

# A quick guide to academic appeals

## STAGE ONE

**Stage One appeal submitted within 20 working days of being notified of the decision you are appealing against.**

Your School or Doctoral Academy will consider your Stage One appeal.

The School or Doctoral Academy upholds your appeal and implements a new outcome.

The School or Doctoral Academy rejects your appeal or doesn't consider the appeal ground(s) are met.

Stage One outcome letter issued

If you are not satisfied, you can choose to progress to Stage Two.

Acceptance of the School or Doctoral Academy decision.

**PROCESS END**

## STAGE TWO

**Stage Two appeal submitted within 10 working days of receiving the Stage One outcome.**

Your Faculty will consider the appeal, and can request further documents of you or of the School/Doctoral Academy if needed.

The Faculty recommends your appeal is upheld via an Interim Findings letter and/or Completion of Procedures letter.

The Faculty determines your appeal is ineligible and sends you a Completion of Procedures letter.

The Faculty does not uphold your appeal.

**PROCESS END**

**PROCESS END**

Stage Two outcome letter issued

If you aren't satisfied, you can choose to progress to Stage Three.

Acceptance of the Faculty's decision.

**PROCESS END**

## STAGE THREE

**Stage Three review request submitted within 10 working days of being notified of the Stage Two outcome.**

The appropriate team will determine if the ground(s) for a review request are met.

The team doesn't consider the grounds have been met and sends you a Completion of Procedures letter.

The team will consider your review request.

The team recommends your review request is upheld via an Interim Findings letter and/or Completion of Procedures letter.

The team does not uphold your review request and sends you a Completion of Procedures letter.

**PROCESS END**

**PROCESS END**

**PROCESS END**

## Useful notes

- Appeals cannot be made because you disagree with a mark or feedback you've been given, as you are not permitted to challenge academic judgement.
- Before making an appeal we recommend you contact your School, as they may be able to help you better understand your results and resolve any issues or queries you may have.
- Appeals can only be made on one or more of the grounds set out in the Academic Appeals Regulation (link below) and should usually be accompanied by appropriate supporting evidence.
- You can only appeal against a confirmed result or decision, not a provisional one.
- If you appeal on the ground of mitigating circumstances you should give a good reason for not submitting a request for mitigation earlier.

## Useful links

- Academic Appeals (Regulation XIX):  
**[www.regulations.manchester.ac.uk/academic/regulation-xix-academic-appeals-procedure/](http://www.regulations.manchester.ac.uk/academic/regulation-xix-academic-appeals-procedure/)**
- The Students Union Advice Service can guide you through the appeals process and may be able to comment on your appeal submission:  
**<https://manchesterstudentsunion.com/advice>**
- Office of the Independent Adjudicator (OIA):  
**[www.oiahe.org.uk](http://www.oiahe.org.uk)**
  - Once all the University's internal procedures have been completed and you have been issued with a Completion of Procedures letter, you may be able to make a complaint to the OIA if you remain dissatisfied.

Please note that Academic Appeals (Regulation XIX) linked above will always take precedence over this guide, which is a summary.