

The Falmouth & Exeter Students' Union Advice Service

Academic Appeals (2021-22)

Falmouth University Students

Book an appointment,
get in touch with us:

 01326 255861

 www.thesu.org.uk/advice

 advice@thesu.org.uk

 **THE** FALMOUTH & EXETER
STUDENTS' UNION

The information set out below is general guidance for Falmouth University students. It should not be seen as a definitive statement of the University's appeals policy and procedure.

It is worth starting by making the point that the impact of Covid-19 does not change the University's appeals procedure nor the type of ground of appeal on which a student might base their appeal. Covid-19's impact on you might be a relevant fact in an appeal, but the simple fact of Covid-19 is not in itself a ground of appeal.

A copy of the University's appeals policy and procedure, together with the appeal form, is available [here](#).

What is an Academic Appeal?

A request for a review of a decision of an assessment board in relation to a student's:

- Marks
- Progress (e.g. from one year of the course to the next)
- Award (i.e. degree classification).

What is the deadline for submitting an academic appeal?

20 working days from the date on which the University published your marks/grades.

Is there anything I should do before submitting a formal appeal?

You might want to discuss your concerns with members of the course staff. This might help you understand the decision you are considering challenging. You could also get advice from the Students' Union – see below.

If I decide to go ahead with an appeal, what grounds can I appeal on?

1. Procedural error or irregularity in the formal conduct of an assessment or in reaching another academic decision. This could include:
 - a. Inaccurate results (for example you are recorded as not making a submission, but you think you did).
 - b. Prejudice or bias within the marking process.
 - c. The decision is so unreasonable that no reasonable assessment board could have made it. This is much more than just a slightly odd decision – rather, the decision would need to be so outrageous in its defiance of logic that no sensible person who had applied their mind to the question to be decided could have arrived at it.

2. The student's performance was adversely affected by extenuating circumstances. The impact of Covid-19 on a student might constitute a relevant extenuating circumstance. However, in the context of an academic appeal, a student will have to satisfy the University that they were unable or, for valid reasons, unwilling to disclose the relevant facts before the assessment board made its decision.

Challenging 'academic judgement' does not constitute a ground of appeal

Universities employ academic staff who are experts in their field. When marking students' work, those academic staff exercise their academic judgement – it's what the University uses your tuition fees to pay staff to do. The fact that a student who is awarded a mark of 45% thinks their work deserves a mark of 55%, does not constitute a ground of appeal.

What evidence is required?

The evidence you require depends on the underlying facts and grounds of the appeal.

Nevertheless, evidence might include any of the following:

- Medical evidence (e.g. medical report, doctor's letter)
- Death certificates
- Correspondence (e.g. email, letters)
- Police reports
- Court documents
- Official summary of support needs

This is not an exhaustive list.

You must provide evidence to support your appeal. Appeals without evidence are likely to be rejected. If you encounter difficulty in collating your evidence, submit the appeal within the 20 working days timeframe and provide the evidence once it's become available. However, you will need to satisfy the University that you have a valid reason for that delay.

How do I submit an academic appeal?

Appeals should be submitted using the University's appeal form. Find a copy [here](#).

Preparing an appeal - how can the Students' Union's Advice Service help?

- Explain the appeals process
- Help you decide whether an appeal is the right approach
- Provide knowledge and guidance on academic regulations
- Review your draft appeal form and help you write any statement as clearly as possible
- Advise you on how best to structure your appeal and what evidence to provide

You should email your completed appeal form and supporting evidence to QAE@falmouth.ac.uk

Getting Advice

You can get advice from the Students' Union's Advice Service. You can book an appointment with one of our advisers [here](#).

Alternatively, email your enquiry to advice@thesu.org.uk