

Guide to the Formal Stage Academic Appeal Form

First section Your Details

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

Second section I am appealing against ...

Tell us what you are appealing against. Select the options from the tick list that apply to you

What has happened that you want to appeal against?

- I failed my programme (or got a lower exit award like a DipHE)
- My degree classification is lower than I would like
- I was found guilty of academic misconduct (e.g. plagiarism)
- I submitted an exceptional circumstances claim and I am unhappy with the outcome
- And/Or something else

For each option a new section will open and you will be asked some additional questions about your appeal.

Third Section I am appealing on the basis that ...

Select the option(s) from the list that describe the basis for your appeal. For each option you select, a new section will open for you to set out the details of your appeal and upload your evidence

Exceptional Circumstances

I have exceptional circumstances which I could not have disclosed at the time of the affected assessments



Complete the Exceptional Circumstances section

Procedural Irregularity

A procedural irregularity occurred which means the decision I am appealing against should be changed



Complete the Procedural Irregularity section

Fourth Section Appeal Summary

Summarise your appeal and tell us about anything else you think is important

APPEAL SUMMARY

Fifth Section Submit Form

Submit your appeal

YUSU /GSA permissions and Form Submission