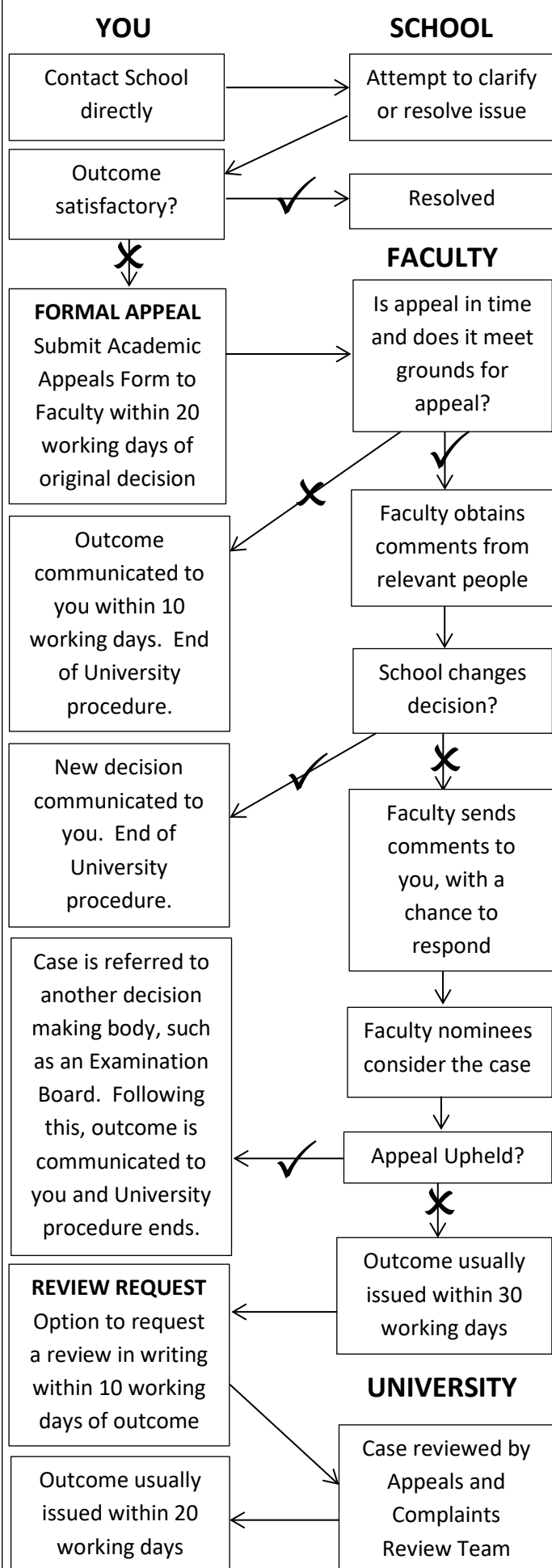


A Basic Guide to Academic Appeals

The appeals procedure in brief



Some points to bear in mind

- Being disappointed with your results is not a basis for appeal. Likewise, appeals cannot be made simply because you disagree with a mark or feedback you've been given, or the way in which mitigation has been applied, as you are not allowed to challenge academic judgement.
- Before making a formal appeal, you should contact your School. Your School 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 Procedure (link below) and they must be accompanied by appropriate supporting evidence.
- You can only appeal against a confirmed result or decision, not a provisional mark.
- You cannot appeal on the ground of mitigating circumstances unless you can show a credible and compelling reason for not raising these earlier.

Useful Links

Formal Appeals Form and the full Academic Appeals Procedure (Regulation XIX):

<http://www.regulations.manchester.ac.uk/academic/regulation-xix-academic-appeals-procedure/>

Contact details for Faculty Appeals Teams can be found on the formal appeals form.

Student's Union Advice Service:

<https://manchesterstudentsunion.com/academic-advice>

The SU Advice Service can guide you through the appeals process and may be able to comment on your appeal submission.

Office of the Independent Adjudicator (OIA):

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 the full Academic Appeals Procedure (link above) will always take precedence over this Basic Guide, which is a summary.