

A simple guide to using the Formal Stage Academic Appeal Form

The Basics

Navigation

Navigate through the form using the 'Previous' and 'Next' buttons at the foot of each page

Saving your data

The form will not save your data automatically. If you close your window or your phone/PC crashes before you press 'Submit' the form will be lost.

It is a good idea to draft detailed answers elsewhere, and only copy and paste them into the form when you are ready to submit.

Save and Resume Later

There is a 'Save and Resume Later' button at the bottom of the form. When you select 'Save and Resume' you will be asked to enter a password; your form will then be encrypted and you will be provided with a link.

Do not lose your password or link. If you cannot remember your password, your form will remain encrypted and irretrievable.

Any evidence you have uploaded will be lost if you 'Save and Resume'. Only upload evidence when you are sure you are ready to submit the form.

Compulsory fields

Compulsory fields in the form are marked with an * . The form will not let you submit if these remain blank.

Completing the Form

The Form is in five parts.

1. Your Details

Fill in your personal details, and information about your programme of study.

2. I am appealing against

Tell us what you are appealing against. Select the option(s) from the tick list that apply to you. For each option (except the first one), a new section will open and you will be asked some additional questions about your appeal.

3. I am appealing on the basis that

Select the option(s) that describe the basis for your appeal:

1. Exceptional Circumstances
2. Procedural Irregularity
3. UCU Strike

For each option you select, a new section will open for you to set out the full details of your appeal and upload your evidence.

4. Appeal Summary (and any other issues)

Summarise your appeal, and tell us about anything else you think is important that you could not include earlier in the form.

5. YUSU permissions and Form Submission

Confirm that you are happy for YUSU or the GSA to have access to your appeal. You won't be able to submit your form until you have filled in all the compulsory fields. Once you have submitted your form, you won't be able to edit it, so make sure you are happy with it before you press 'Submit'.

Help with filling in the form

Guidance

There is detailed guidance for completing every stage of the form. Click on the guidance link at the top of each section to access the guidance document for that section.

YUSU/GSA

You are strongly encouraged to ask for advice and support from the University of York Students' Union (YUSU) (asc@yusu.org) or Graduate Students Association (GSA) (advice@yorkgsa.org). They can help you complete the form and support you through the Appeal process.