

# Academic Appeals

The Advice & Support Centre offers support to all University of Bath students.



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# A guide to academic appeals

The University's appeals procedure allows students to appeal against Board of Studies' academic decisions. Usually this will be your results at the end of an academic year. The SU Advice & Support Centre can provide you with advice, information and assistance throughout this process.

Before you make an appeal you should read this leaflet and speak to us about your plan. You can contact us using the details at the back of this leaflet.

## Your right to an appeal

An academic appeal is a request that the Board of Studies changes their original decision in light of the circumstances you present to them. The appeal must relate to a decision taken by a Board of Studies in respect to one or more of the following:

- **Your progression, e.g. requesting that you resit or resubmit an assessment, retake a unit, retake a semester, retake a year or withdraw from your course.**
- **Marks which will have an effect on your overall classification, e.g. a mark for a specific assessment or unit.**
- **Your final classification.**

Before submitting an appeal case, it is advised that you first speak to your Director of Studies, Personal Tutor or the Head of your Department or School. Where appropriate, they can talk through your unit marks or classification and provide valuable feedback - for example, if you are considering appealing against a specific mark, it is a good idea to try to get some feedback about why you received that mark before submitting your appeal.

To formally request an appeal, you must submit an Academic Appeal form (AA1) to the Chair of the Board of Studies. This form includes a written statement and must include evidence supporting the points you make. The SU Advice and Support Centre can look through drafts of your AA1 form and offer advice on the information you should be including.

Academic appeals must be submitted in writing no more than **14 calendar days** after notification of the decision of the Board of Studies.

University Regulation 17 gives the complete procedure. This can be found at:

[www.bath.ac.uk/regulations/Regulation17.pdf](http://www.bath.ac.uk/regulations/Regulation17.pdf)



# Grounds for appeal

There are specific grounds for appeal under University Regulation 17. You must show how your case fits within one of these grounds. Dissatisfaction with a mark or set of marks, or dissatisfaction with the academic judgement of the examiners, are not considered valid grounds of an academic appeal.

**1. Mitigating circumstances** – there were circumstances that affected your performance, such as illness or personal issues, which you could not, for significant reasons, disclose prior to the assessment or within the three day time frame allowed by Regulation 15.3(d).

**2. Procedural irregularities** – procedures were being followed incorrectly or mistakes made in adding up marks, or the marks taken into account for the assessment had been incorrectly recorded or the calculation of the total marks was incorrect.

**3. Prejudice, bias or inadequate assessment** – there is positive evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.

**4. For Postgraduate Research degrees only** – A difference in academic approach or theories/concepts which were not apparent when examiners were appointed.

## The appeal procedure

1. Contact the SU Advice & Support Centre for advice and information on the academic appeal process as soon as possible after you get your results.
2. Start drafting your written statement for your case. This statement and the accompanying AA1 form must be submitted within 14 days of the Board of Studies' decision.
3. Start collecting any additional information (e.g. medical notes, supporting letters etc.) where appropriate.
4. Bring in or email a draft written statement to the Advice & Support Centre for an advisor to read through and make suggestions or comments.
5. Submit your AA1 form and evidence via email to the Chair of your faculty/school's Board of Studies within the 14 day deadline.
6. The Chair will normally seek to communicate the decision to the student no more than 28 calendar days after receipt of the request.

## What if the appeal is unsuccessful?

In some cases the Chair of the Board of Studies will not uphold the request for appeal. However, there are further steps that can be taken if you believe you have grounds that the decision was unfair or have additional evidence you had not already submitted.

The SU Advice & Support Centre can also help you through these further stages.



### Get in touch

The SU, Level 2  
01225 38 6906  
[suadvice@bath.ac.uk](mailto:suadvice@bath.ac.uk)  
[thesubath.com/support](https://thesubath.com/support)