

This leaflet is designed to give you an outline of the process involved in appealing the decision of an exam board. Full details of the appeals procedure are in the student handbook.

The University of Brighton has an Appeals Procedure in place which needs to be followed if something has occurred that you believe has adversely affected your assessed grades. This procedure can be found in detail in your student handbook as well as in the General Examination and Assessment Regulations for Taught Courses (GEAR) – Section H. This is available on Student Central.

It can appear complicated but the Students' Union has professional staff to give you advice, support and accompany you to meetings throughout your appeal.

If you do want to make an appeal it is important to remember that there are only four grounds on which you may appeal a result and that you cannot appeal against the academic judgement of your tutors, nor should you make comparisons with your work and the efforts of other students. In these cases you should discuss your work with your tutor.

Grounds for Appeal

- i. That a student had submitted evidence of mitigating circumstances which were not considered by the Examination Board;
- ii. That the Examination Board was not aware of mitigating circumstances affecting the student's performance because the student had been unable, or for valid reasons unwilling, to divulge them before the Examination Board reached its decision.

It is only in exceptional circumstances that an appeal will be accepted on this basis. Make every effort to submit mitigating circumstances before the exam board meet.

iii. That the examination procedures were not followed in accordance with the regulations, resulting in an error in the student's assessment.

iv. That some other material irregularity led to a breach of the procedures or regulations resulting in a decision detrimental to the student.

You have only **15 working** days between the publication of the pass list and starting your appeal. You should send an initial letter simply stating your intention to appeal to the Secretary to the Academic Board within this time.

This should be e-mailed to:
academic-appeals-regandsec@brighton.ac.uk

From summer 2010 students will be required to complete a form entitled 'Academic Appeals stage 1' when lodging with the Secretary to the Academic Board an intention to appeal.

Stage 1. Discussion with Chair of Exam Board

The matter may be sorted out fairly informally at this stage. Arrange to discuss your case with the Chair of the Exam Board (who is usually your Head of School), you will have the opportunity to explain your circumstances and resolve any misunderstandings. The exam board may consider having another look at your work as a result of this meeting. However if this discussion fails to resolve the matter you may need to move on to Stage 2.

Stage 2. Letter of Appeal

This involves writing a letter of appeal to the Secretary to the Academic Board. This letter must

be sent within **30 working days** of the publication of the pass list.

This should be e-mailed to:
academic-appeals-regandsec@brighton.ac.uk

From summer 2010 students will be required to complete a form entitled 'Academic Appeals stage 2' when lodging with the Secretary to the Academic Board an appeal.

After this time an appeal will normally be considered invalid. The letter must be written by yourself and should include: your name, course, year of study, the grounds you are appealing under – with details of all relevant circumstances, photocopies of evidence that supports your case and a statement of your preferred outcome.

A sample letter can be found on:

www.ubsu.net/sars

The Secretary to the Academic Board will assess your appeal. There are three possible outcomes

- If they consider that there is strong evidence in support of a valid appeal, they will recommend to the Chair of the Examination Board that the decision of the Exam Board is reviewed.
- If they consider the appeal may be valid, they will refer the decision to a Stage 3 Academic Appeals Committee
- If they consider there are no valid grounds of appeal, your appeal will be rejected. There is then no possibility of further appeal within the University of Brighton system.

Stage 3. Academic Appeals Committee

An appeals committee will be set up within 12 weeks of your letter of appeal being submitted. You must attend this meeting. You can be accompanied by a person of your choosing.

If your appeal is successful you move on to Stage 4.

If your appeal is unsuccessful there is no further internal appeals process.

Stage 4. Exam Board to Reconsider its Decision

The Appeals Committee will inform the relevant Exam Board of the grounds on which it should reconsider its decision. The Exam Board must then meet within three months of the Appeal Hearing to consider these recommendations. **However the Exam Board is still entitled to uphold its original decision.** Whatever decision it makes is considered final.

If you are unhappy with the final University outcome it is possible once you have been issued with a Completion of Procedures letter to raise your case with the OIA (The Office of the Independent Adjudicator for Higher Education). Further details can be found on their website www.oiahe.org.uk

This leaflet is only an outline of the procedure for appealing the decision of an Exam Board and we would strongly recommend that you consult your Student Handbook for more detail and approach the Students' Union for support and advice.

Useful Contacts:

Brighton SU

Students' Advocate
Individual Representation
Nicola Trelawny
nt68@brighton.ac.uk
01273 643532

Student Advocacy & Education Research
Co-ordinator
Anthony Lewis
a.r.lewis@brighton.ac.uk
01273 643328

University of Brighton

Carol Burns
Registrar & Secretary to the Academic Board
University of Brighton
Mithras House
Lewes Road,
Brighton BN2 4AT

academic-appeals-regandsec@brighton.ac.uk

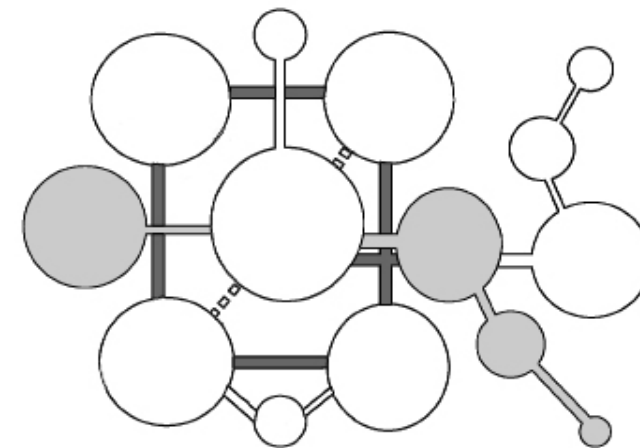
Office of the Independent Adjudicator

www.oiahe.org.uk
enquiries@oiahe.org.uk
0118 959 9813

Brighton SU Advocacy & Research Service

Appeals

*A very brief guide.
2009 / 2010*



Drop in times

Moulsecoomb

Cockcroft G35 Wednesday & Friday
10 am - 4pm

Falmer

Ringmer House 103 Monday & Thursday
10am - 4pm

Grand Parade

SU Office - Mezz floor Tuesday & Thursday
10am - 4pm

Eastbourne, Hastings & Partner Colleges
by appointment.



www.ubsu.net/sars
ubsuacademic@brighton.ac.uk

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