

## GUIDANCE NOTE ON ACADEMIC APPEALS

### Getting Help

The University Assessment Regulations and the Appeals Procedure can be found at:

[http://www.mmu.ac.uk/academic/grad\\_regulations.php](http://www.mmu.ac.uk/academic/grad_regulations.php)

The Students Union Advice Centre has fulltime professional advisors, who can talk matters over with you, and if necessary help you complete your form and state your case.

You can email them at [s.u.advice@mmu.ac.uk](mailto:s.u.advice@mmu.ac.uk) or by telephoning 0161 247 6533

### Grounds for Appeal

The allowable Grounds for Appeal are listed on the front of the Academic Appeal Form and explained in the Appeals Procedure within these guidance notes.

You cannot simply appeal because you disagree with the examiners over the marks you have been given. The marking process will have been checked in your department and overseen by the external examiners, so your work will not be remarked just because you feel you ought to have done better.

Appeals can be sought on either or both of the following grounds:

#### i. Exceptional Factors

E.g. Non-trivial illness; serious disruption of studies caused by events over which you had no control; exceptional disruption of your personal life of a nature which you would not normally be expected to encounter; serious illness or death of a close relative.

**However, if you did not disclose these to the Board of Examiners in time for its meeting, they will not be considered at the review stage unless you can show why you were unable to raise them at the time.**

Examples of matters which are not normally exceptional: Non-availability of books, other learning resources or computer-related difficulties; theft of study notes or items of coursework; house removal; distance travelled or transport difficulties; pressure of work or change of employment; normal pregnancy well in advance of the assessment; normal domestic, personal, financial or emotional problems which form part of everyday life.

**More weight will be given to events which happened in the three weeks before and during the assessment, than to those which happened well beforehand.**

#### ii. Material Error

You can also appeal on the grounds that a material error occurred in the conduct of your assessment, or that your assessments or proceedings of the Board of Examiners were not conducted in accordance with the relevant regulations.

### Putting it Right

If your appeal is successful, your marks will not normally be changed unless there was an error in the calculation. The University will have already carried out a calculation check before your result was published, but your assessment will also be re-checked as part of the appeal process. You will normally be allowed to resit without a cap on the mark. A 'cap' means that when you pass a resit, the

maximum mark is 40% for degree and HNC/D programmes or 50% for taught postgraduate programmes. So a successful appeal means that this restriction is removed, as long as the affected exam was not in itself a capped resit.

Some first year students who fail one resit in the autumn, might be allowed to continue on their course and take the resit again during or at the end of their second year. The examiners will not allow this if the subject you failed is a core one, that is to say, one which is an essential foundation for other second year work, or if they think you will have difficulty doing second year work alongside the failed work. If the examiners do not allow you to trail the failed unit, you can't appeal against that decision, as it is an academic judgement.

### **How your appeal will be dealt with**

The appeals procedure has 2 stages. Most appeals are resolved at Stage 1, but if you are not satisfied, you can appeal at Stage 2.

Any appeal must be made through the submission of a Review Request Form (Form AA1) which can be obtained from your Faculty Student Information Point or Student Life Office, or by downloading it from the Student and Academic Services webpage:  
<http://www.mmu.ac.uk/academic/studserv/>

#### **Stage 1**

At Stage 1 your appeal will be considered by the Faculty Standing Panel comprising of all the Chairs of Board of Examiners in your Faculty.

Submit your Academic Appeal Form, supporting statement and documents in a sealed A4 envelope to the Faculty Student Information Point or Student Life Office and obtain a receipt. Your appeal form should be submitted no later than 14 days after the publication date of the relevant result. You will receive a written decision within 21 days of the panel meeting. If a decision has not been made within 21 days you will be notified of the reason for this and given a revised date.

#### **Stage 2 - Final**

If you can clearly demonstrate that the panel has not addressed your grounds or has misunderstood the material facts of your case, you may apply for a final stage appeal by submitting an Academic Appeal Form (AA1) to the Director of Student Services within 14 days of the publication of the Stage 1 decision. You must explain why you believe the Stage 1 decision is wrong.

This Stage 2 appeal will be considered by the Director of Student Services or nominee who will chair a panel consisting of two appeal assessors and either the President or elected Education Officer of the Students' Union or an elected nominee. You will receive a written decision within 21 days of your submission of a Stage 2 request.

There is no right of attendance at Stage 1, Your appeal will be assessed on the basis of the documentation you have submitted. At Stage 2 the Panel Chair may, in exceptional circumstances, where the facts and evidence are complex or contentious, use their discretion to grant a request for a hearing in person.

This final stage appeal concludes the internal processes of the University. At the conclusion of Stage 2 you will be issued with a Completion of Procedures letter. If you are still dissatisfied, this letter allows you to ask the Independent Adjudicator for Higher Education to review the way we handled your request.

The website of the Independent Adjudicator is [www.oiahe.org.uk](http://www.oiahe.org.uk)

OIA, Fifth Floor, Thames Tower, Station Road, Reading, RG1 1LX

# MANCHESTER METROPOLITAN UNIVERSITY



## FORM AA1: Academic Appeals Form

Please read the guidance notes before completing this form.

### Personal Details

Mr / Ms	Forename	Surname	MMU ID
Department		Course	
Address (Please do not give an address you might be moving from in the near future)			
			Post Code

### Grounds for Appeal

Appeals can only be granted on the following grounds

Please tick

1.	Performance in assessment was affected by exceptional factors which could not be notified to the Board of Examiners prior to its meeting.	
2.	There has been a material irregularity in the assessment which casts reasonable doubt on the validity of the result.	
3.	The assessment was not conducted in accordance with the course regulations.	
4.	<b>Postgraduate research students only:</b> There has been bias or inadequacy in the assessment of the work by the examiners.	

### Remedy Sought

Which of these remedies are you seeking?

Please tick

1.	To retake the assessment one more time.	
2.	To retake the assessment without a cap on the result (Normally re-sits are capped at the minimum pass mark)	
3.	To retake a single failed unit next year with my second year exams (‘Trail a Fail’ is only permissible after the Year 1 re-sits for students who want to continue to Year 2)	
4.	Other – please specify:	

**Supporting Statement**

Please explain your grounds for appeal and why you disagree with the decision of the Board of Examiners or Standing Panel. Continue on a separate sheet if necessary.

**Checklist**

Please Tick

Have you indicated the grounds on which you are appealing and the remedy you are seeking?

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Have you completed the supporting statement?

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Have you attached the appropriate supporting documentation (e.g. Doctor's letters or other documentary evidence of exceptional circumstances)?

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Have you attached a copy of your results letter?

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Have you attached a copy of any correspondence about the issue you are appealing against?

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Have you a copy of the course regulations? (If a breach of the regulations is alleged)

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Have you taken a copy of everything for your records?

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Please list the documentation you have submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Now send your form in a sealed envelope marked "Academic Appeal" with all the necessary attachments to your Faculty Student Information Point or Student Life Office**

**Check with your Student Life Office or Student Information Point if you are unsure about anything.**

Signed \_\_\_\_\_ Date \_\_\_\_\_