

# Academic Appeals Procedure



UNIVERSITY OF  
GLOUCESTERSHIRE

Academic appeals are only considered if they are based on either of the grounds detailed in the [Academic Appeals Procedure](#)

**EARLY RESOLUTION:** The student should firstly raise academic appeal-related matters informally at a local level with the appropriate Module / Course Team or School, as soon as they arise.

**SATISFIED WITH OUTCOME**

**DISSATISFIED WITH OUTCOME**

**FORMAL ACADEMIC APPEAL:** If the matter cannot be resolved informally at a local level, and if there are valid grounds, the student can proceed with a formal academic appeal. A formal academic appeal must be made on an **Academic Appeals Form** and submitted within **20 working days** of the result(s) being published, together with appropriate supporting evidence.

## **Consideration of Formal Academic Appeal by the Academic Appeals Group:**

The Academic Appeals Group will meet at the earliest opportunity to review the appeal and the outcome will be communicated to the student within 5 working days.

**The appeal is rejected as invalid** because it is made against academic judgement, or is made outside the published deadlines, or for other good reason identified by the Group.

**REVIEW:** If rejected as invalid, the student may submit a request for review to the University Secretary & Registrar, providing they meet the grounds. If the student remains dissatisfied, they may apply for a review by the Office of the Independent Adjudicator (OIA), if eligible.

**The Board of Examiners declines to modify its decision**  
The Vice Chancellor may arrange for specific action to be taken to amend the decision.

**The Board of Examiners modifies its decision** at the recommendation of the Academic Appeals Group.

**The appeal is upheld** and the Group recommends reconsideration of the original decision by the Board of Examiners.

**REVIEW:** The student must **notify the Head of Governance and Secretariat Services**, in writing, within **10 working days** if they wish to proceed with their appeal. An **Academic Appeals Review Panel** will then be established to review the case. The Review Panel's outcome will be communicated to the student within 5 working days.

**The appeal is upheld or partially upheld** and the Panel recommends reconsideration of the original decision by the Board of Examiners.

**The appeal is not upheld** The appeal will not be heard further within the University. The student will be advised they may apply for a review by the [Office of the Independent Adjudicator](#), if the case is eligible.

*The University is committed to dealing with complaints as quickly as possible, and to complete the processing of a formal complaint and any associated review within **90 calendar days** wherever possible.*

Any queries please contact [appealsandcomplaints@glos.ac.uk](mailto:appealsandcomplaints@glos.ac.uk)

**Students, for more information please visit:**  
[www.glos.ac.uk/governance/pages/appeals-and-complaints](http://www.glos.ac.uk/governance/pages/appeals-and-complaints)

**Staff, for more information please visit:**  
<https://connectglosac.sharepoint.com/sites/staffnet/registry/governance/Pages/appeals-and-complaints>