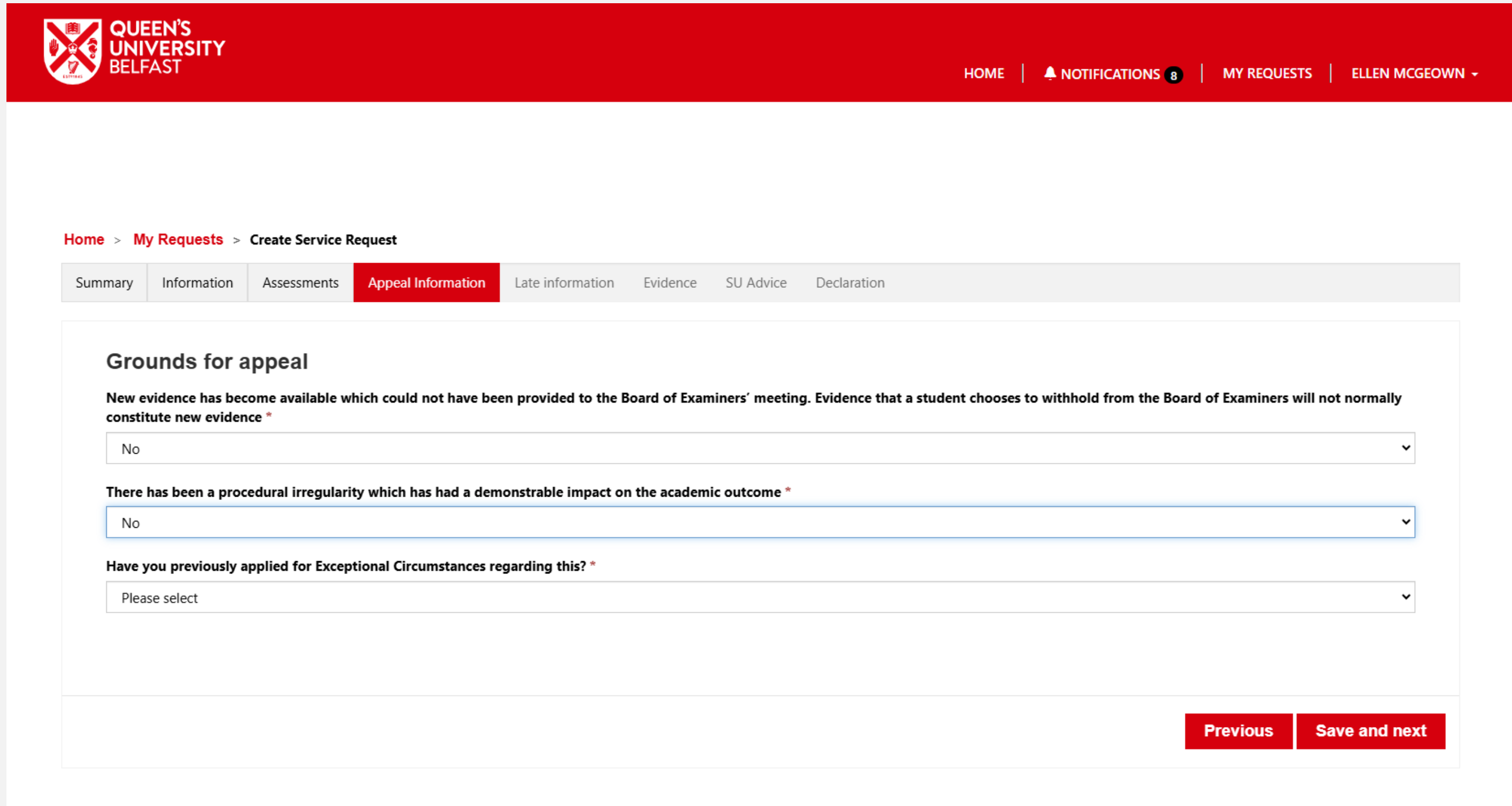
[Add Assessments](#)

Academic Year	Does this appeal apply to ALL assessments for this module?	Module Code	Module Name	Type of assessment impacted	Date of submission / exam	Actions
2019-20	No	CSC3059	Malware Analysis	Coursework/continuous assessment related	27/Oct/2024	▼
2019-20	No	CSC3002	Computer Science Project	Exam related	28/Oct/2024	▼

[Previous](#) [Save and next](#)

Student - Portal

- The fourth section you will now see is the 'Appeal Information' section of the form.
- Please select your ground(s) for appeal and add additional requested information in respect of each selected ground.
- Click on 'Save and next'.




The screenshot shows the 'Appeal Information' section of the Student Portal. At the top, there is a red navigation bar with the Queen's University Belfast logo on the left and links for HOME, NOTIFICATIONS (with a badge of 8), MY REQUESTS, and ELLEN MCGEOWN. Below the navigation bar, a breadcrumb trail reads 'Home > My Requests > Create Service Request'. A horizontal menu contains tabs for Summary, Information, Assessments, Appeal Information (which is highlighted in red), Late information, Evidence, SU Advice, and Declaration. The main content area is titled 'Grounds for appeal' and contains three questions, each with a dropdown menu:


- Question 1: 'New evidence has become available which could not have been provided to the Board of Examiners' meeting. Evidence that a student chooses to withhold from the Board of Examiners will not normally constitute new evidence *'. The dropdown menu is set to 'No'.
- Question 2: 'There has been a procedural irregularity which has had a demonstrable impact on the academic outcome *'. The dropdown menu is set to 'No'.
- Question 3: 'Have you previously applied for Exceptional Circumstances regarding this? *'. The dropdown menu is set to 'Please select'.

At the bottom right of the form, there are two red buttons: 'Previous' and 'Save and next'.

Student - Portal

- You then need to provide information relating to your ground of appeal here for each of the assessment(s) your appeal is in relation to. Please provide the information you wish to be considered in respect of the specific ground selected within the free text field below.
- *There is some help text within each ground to give you an idea of the type of information you should enter.
- Complete the remaining questions about Exceptional Circumstances asked on this page.
- Check all the information provided and then click on the 'Save and next' tab.

QUEEN'S UNIVERSITY BELFAST

HOME |  NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN ▾

Home > My Requests > Create Service Request

Summary | Information | Assessments | **Appeal Information** | Late information | Evidence | SU Advice | Declaration

Grounds for appeal

New evidence has become available which could not have been provided to the Board of Examiners' meeting. Evidence that a student chooses to withhold from the Board of Examiners will not normally constitute new evidence *

Yes

New evidence which could not have been provided *

I am appealing based on new evidence that was not available at the time of the initial decision. I have recently obtained a letter from my doctor, dated January 5, 2025, confirming that I was diagnosed with generalized anxiety disorder during the assessment period. This condition significantly affected my ability to prepare for my exams and complete my assignments. At the time, I was unaware of the formal diagnosis, as I had not sought medical attention due to personal circumstances. This document provides critical context that was not considered in the original decision.

There has been a procedural irregularity which has had a demonstrable impact on the academic outcome *

Yes

Procedural irregularity with a demonstrable impact on academic outcome *

I believe there was a procedural irregularity during the handling of my assessment. Specifically, the university failed to adhere to its policy on accommodating students with extenuating circumstances. I submitted a request for an extension on March 1, 2024, but I did not receive a response until after the deadline had passed, which meant I could not complete the assignment within the allocated time. According to Section 5.3 of the University's Extenuating Circumstances Policy, students should receive a decision within 5 working days, but my request was delayed for over three weeks without explanation.

Have you previously applied for Exceptional Circumstances regarding this? *

No

Why could you not have applied for Exceptional Circumstances at the time? *


At the time, I was unaware of the university's exceptional circumstances policy and the process for applying. As a first-year student, I was still unfamiliar with the support services available and did not realize that my situation qualified for consideration. I now understand this was a mistake and regret not seeking help sooner.

Previous Save and next



Student - Portal

- The next section you will see displayed is titled 'Late information'.
- This page gives you an opportunity to indicate whether or not you believe the Academic Appeal you are submitting to be late.
- If your Academic Appeal is being submitted late (that is, after the deadline you had been provided with for the submission of an Academic Appeal in respect of any or all the modules your appeal is in relation to), then you would be required to explain the reason for this late submission in the free text box below.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 8 | MY REQUESTS | ELLEN MCGEOWN ▾

Home > My Requests > Create Service Request

Summary | Information | Assessments | Appeal Information | **Late information** | Evidence | SU Advice | Declaration

Late information

Do you believe that you are submitting this appeal late? *

Yes ▾

If you are submitting this Academic Appeal late, Please explain why you were unable to submit the appeal before the deadline, and why you are only now in a position to submit an appeal *

Appeals received after the deadline will not normally be accepted. However, late appeals may be considered where a student can demonstrate that they were unable to submit an appeal before the deadline due to circumstances beyond their control (e.g. hospitalisation). Your explanation here should cover the entire period from the date of publication of results, until the date of submission of your appeal. You will also be expected to provide evidence to support your statement.

Previous Save and next

Student - Portal

- This next section is the Evidence page. Include here, any evidence that you wish to be considered specific to your Academic Appeal. However, before you submit anything, please ensure you read the help text which provides some guidance relating to evidence you should provide. This is shown dynamically depending on the grounds of appeal selected previously.
- Note: the example below relates to the appeal of a student who had confirmed that their appeal (or some part of it) was being submitted late. In this instance, the 'Evidence as to why Academic Appeal is late' folder will show up for you to add any relevant evidence.
- If your appeal is completely on time, you will only need to upload 'Evidence in support of Academic Appeal to FSAC'. You can do this by selecting the chevron under 'Actions' and selecting 'Upload'.

The screenshot shows the 'Evidence' page in the Queen's University Belfast Student Portal. The page header includes the university logo and navigation links for Home, Notifications (28), My Requests, and the user name Ellen McGeown. The breadcrumb trail is Home > My Requests > Create Service Request. A tabbed interface shows 'Evidence' as the active tab, with other tabs for Summary, Information, Assessments, Appeal Information, Late information, SU Advice, and Declaration. The main content area contains a list of instructions for providing evidence. Below the instructions is a table with two rows of evidence entries. The first row is 'Evidence as to why Academic Appeal is late' and the second is 'Evidence in support of Academic Appeal to FSAC'. Both rows show 'No' under the 'Uploaded' column and a red dropdown arrow under 'Actions'. Below the table, there is a confirmation prompt: 'Please confirm you have uploaded all documents in support of your application'. A dropdown menu is provided for the user to select their response, currently showing 'Please select'. At the bottom right, there are 'Previous' and 'Save and next' buttons.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN

Home > My Requests > Create Service Request

Summary | Information | Assessments | Appeal Information | Late information | **Evidence** | SU Advice | Declaration

Evidence

- It is advised that you obtain and provide evidence in support of your appeal.
- Please view the [Guidance on Acceptable Academic Appeal and Evidence document](#) for advice on what types of evidence should be presented.
- If you have not been able to get all relevant documentation, you should still submit your appeal by the deadline and submit the supporting evidence as soon as possible. However, you should note that the University cannot guarantee that evidence submitted after the deadline will be considered.
- Please be reminded that it is your responsibility to obtain and present all necessary information in support of your appeal.
- Given the grounds on which you are appealing, it is strongly advised that you obtain and provide evidence in support of your appeal. Please note that it is highly unlikely that your appeal will be successful on the grounds of new evidence without providing any supporting evidence.
- Given that you are submitting this appeal late, it is strongly advised that you obtain and provide evidence in support of this.

Document type ↑	Description	Uploaded	Actions
	Evidence as to why Academic Appeal is late	No	▼
	Evidence in support of Academic Appeal to FSAC	No	▼

Please confirm you have uploaded all documents in support of your application *
If you plan to provide any documents after your appeal is submitted please answer 'No'. Once all documents are uploaded please update to 'Yes' so we know you have provided all documents for us to consider as part of your appeal.

Please select ▼

Previous Save and next



Student - Portal

- You will then be presented with a 'pop-up' window where you can add a description of the file and attach one or more files from your device.
- Once complete, click on the 'Add Evidence' button to continue.

The screenshot displays the Queen's University Belfast Student Portal interface. At the top, a red navigation bar contains the university logo and the text 'QUEEN'S UNIVERSITY BELFAST'. To the right of the logo, navigation links include 'HOME', 'NOTIFICATIONS 28', 'MY REQUESTS', and 'ELLEN MCGEOWN'. Below the navigation bar, the main content area shows a breadcrumb trail: 'Home > My Requests > Create Service Request'. The 'My Requests' section is active, with tabs for 'Summary', 'Information', and 'Assessment'. The 'Evidence' section is highlighted, showing a list of evidence items with a 'Document type' column. A pop-up window titled 'Upload Evidence' is overlaid on the page. This window contains a form with the following fields: 'Document type' (with a dropdown menu), 'Description' (with a text area), and 'Attach a file' (with a 'Choose Files' button and 'No file chosen' text). A red 'Add Evidence' button is located at the bottom of the pop-up. The background page shows a list of evidence items, including 'Evidence as to why Academic Appeal is late' and 'Evidence in support of Academic Appeal'. At the bottom of the page, there are 'Previous' and 'Save and next' buttons.

Student - Portal

- Once the Evidence you have has been uploaded for the relevant folder you can view that this has been done by checking the 'Uploaded' field where you would see that this has changed to 'Yes'.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN

Home > My Requests > Create Service Request

Summary | Information | Assessments | Appeal Information | Late information | **Evidence** | SU Advice | Declaration

Evidence

- It is advised that you obtain and provide evidence in support of your appeal.
- Please view the [Guidance on Acceptable Academic Appeal and Evidence document](#) for advice on what types of evidence should be presented.
- If you have not been able to get all relevant documentation, you should still submit your appeal by the deadline and submit the supporting evidence as soon as possible. However, you should note that the University cannot guarantee that evidence submitted after the deadline will be considered.
- Please be reminded that it is your responsibility to obtain and present all necessary information in support of your appeal.
- Given the grounds on which you are appealing, it is strongly advised that you obtain and provide evidence in support of your appeal. Please note that it is highly unlikely that your appeal will be successful on the grounds of new evidence without providing any supporting evidence.
- Given that you are submitting this appeal late, it is strongly advised that you obtain and provide evidence in support of this.

Document type ↑	Description	Uploaded	Actions
	Evidence as to why Academic Appeal is late	Yes	▼
	Evidence in support of Academic Appeal to FSAC	No	▼

Please confirm you have uploaded all documents in support of your application *
If you plan to provide any documents after your appeal is submitted please answer 'No'. Once all documents are uploaded please update to 'Yes' so we know you have provided all documents for us to consider as part of your appeal.


Please select ▼

Previous Save and next



Student - Portal

- You will then be asked to confirm if you have uploaded all your evidence or not.
- If you select 'No' to the question 'Please confirm you have uploaded all documents in support of your application', you will need to provide information as to why you have not done so. If you select 'Yes' to the question, then you will not need to explain anything else.
- Click 'Save and next' once you are done with the Evidence section of the form.



QUEEN'S UNIVERSITY BELFASTHOME | NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN

[Home](#) > [My Requests](#) > [Create Service Request](#)

Summary | Information | Assessments | Appeal Information | Late information | **Evidence** | SU Advice | Declaration

Evidence

- It is advised that you obtain and provide evidence in support of your appeal.
- Please view the [Guidance on Acceptable Academic Appeal and Evidence document](#) for advice on what types of evidence should be presented.
- If you have not been able to get all relevant documentation, you should still submit your appeal by the deadline and submit the supporting evidence as soon as possible. However, you should note that the University cannot guarantee that evidence submitted after the deadline will be considered.
- Please be reminded that it is your responsibility to obtain and present all necessary information in support of your appeal.
- Given the grounds on which you are appealing, it is strongly advised that you obtain and provide evidence in support of your appeal. Please note that it is highly unlikely that your appeal will be successful on the grounds of new evidence without providing any supporting evidence.
- Given that you are submitting this appeal late, it is strongly advised that you obtain and provide evidence in support of this.

Document type ↑	Description	Uploaded	Actions
Evidence as to why Academic Appeal is late		Yes	
Evidence in support of Academic Appeal to FSAC		Yes	

Please confirm you have uploaded all documents in support of your application *

If you plan to provide any documents after your appeal is submitted please answer 'No'. Once all documents are uploaded please update to 'Yes' so we know you have provided all documents for us to consider as part of your appeal.

No

Please tell us why you are unable to upload evidence at this time *

I am still waiting on another letter from my doctor

[Previous](#) [Save and next](#)

QUEEN'S UNIVERSITY BELFAST

Student - Portal

- The next section that will come up for you is the 'SU Advice' page.
- Here you can select the 'Download' button to download a PDF copy of all the information that you have entered in relation to this Academic Appeal.
- You can then share this downloaded copy of your Academic Appeal with SU Advice to receive impartial advice and guidance from them. **If you choose to share with SU Advice for guidance/advice, please do not then submit your appeal at the same time.**
- **Important:** It is vital that you understand that your deadline for submission of an Academic Appeal will not change on account of your submission to SU Advice for guidance/advice, so do take this into consideration.


The screenshot shows the Queen's University Belfast Student Portal. At the top, there is a red navigation bar with the university logo and name on the left, and navigation links for HOME, NOTIFICATIONS (28), MY REQUESTS, and ELLEN MCGEOWN on the right. Below the navigation bar, the breadcrumb trail reads: Home > My Requests > Create Service Request. A horizontal menu contains tabs for Summary, Information, Assessments, Appeal Information, Late information, Evidence, SU Advice (highlighted in red), and Declaration. The main content area is titled 'Student's Union Advice' and contains the following text:

- If you wish to seek independent advice from SU Advice, then please select below to download a copy of your completed appeal form and send this to su.advice@qub.ac.uk.
- Please don't submit this academic appeal until you have amended your appeal form to reflect any advice received.
- [SU Advice | QSU](#)

Below the text is a red 'Download' button with a green border. Underneath the button is a checkbox with the text: I consent to automatically informing SU Advice once there has been a decision made regarding this Academic Appeal. At the bottom right of the page, there are two red buttons: 'Previous' and 'Save and next'. The Queen's University Belfast logo is visible in the bottom right corner of the page.

Student - Portal

- Consent – tick this consent box only if you are happy for SU Advice to be made aware that a decision has been made in respect of your Academic Appeal. Note that we will not share any details about that decision without your permission.
- Click 'Save and next' to move on to the next section of the form.

HOME | NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN ▾

Home > My Requests > Create Service Request

Summary	Information	Assessments	Appeal Information	Late information	Evidence	SU Advice	Declaration
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Student's Union Advice

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- Please don't submit this academic appeal until you have amended your appeal form to reflect any advice received.
- [SU Advice | QSU](#)

Download

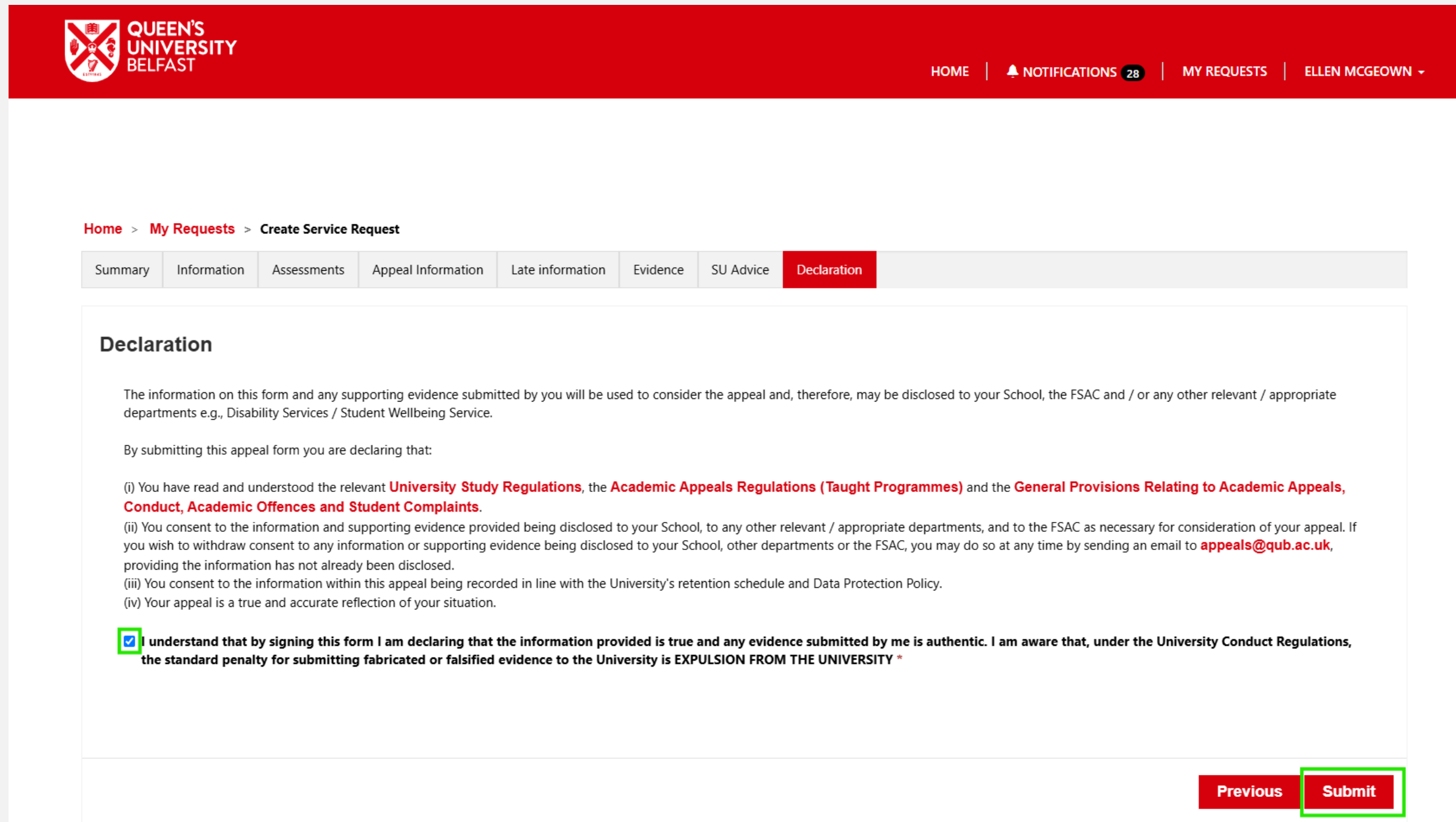
I consent to automatically informing SU Advice once there has been a decision made regarding this Academic Appeal

Previous **Save and next**



Student - Portal

- The last section of the form is the 'Declaration' page.
- Here you are presented with information regarding the University's guidelines.
- You should read and then tick the Declaration and then select 'Submit' to submit your Academic Appeal (once you are happy with the information you have provided and ready for it to be considered).



The screenshot shows the Queen's University Belfast Student Portal. At the top, there is a red navigation bar with the university logo and name on the left, and navigation links for HOME, NOTIFICATIONS (with a badge of 28), MY REQUESTS, and ELLEN MCGEOWN on the right. Below the navigation bar, a breadcrumb trail reads: Home > My Requests > Create Service Request. A horizontal menu contains several tabs: Summary, Information, Assessments, Appeal Information, Late information, Evidence, SU Advice, and Declaration (which is highlighted in red). The main content area is titled "Declaration" and contains the following text:

The information on this form and any supporting evidence submitted by you will be used to consider the appeal and, therefore, may be disclosed to your School, the FSAC and / or any other relevant / appropriate departments e.g., Disability Services / Student Wellbeing Service.

By submitting this appeal form you are declaring that:

- (i) You have read and understood the relevant **University Study Regulations**, the **Academic Appeals Regulations (Taught Programmes)** and the **General Provisions Relating to Academic Appeals, Conduct, Academic Offences and Student Complaints**.
- (ii) You consent to the information and supporting evidence provided being disclosed to your School, to any other relevant / appropriate departments, and to the FSAC as necessary for consideration of your appeal. If you wish to withdraw consent to any information or supporting evidence being disclosed to your School, other departments or the FSAC, you may do so at any time by sending an email to appeals@qub.ac.uk, providing the information has not already been disclosed.
- (iii) You consent to the information within this appeal being recorded in line with the University's retention schedule and Data Protection Policy.
- (iv) Your appeal is a true and accurate reflection of your situation.


I understand that by signing this form I am declaring that the information provided is true and any evidence submitted by me is authentic. I am aware that, under the University Conduct Regulations, the standard penalty for submitting fabricated or falsified evidence to the University is **EXPULSION FROM THE UNIVERSITY** *

At the bottom right of the form, there are two buttons: "Previous" and "Submit". The "Submit" button is highlighted with a green border.



Student - Portal

- You would then see a Success message such as this once submitted. This message includes the Service Request ID which can be used to track the Academic Appeal.



QUEEN'S
UNIVERSITY
BELFAST

HOME | NOTIFICATIONS 28 | MY REQUESTS | ELLEN MCGEOWN ▾

Thank You, **Ellen McGeown**

The request has been submitted
Your Request ID: **SR-000003767-D3M6V5**

For further updates check your list of requests under [My Requests](#)

Student - Portal

- Once submitted, you should also receive an email such as the one below to your email inbox.



Dear Ellen McGeown,

Thank you for your appeal and attachments; receipt of which is acknowledged.

Your appeal will be reviewed by a member of the Appeals, Conduct and Complaints team who will be in touch to confirm the next steps of the process as soon as possible.

Please log into the [Queen's Portal](#) to view any updates on your appeal.

If you would like to find out more about how we process your personal data, and your rights in relation to this, please visit [Queen's University Belfast Privacy Notices](#).

It is essential that you check your University email frequently for further correspondence regarding your appeal.

Please note that the Appeals, Conduct and Complaints team are unable to provide ad-hoc updates on your academic appeal.

Further information:

- Full details of the FSAC procedure are available in the [Academic Appeal Regulations \(Taught Programmes\)](#).
- FAQs are detailed within the [Faculty Student Appeals Committee - A Student Guide](#).
- Dates of appeal meetings, deadlines etc. are published on the [key dates](#) website.
- If you have not already done so, you may wish to seek advice and guidance from [SU Advice](#).
- Support is also available from the [Student Wellbeing Service](#).
- If you hold a tier four visa, you may wish to discuss this matter with the [Immigration Support Service](#).

Kind regards,


Queen's Portal

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Student - Portal

- If the Appeals, Conduct and Complaints Team require you to update your Academic Appeal, you will receive an email informing that you are required to update your Academic Appeal.
- The Appeals, Conduct and Complaints may ask you to update your Academic Appeal for one of the following reasons:
 - You have submitted your Academic Appeal late
 - You are required to upload more evidence in support of your Appeal



Dear SAP Student (Pilot),

I write to acknowledge your request for an Academic Appeal.

The deadline for submission of an appeal (for most students) was end of day (23:59 GMT/BST) on 26/01/2025. As per paragraph 1.7 of the Academic Appeal Regulations (Taught Programmes), appeals received after the deadline will not normally be accepted unless the student can demonstrate that they were unable to submit an appeal before the deadline due to circumstances beyond their control (e.g. hospitalisation).

If you have circumstances beyond your control which meant that you had been unable to submit your appeal before your appeal deadline, you will need to provide a written statement, together with relevant supporting evidence, detailing why you were unable to submit your appeal before now. Your appeal and the late explanation and supporting evidence must be sent to the Appeals, Conduct and Complaints team (appeals@qub.ac.uk) by **04/02/2025 9:00 AM**. The explanation for lateness will need to cover the entire period from the date of publication of results, until the date of submission of your appeal.

The Head of Student and Academic Affairs (or nominee) will then make a decision on whether or not you have evidenced sufficient cause for your late appeal to be accepted for consideration.

If you do not provide a written statement and evidence prior to the specified deadline, your appeal will not progress.

If you have not already done so, you are strongly recommended that you contact [SU Advice](#) for support and guidance throughout the appeal process.


Please also be reminded of the support available from the [Student Wellbeing Service](#).

If you hold a tier four visa, you may wish to discuss this matter with the [Immigration Support Service](#).

Please refer to the University's [Academic Appeal Regulations \(Taught Programmes\)](#) and the [Faculty Student Appeals Committee - A Student Guide](#) for information on appeals to the Faculty Student Appeals Committee.

Kind regards,
Appeals, Conduct and Complaints Team

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Dear Abhishek Anand,

I write to acknowledge your request for an Academic Appeal.

Your Academic Appeal requires you to submit awaiting evidence. This must be provided by 04/02/2025 9:00 AM.

If you have not already done so, you are strongly recommended that you contact [SU Advice](#) for support and guidance throughout the appeal process.

Please also be reminded of the support available from the [Student Wellbeing Service](#).

If you hold a tier four visa, you may wish to discuss this matter with the [Immigration Support Service](#).

Please refer to the University's [Academic Appeal Regulations \(Taught Programmes\)](#) and the [Faculty Student Appeals Committee - A Student Guide](#) for information on appeals to the Faculty Student Appeals Committee.

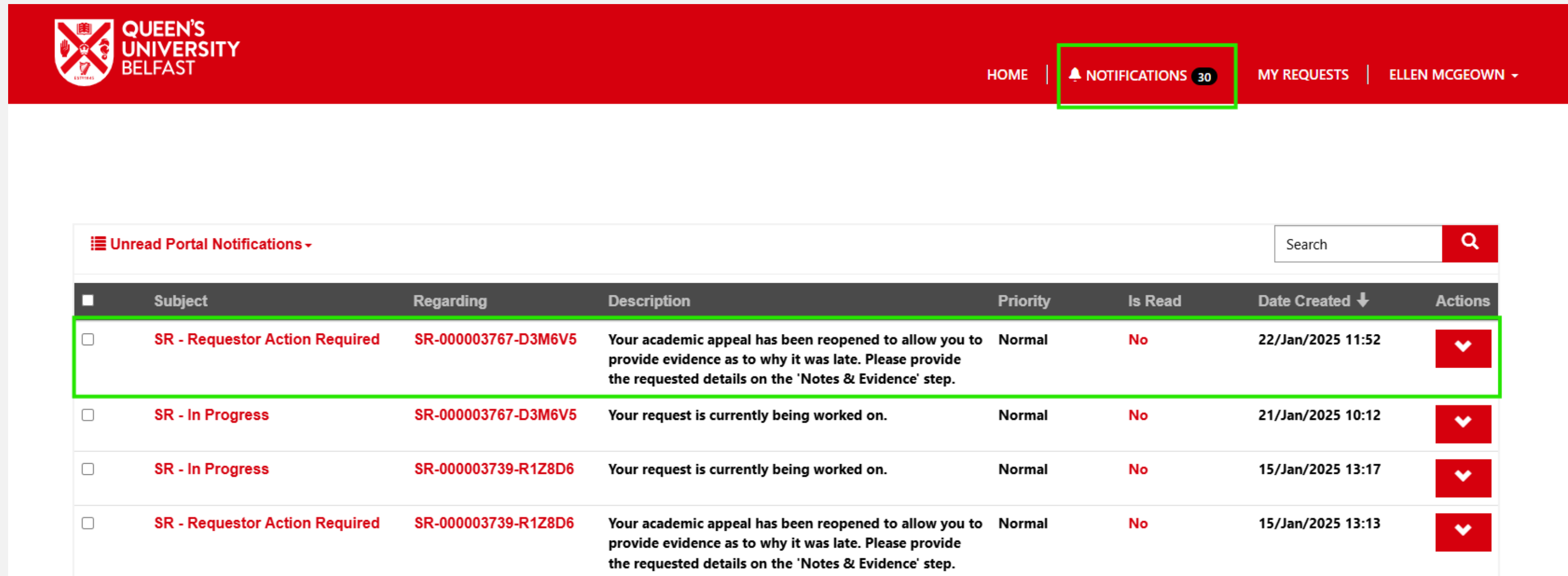
Kind regards,
Appeals, Conduct and Complaints Team

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Student - Portal

- You should also receive a 'Portal Notification' informing you that there is an action required by you.
- You can access this by navigating to 'Notifications' in the top right hand of the portal.

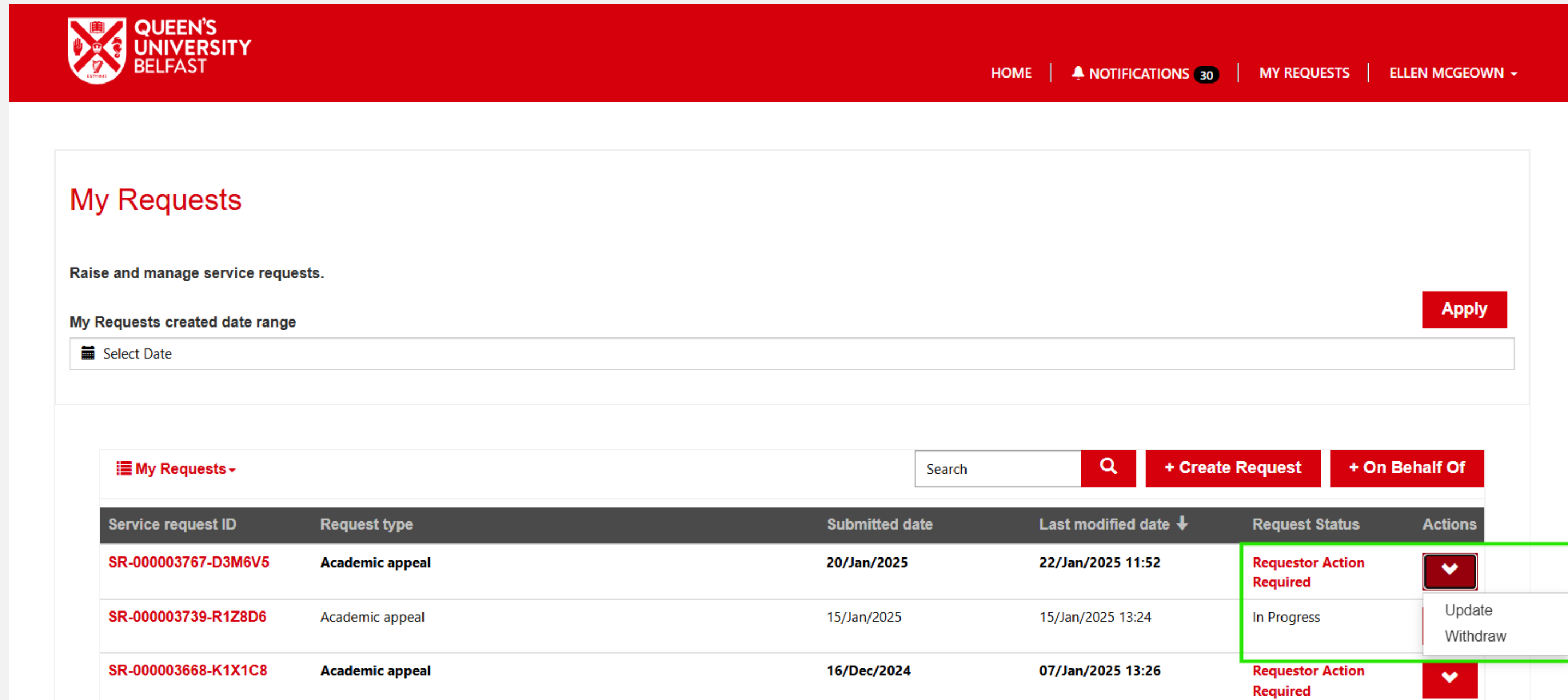


The screenshot shows the top navigation bar of the Queen's University Belfast Student Portal. The navigation bar is red and contains the university logo on the left, and links for HOME, NOTIFICATIONS (with a badge showing 30), MY REQUESTS, and ELLEN MCGEOWN. Below the navigation bar, there is a section for 'Unread Portal Notifications' with a search bar. A table lists four notifications, with the first one highlighted in green. The table has columns for Subject, Regarding, Description, Priority, Is Read, Date Created, and Actions.

Subject	Regarding	Description	Priority	Is Read	Date Created ↓	Actions
<input type="checkbox"/> SR - Requestor Action Required	SR-000003767-D3M6V5	Your academic appeal has been reopened to allow you to provide evidence as to why it was late. Please provide the requested details on the 'Notes & Evidence' step.	Normal	No	22/Jan/2025 11:52	
<input type="checkbox"/> SR - In Progress	SR-000003767-D3M6V5	Your request is currently being worked on.	Normal	No	21/Jan/2025 10:12	
<input type="checkbox"/> SR - In Progress	SR-000003739-R1Z8D6	Your request is currently being worked on.	Normal	No	15/Jan/2025 13:17	
<input type="checkbox"/> SR - Requestor Action Required	SR-000003739-R1Z8D6	Your academic appeal has been reopened to allow you to provide evidence as to why it was late. Please provide the requested details on the 'Notes & Evidence' step.	Normal	No	15/Jan/2025 13:13	

Student - Portal

- On the Service Request page, the 'Request Status' would have been updated to 'Requestor Action Required'.
- You should select the dropdown and select 'Update' to begin resubmitting your Academic Appeal.



QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 30 | MY REQUESTS | ELLEN MCGEOWN ▾

My Requests

Raise and manage service requests.

My Requests created date range Apply

Select Date

My Requests ▾ Search + Create Request + On Behalf Of

Service request ID	Request type	Submitted date	Last modified date ↓	Request Status	Actions
SR-000003767-D3M6V5	Academic appeal	20/Jan/2025	22/Jan/2025 11:52	Requestor Action Required	▼
SR-000003739-R1Z8D6	Academic appeal	15/Jan/2025	15/Jan/2025 13:24	In Progress	Update Withdraw
SR-000003668-K1X1C8	Academic appeal	16/Dec/2024	07/Jan/2025 13:26	Requestor Action Required	▼

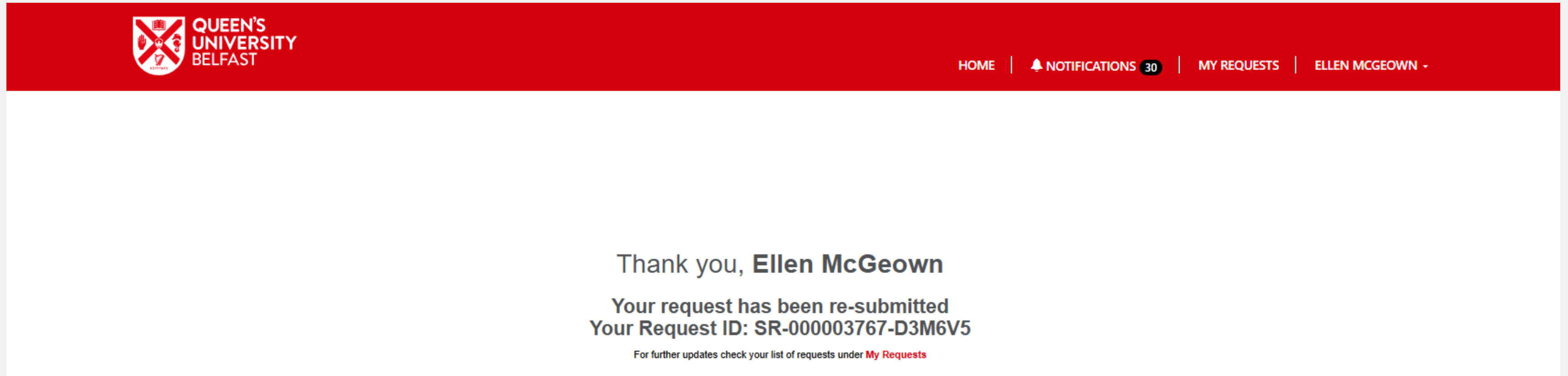
Student - Portal

- Once the Appeal is opened, you can view the action you must take along with the deadline that you must respond by.
- If the Academic Appeal has been deemed as Late then you will be required to explain why it is being submitted late.
- You will also be required to upload evidence in support of your late appeal submission.

The screenshot shows the Queen's University Belfast Student Portal interface. At the top, there is a red navigation bar with the university logo and name, and links for HOME, NOTIFICATIONS (30), MY REQUESTS, and ELLEN MCGEOWN. Below this is a breadcrumb trail: Home > My Requests > Update Service Request. A horizontal menu contains tabs for Summary, Information, Assessments, Appeal Information, Late information, SU Advice, and Notes & Evidence (which is active). The main content area is titled 'Notes & Evidence' and features a red warning icon and text: 'Please provide any outstanding information and evidence by 23/Jan/2025 9:00.' Below this are two bullet points explaining the late appeal process. A text box contains a student's explanation: 'I was unable to submit this appeal before the deadline due to a prolonged period of illness. I was diagnosed with severe flu complications on December 15, 2024, and the recovery process extended into January 2025. This left me physically and mentally unable to focus on preparing the necessary documents for my appeal. I am only now in a position to submit this appeal as my health has significantly improved, and I have gathered the required supporting evidence from my doctor.' Below the text box is a table with columns for Document type, Description, Uploaded, and Actions. The table lists two entries: 'Evidence as to why Academic Appeal is late' and 'Evidence in support of Academic Appeal to FSAC', both with 'Yes' in the Uploaded column and a dropdown arrow in the Actions column. Below the table is a dropdown menu for confirming document uploads. At the bottom, there is a 'Note' section with a user profile for 'QUB CRM → Ellen McGeown' and a message: 'Please upload more evidence'. A red 'Add Note' button is also present. At the very bottom right, there are 'Previous' and 'Submit' buttons.

Student - Portal

- Once submitted, you should be presented with the below success message.



The screenshot shows a red navigation bar at the top with the Queen's University Belfast logo on the left and navigation links for HOME, NOTIFICATIONS (30), MY REQUESTS, and ELLEN MCGEOWN. The main content area is white and contains a centered message: 'Thank you, Ellen McGeown', 'Your request has been re-submitted', and 'Your Request ID: SR-000003767-D3M6V5'. A link to 'My Requests' is provided for further updates.

Withdrawing an Academic Appeal

Student - Portal

- Should you wish to withdraw an Academic Appeal that you have already submitted for whatever reason, you can do so up to a point, whilst it is in progress by selecting 'Withdraw' from the drop down chevron on the Academic Appeal.

QUEEN'S UNIVERSITY BELFAST

HOME | NOTIFICATIONS 10 | MY REQUESTS | ELLEN MCGEOWN

My Requests

Raise and manage service requests.

My Requests created date range Apply

Select Date

Service request ID	Request type	Submitted date	Last modified date ↓	Request Status	Actions
SR-00003636-W5L3W9	Academic appeal	04/Dec/2024	05/Dec/2024 9:00	In Progress	▼
SR-00003601-N6N5D0	Academic appeal		25/Nov/2024 12:16	Draft	▼
SR-00003605-B1Y8V2	Academic appeal	25/Nov/2024	25/Nov/2024 11:51	In Progress	▼
SR-00003602-D4V2X2	Academic appeal	25/Nov/2024	25/Nov/2024 9:41	In Progress	▼
SR-00003592-X6C1X9	Academic appeal	22/Nov/2024	22/Nov/2024 16:06	Re-submitted	▼ Update Withdraw