Academic Appeal Process – Stage One

Results publication

Following the publication of results, a student may decide to submit an Academic Appeal in line with section H2 of the Academic Regulations. The student has ten working days from the publication of results in which to submit the appeal and any supporting evidence.

Evidence

It is important to submit documentary evidence to support an appeal if available, eg copies of emails, or computer screen-shots. Evidence should be submitted electronically alongside the Academic Appeal form and within the ten day deadline.

Online Appeal form

The appeal should be submitted online using the electronic form. It is important to provide all relevant information in a clear and chronological order. The student may wish to contact the Students' Union Advice Centre for support and guidance prior to submitting an appeal.

Submission

Once the appeal has been submitted, the student will receive an email acknowledgement with a copy of the form attached. The student will also receive a separate email acknowledgment in relation to any evidence submitted. If this is not received, the student should contact: academicappeals@uwe.ac.uk.

Consideration

The appeal will be considered by a member of the Complaints and Appeals Team. The process could take up to eight weeks as other services and/or departments may need to be contacted. The student should check their email address on a regular basis during this time.

Resits

Whilst awaiting the outcome of the appeal, the student is expected to prepare for and undertake any resit assessments for modules in which they have been referred.

Decision

The Complaints and Appeals Team will determine whether there are valid grounds for appeal and will email the outcome to the student. The email will include information regarding the 'next steps' to take if the student remains dissatisfied. The email concludes the end of the appeal process at Stage One.