

A STUDENT'S GUIDE TO

ACADEMIC

APPEALS

GET IN TOUCH

0121 204 4848

advice@aston.ac.uk

10:00am - 4:00pm

DROP IN

10:30am - 12:30pm weekdays

No appointment needed at this time

LOCATION

Ground floor of Students' Union building



ACADEMIC APPEALS



An academic appeal is a formal request to the University to reconsider an Exam Board's decision about your marks, academic progress, or award.

I'VE RECEIVED MY RESULTS. WHAT NOW?

- If you're unhappy with your provisional results, seek detailed feedback from your School Offices/Lecturers first.
- If still dissatisfied after receiving final results on MAP, consider an appeal if there's evidence of University errors affecting your assessment or exceptional circumstances impacting your performance.

BEFORE DECIDING TO APPEAL

- Appeals are **NOT** for disagreements with expected grades or academic judgement.
- **Understand there is:**
 - No automatic right to remarking
 - No acceptance of appeals based solely on dissatisfaction with marks or disagreement with the marker's judgement.
 - A 'Fit to Sit' policy: Marks usually stand if you attended the exam, regardless of circumstances.
- **Before initiating the formal process, try resolving concerns with your College. If unresolved, and you have valid reasons, proceed with the formal appeal process.**

VALID GROUNDS FOR APPEAL

For your appeal to be considered, you must demonstrate your circumstances meet **ONE or more** of the following grounds:

- a) An administrative error or material irregularity relevant to the assessments occurred.
- b) The assessment procedure and/or examinations were not conducted in accordance with approved regulations.
- c) Your performance was adversely affected by illness or other factors you couldn't submit to the Board of Examiners before their decision for valid reasons.

CONSIDER THIS

- Appeals under ground (c) may not be accepted without valid reason for not submitting an exceptional circumstance from beforehand.
- The 'Fit to Sit' policy still applies.
- The burden of proof lies with the student, and supporting evidence is usually required.

Contact us if unsure about meeting grounds or required evidence.

WHEN CAN I APPEAL?

- Your appeal must be submitted **within 14 calendar days of the Exam Board Decision being published on MAP.**
- Your School Office can advise on when results will appear on MAP.

COMPLETING THE APPEAL FORM

- Download the form from the University website.
- From 2024/25 onwards, the form will require completion on MAP.
- Explain the grounds of appeal with specific examples.
- Provide evidence to support how you meet the relevant grounds.

WHAT EVIDENCE DO I NEED?

- Proof of errors/irregularities affecting assessments (e.g. emails, documents, screenshots).
- For ground (c) evidence of exceptional circumstances and their impact on studies (e.g. letters, emails, prescriptions).

Contact our SU Advice is unsure.

SUBMITTING THE APPEAL

- Email the completed form with evidence to sas_academicappeals@aston.ac.uk
- Include 'Academic Appeal' and your student number in email subject line.
- From 2024/25 onwards, you will need to complete and submit your form via MAP.

Late appeals are unlikely to be considered.

WHAT NEXT?

Your appeal is reviewed by the Head of Academic Services to ensure it meets all requirements. If not, you'll receive a written decision.

Formal Stage 2 - Appeal Resolution

- If your appeal is deemed valid, it progresses to the Head of Academic Services and the Chair of the Board of Examiners for further review and decision making.

If Your Appeal is Unsuccessful

- If you're unhappy with the outcome of the formal stages, you may be able to request an Academic Appeal Outcome Review. Please contact our SU Advice service to discuss your options.

WE CAN HELP...

Please visit: astonsu.com/support

EXPLAIN THE APPEALS PROCESS. PROVIDE FEEDBACK ON YOUR APPEAL. ADVISE ON THE EVIDENCE REQUIRED TO SUPPORT YOUR APPEAL. AND MORE.