**How to write a strong academic appeal**

It is for the student to satisfy the university that that their case falls under one or more of the grounds of appeal. The appeal form is almost like a persuasive statement convincing the university why their appeal should be upheld/won.

**Do not miss your deadline**

It is important to act as quickly as possible as students would have 10 working days to appeal. Appeals can simply be rejected for being out of time unless you provide evidence for a late appeal. Saying you did not know about the deadline or you did not know about the appeal regulations would not be considered a good reason for appeal lateness, and very rarely successful.

Sometimes students do have good reasons for their appeal being late so it is important to explain this in your form, don’t forget to provide evidence of why your claim.

**Research the rules and regulations**

It is extremely important to know the regulations as they will tell you what grounds you can appeal on. Universities would have their appeals process on the website. The regulations are extremely important and do not assume they are not. Students whose cases which do not meet one of or more of the grounds of appeal would rarely be upheld/won.

Do not fully rely on the hub or staff members to tell you about the regulations, go read it for yourself as you would be the best person to argue your case.

**Find which ground applies to you the most**

The grounds would be listed in the appeals regulations and you should go through each one step by step. If you feel that none of them apply to you then there is a high chance that you may not have an appeal. Seek advice from the student union if you are unsure, but if you are unable to identify with any of the grounds then it is more likely then not that you have an appeal.

Academic Judgement is not a ground for appeal and marks cannot be changes simply because you feel you should have received a higher mark.

If you feel you have an appeal then you should appeal.

**I feel I have grounds for appeal**

You will need to identify this in your appeal form and articulate the facts of your case chronologically, each time referring to the regulations. For example, there were personal reasons/health financial or otherwise that prevented me from submitting an extenuation form by the deadline date which for good and sound reason was able to divulge to the university. Although the facts are important it is important to focus on few good arguments then to diffuse the good ones with a few weaker arguments.

Everything you say in your appeal should be made in reference to the ground of appeal you have opted to rely on. Separate each argument so that the university can understand them clearly – ambiguous and unclear facts will confuse the person reading your appeal.

Remember the standard of proof is on you to prove that you have an appeal not on the university. Once they have received your appeal it for them to decide whether you have grounds of appeal. It is always good to try and think about what the university may argue so that can cover those points. You must set out your facts clearly and succinctly and it must be accurate.

**Evidence**

Before you set out the facts its important that you consider how you will prove it. Evidence could be anything like a doctor’s letter, specific regulations you feel was breached, witness statements or any other forms of proof. It is important that the doctor is aware of what you want them to address. Our student union guidance for GP’s is extremely helpful, this can be found here (Insert Link) .

**Regulations and Natural Justice**

Sometimes imploring the relevant principals of natural justice may help such as the right to a fair hearing, the right to have someone who is unbias to deal with the case. The right to natural justice must depend on the circumstances the case

**OIA**

The Office of the Independent Adjudicator [website](https://www.oiahe.org.uk) contains many precedent cases and it might be worth looking at these.