



ACADEMIC APPEALS

All grades are confirmed by a Board of Examiners before being finalised and sent to students.

You have the right to appeal a Board of Examiners' decision if you believe that there has been an error or circumstances which impacted upon your studies have not been considered.

There are four requirements for an appeal:

- you must have received your confirmed results,
- your circumstances must fall within the grounds of appeal,
- you will need to provide evidence to support your appeal, and
- the appeal must be submitted within 10 working days of the results being released or by the deadline specified.

GROUNDINGS FOR APPEAL

There are three grounds on which you can appeal:

- **New evidence has become available which could not have been provided to the Board of Examiners.** Evidence that a student has chosen to withhold from the Board of Examiners will not normally constitute 'new evidence'.
- **There has been a procedural irregularity.** You'll need to be able to explain how this impacted you and your academic outcome.

- **For Postgraduate Taught students:** There was inadequate supervision of the thesis/dissertation element of the Postgraduate programme. An appeal will not be considered on this ground unless there is good reason to show why such issues were not raised by the student promptly at the time they first arose.

Appeals that are submitted under any other ground or that do not fall within one of the grounds outlined will not be considered. Any appeal that challenges academic judgement will also be rejected.

HOW TO SUBMIT AN APPEAL

You will need to submit an Appeal Form for consideration by the Faculty Student Appeals Committee (FSAC) by sending it via email to appeals@qub.ac.uk or delivering it by post or in person to:

Academic Affairs
Level 6, Administration Building
Queen's University Belfast
BT7 1NN

Please remember to include any evidence with your appeal form.

EVIDENCE

The strongest form of evidence to support your appeal is usually medical evidence if your circumstances relate to physical or mental health struggles. Depending on your situation, other forms of evidence may be best.

APPEALING AFTER THE DEADLINE

There are some circumstances where students may not be able to submit an academic appeal within the deadline. In these cases it may be possible to submit a late appeal.

However, late appeals have only been granted in truly exceptional circumstances so please do not take this as an indication that it is acceptable to submit an appeal outside the deadline.

AFTER SUBMISSION

On receipt of the appeal, a Sifting and Review Panel considers it along with any supporting documentation and decides whether the appeal should be accepted for consideration or rejected.

If the appeal is accepted for consideration then it will be referred to the FSAC, which will either:

- dismiss the appeal,
- refer is back to the Chair of the Board of Examiners,
- uphold the appeal in part or in full and apply an appropriate remedy, such as permitting a re-take of a failed module, or
- refer the appeal to the Central Student Appeals Committee (CSAC) directly.

IF YOUR APPEAL IS NOT SUCCESSFUL

If your appeal is dismissed at this stage or you feel the outcome of the appeal is unfair, then you can appeal the decision made by the FSAC and submit an appeal review to the CSAC. There are two grounds under which you can do this and it must be made clear under which you are appealing. The two grounds are:

- New evidence has become available which could not have been provided to the FSAC,
- There has been a procedural irregularity in the FSAC procedure which has had a demonstrable impact on the outcome.

This appeal must be submitted within five working days of the FSAC outcome using the CSAC Appeal Form which can be found online. Appeals will only be accepted if they are submitted using the correct form and within the specified deadline. The CSAC may:

- dismiss the appeal, with reasons, and confirm the original decision against which the appeal was made,
- refer the matter back to the Chair of the Board of Examiners, with or without a recommendation, or
- uphold the appeal in part or in full and apply an appropriate remedy.



GET IN TOUCH

Remember, the staff in SU Advice are happy to read through a draft of your Appeal Form if you would like guidance and feedback on its contents. If you would like further advice, please email su.advice@qub.ac.uk