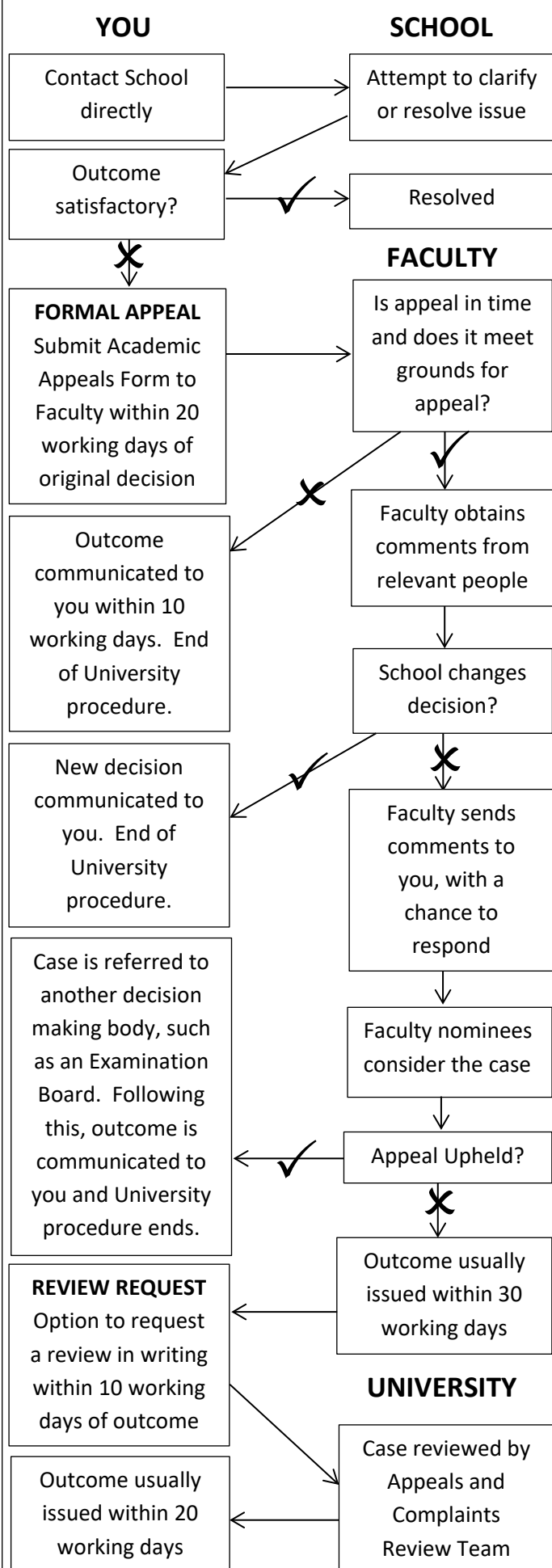


# A Basic Guide to Academic Appeals

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