

Other leaflets in this series:

Academic:

I hate my course  
I've been accused of plagiarism

Housing:

Do I need to pay council tax?  
How can I save money on my fuel bills?  
How can I get my deposit back?  
I want to get out of my tenancy agreement  
My house is a dump

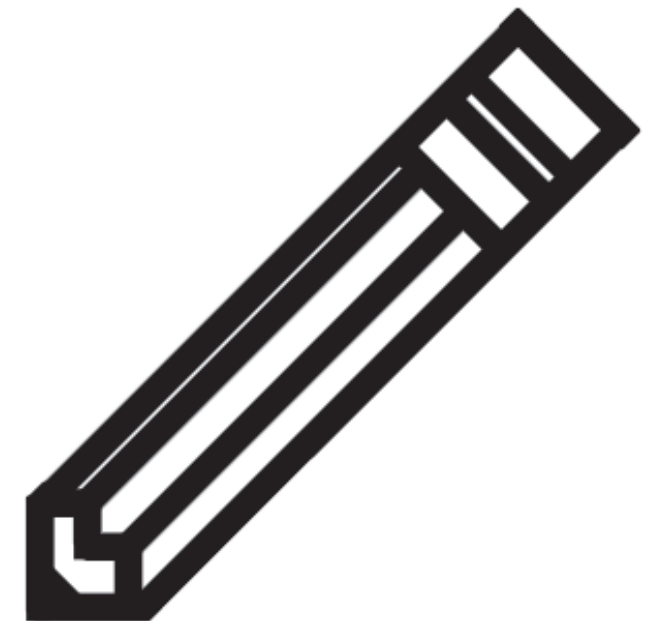
Money:

Can I get help with health costs?  
Do I have to pay tax and national insurance?  
Help I'm skint  
How can I fund my course?  
I'm really bad with money  
My boss owes me money

General:

How do I complain about the University?  
I've got a University disciplinary hearing

**I disagree  
with the  
marks I've  
been given:  
can I appeal?**



Advice & Representation Centre  
1st Floor, Falmer House, Brighton, BN1 9QF  
Tel: 01273 877038 Fax: 01273 873501  
Email: [advice@ussu.sussex.ac.uk](mailto:advice@ussu.sussex.ac.uk)  
Web: [www.sussexstudent.com/advice](http://www.sussexstudent.com/advice)



Advice & Representation

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You may be able to appeal against the results of an assessment or exam, although there are strict time limits and grounds for doing so.

#### **Academic appeal deadlines:**

- An appeal against the grading of work must be lodged within **21 calendar days** of the publication of the examiner's decision.
- An appeal against a decision of the University that a student should be treated as 'formally withdrawn' from his/her course must be lodged within **7 working days** of the date of the notification letter

#### **Grounds for appeal:**

An academic appeal can *only* be brought on one or more of the following grounds:

- There were circumstances affecting the student's performance of which the examiners were not aware when they made their decision, and which could not reasonably have been presented to the examiners at the time.
- There was a procedural irregularity (including administrative error) in the conduct of the examinations, processing of marks, or the categorisation of an award.
- There exists evidence of prejudice or bias on the part of an examiner.

#### **Lodging an appeal:**

The first stage is to discuss your intention to appeal at a pre-appeal meeting (this is with a designated University staff member - see appeals information on the University's website for details).

If you wish to proceed with an appeal after a pre-appeals meeting, you should complete an Appeal Form (can be found on website listed on the right) and send it in an envelope marked "URGENT APPEAL" to Michael Moon, Academic Office, Sussex House. Also send any supporting evidence you may have.

#### **How the appeal will be considered:**

Your appeal will normally be acknowledged in 5 working days. Please note that very few cases are decided by an Appeals Panel. The vast majority of cases are made by the Chair of the Appeals Board on the basis of the available evidence.

#### **Other situations where students can appeal:**

In addition to appealing against results of exams and assessments, students can also appeal for the following situations:

- penalty for late submission of work
- a misconduct panel decision
- having to resit a module or repeat a year
- requirement to withdraw from University

#### **Talk to someone:**

To see a Students' Union adviser contact the Advice & Representation Centre to make an appointment- details overleaf.

Students' Union Education Officer  
Tel: 01273 873324  
Email: [education@ussu.sussex.ac.uk](mailto:education@ussu.sussex.ac.uk)

#### **Websites:**

Appeals information on the University's website at [www.sussex.ac.uk/governance/1-2-1.html](http://www.sussex.ac.uk/governance/1-2-1.html)

Advice & Representation Centre [www.sussexstudent.com/advice](http://www.sussexstudent.com/advice)