

# Glasgow Caledonian University

**Academic Appeal Form - Help Sheet for Students**

## What is an appeal?

An appeal is a formal procedure by which a registered student can appeal, on the grounds of procedural or other irregularity, against a University Progression and Awards Board decision which result in their studies being terminated or their normal progression being delayed or which relate to the classification of their awards. In order to submit your appeal you **must** complete the University’s Academic Appeal Form.

## On what grounds can I appeal against a Progression and Awards Board decision?

Appeals can be made on the grounds of **material administrative error, regulatory irregularity or other material irregularity**, for example that the assessments were not conducted in accordance with current regulations for the programme. You must provide documentary evidence in support of your appeal.

Academic Appeals cannot be made on the grounds of personal or medical factors. In such cases, students should submit a Retrospective Mitigating Circumstances Form.

## An appeal will be rejected, and therefore not re-considered by the Progression and Awards Board or referred to the Academic Appeals Committee, in the following circumstances:

The case in support of the appeal is not sufficiently strong.

The information contained in the appeal has already been properly considered by the Progression and Awards Board concerned.

The appeal is against a requirement to re-sit an assessment at the normal re-sit diet.

The appeal is based solely on a request for another opportunity to be given.

The appeal is based solely on disagreement with the academic judgement of the Progression and Awards Board.

The appeal is based solely on the student not understanding or not being aware of the published assessment regulations and procedures for a module or programme.

## How long do I have to submit the appeal?

You have **ten working days (two calendar weeks)** from the publication date of the Progression and Awards Board decision. Appeals will not normally be considered if received outwith this period, unless you can provide valid reasons for the delay. No appeal received after six months from the date of the Board decision will be considered. **Please do not submit your Academic Appeal until you have received your formal Examination Results letter.**

## How do I appeal?

The appeal must be made on the University’s Academic Appeal Form available from:

<https://www.gcu.ac.uk/currentstudents/essentials/exams/appeals>

## Who considers my appeal?

All appeals are given preliminary consideration by the Department of Quality Assurance and Enhancement. If the Department of Quality Assurance and Enhancement is satisfied there are grounds for appeal, the appeal may proceed to the Academic Appeals Committee only where a satisfactory resolution cannot be reached in consultation with the relevant academic staff. The Academic Appeals Committee will normally meet within 28 days of the Department of Quality Assurance and Enhancement receiving your appeal.

## How long do I have to wait to hear the result of my appeal?

The Department of Quality Assurance and Enhancement will notify you **in writing** as soon as possible once a decision has been made.

## What are the possible outcomes of my appeal?

The appeal may be upheld. An example outcome may be to treat an attempt as void or to allow you to proceed with your studies.

The appeal may not be upheld. In such decisions there is **no further right of appeal**. You have the right to complain to the Scottish Public Services Ombudsman (SPSO), if you are dissatisfied with the handling of your appeal. Please see Section 4 of the Academic Appeals Policy and Procedures for further details.

## Where do I send the completed Academic Appeal Form?

You can submit your appeal form and supporting evidence**,** from your @caledonian.ac.uk email account, to academicappeals@gcu.ac.uk.

**Academic Appeals submitted from a non-GCU student email account may be subject to identity confirmation, if the submitting email account is not registered on GCU Student Records.**

**Who can help me with my Appeal?**

If you wish to submit an Academic Appeal you can seek advice on the procedures from a member of staff (tutor) or a [student welfare adviser.](https://www.gcustudents.co.uk/academic-appeals)

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| **ACADEMIC APPEAL FORM****Before completing this form please take time to read the attached information on Academic Appeals** |
| **PERSONAL DETAILS** |
| **Name:** |  | **Student ID. No.** |  |
| **Residential Address:** | **E-mail address:** |  |
|  | **Telephone Number:** |  |
| **School:** |  |
| **Programme:** |  |
| **ASSESSMENT PERIOD** |
| **Please indicate the assessment period which your appeal relates to (please tick):** |
|  **May/June** |  |  **August/September** |  |
|  **January/February** |  |  **Other (please indicate month)** |  |
| **GROUNDS FOR APPEAL** |
| **Please explain and detail the grounds on which you are appealing (continue on a separate sheet if required). Academic Appeals cannot be made on the grounds of personal or medical factors. In such cases, students should submit a Retrospective Mitigating Circumstances Form.** |
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| **Please provide details of the written evidence you are submitting in support of your appeal (continue on additional sheet if required). Please note that failure to supply valid supporting evidence, as required by the Academic Appeals Regulations, is likely to result in the appeal being rejected.** |
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| **Please detail modules and/or assessments and the Trimester the appeal relates to.** |
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| **Please indicate your preferred outcome of this appeal** |
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| **The information given in this form must be accurate and must have, or must be believed to have, had a direct and adverse effect on your academic performance. You MUST sign and date this declaration:***The information I have given on this form is, to the best of my knowledge, true and has had a direct adverse effect on the assessment(s) named.**I am aware of the timescales for the submission of Academic Appeals.**I give my permission for the information contained within the appeal and supporting documentation to be considered by appropriate members of University Staff.***If you provide information or certificates which are subsequently found to be falsified or misleading in any way, you may be liable to action being taken against you under the Code of Student Discipline.** |
| **Signature:** |  | **Date:** |  |

**Please submit completed appeal forms:**

**By email,** from your @caledonian.ac.uk email account to academicappeals@gcu.ac.uk

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