



**Brunel**  
University  
London

**Academic Appeals**  
**A Guide for Students**

## Documentation Management

### Document Record

Maintained by:	Office for Student Complaints, Conduct and Appeals
Owned by:	Office for Student Complaints, Conduct and Appeals
Approval Date:	October 2023
Last Amended:	October 2023
Last Reviewed:	October 2023
Next Review Date:	October 2024
Current Version:	1.2
Location of Master Document:	<a href="#">OSCCA Team - November 2023 - All Documents (sharepoint.com)</a>

### Version Control

Document Version	Amendments	Amended By	Date	Approved By
1.0	New Appeal Procedure	<i>Lisa Alderton</i>	November 2021	<i>Office for Student Complaints, Conduct and Appeals</i>
1.1	Update to Section 6 falsification notice	<i>Samantha Cornell</i>	January 2022	<i>Office for Student Complaints, Conduct and Appeals</i>
1.2	Update to reflect changes to SR12	<i>Lisa Alderton</i>	October 2023	<i>Office for Student Complaints, Conduct and Appeals</i>

# ACADEMIC APPEALS – A GUIDE FOR STUDENTS

The procedures governing ‘appeals against assessment’ are set out in Senate Regulation 12: Academic Appeals (SR12, effective from November 2023) which can be found [here](#).

This guide is intended to supplement [Senate Regulation 12](#) and should be read in full before submitting an academic appeal. This guide is intended to provide an explanation of the important features of the appeals process, to give you key information about the appeals procedure and what you need to do, and to help you decide on the best way to proceed with any concerns relating to assessment.

If you have a disability that requires any adjustments to the appeals process or documentation in alternative formats, please notify [academic-appeals@brunel.ac.uk](mailto:academic-appeals@brunel.ac.uk) as soon as possible.

This guide is presented as a set of frequently asked questions:

- [1\) What is an academic appeal?](#)
- [2\) Which decisions can be appealed?](#)
- [3\) What are the valid grounds for academic appeals?](#)
- [4\) What should I do if I am unhappy with my results?](#)
- [5\) What if my results have been affected by external factors?](#)
- [6\) When can I submit an academic appeal?](#)
- [7\) How do I submit an academic appeal?](#)
- [8\) How should I prepare my appeal?](#)
- [9\) What is the procedure after submitting an appeal?](#)
- [10\) What should I do whilst awaiting the outcome of the appeal?](#)
- [11\) Do I need to attend a meeting?](#)
- [12\) Can I see copies of the documents used to consider my appeal?](#)
- [13\) What happens if my University-level appeal is dismissed?](#)
- [14\) Who should I contact if I have any queries?](#)

## 1) What is an academic appeal?

An academic appeal is the procedure that allows a student to formally challenge the assessment or progress/award decision of a Panel or Board of Examiners, or of research degree Assessors or Examiners. The procedure for an academic appeal is set out in [Senate Regulation 12](#) (SR12) and is explained in section 2 of this document.

An academic appeal can only consider particular aspects of the decisions made by a Panel of Examiners/Board of Examiners or of research degree Assessors or Examiners. It may be that your concerns are best resolved via the [Student Complaints Procedure](#). If you choose to submit an academic appeal this is because you are seeking an academic remedy to your concern. If you are seeking another outcome, for example, financial compensation for something that has happened, then you should use the Student Complaints Procedure. If you are not sure which procedure you should use, then you should arrange to speak to the union Advice Service (UAS). Details on how to contact them appear in [section 14](#) of this document. If you have inadvertently used the wrong procedure for the remedy you are seeking you will be advised of this and, where appropriate you will be directed to the correct procedure. In such instances you may need to resubmit your concern on a different form.

## 2) Which decisions can be appealed?

Senate Regulation 12.1 states that an academic appeal must relate to one or more of the following decisions of a Panel or Board of Examiners or of research degree Examiners:

- a) A mark or grade for any examination, test, practical assignment or project, thesis, dissertation or coursework which has been formally confirmed by the Examiners;
- b) A formal recommendation of the Examiners that a student should obtain or not obtain an award of the University;
- c) The class of degree or any mark of distinction recommended by the Examiners;
- d) A formal recommendation by the Examiners that a student shall or shall not be permitted to proceed to the next year of a programme of study or repeat any module or programme or resubmit any material for assessment, or re-sit any examination;
- e) For a postgraduate research student, the outcome of a formal progress review under Senate Regulation 5.16.

However, you must be able to explain both the decision you are appealing and the reason why you think the decision that has been made is wrong. There are four grounds on which you can appeal the decision you are unhappy about. These are listed in the next section.

## 3) What are the valid grounds for academic appeals?

Senate Regulation 12.27 states that the valid grounds for appeal are:

- a) That there is evidence that the assessment(s) may have been adversely affected by extenuating circumstances which the student was, for valid reasons, unable to make known to the Examiners or progress review beforehand;
- b) That there were procedural irregularities in the conduct of the assessment(s) and/or assessment procedures, which adversely affected the result achieved;
- c) That there is evidence of prejudice or bias on the part of one or more of the assessors, Examiners, or members of staff conducting a progress review;
- d) That there is evidence of inadequate assessment on the part of one or more of the assessors, Examiners, or members of staff conducting a progress review.

Your academic appeal will need to fit within one or more of these grounds. You are expected to think carefully about the decision you are appealing and how it fits these grounds. These are the only grounds that will be looked at when a decision is made about your academic appeal.

Please note that you cannot appeal on the basis that the result you have achieved is worse than you would have wished, or worse than you feel you deserve; that is, **you cannot challenge academic judgement** (SR12.2). For example, if you have been given a lower mark than you feel is justified in an assessment, you would need to prove that there was a procedural irregularity in the assessment process, or prejudice or bias or inadequate assessment, or you were affected by extenuating circumstances which you were unable to disclose in good time.

Please also note that you cannot appeal against 'provisional' results. For example, you will normally receive a provisional grade and feedback for a coursework assignment shortly after you have submitted it however, this may comprise only one element of a module, you will need to wait until you have received all the elements of a module and these have been formally confirmed by the Board of Examiners or Progress Review. You may be dissatisfied with an element grade but once you have received all your results your overall module grade might not look so bad. All grades are considered by a Panel of Examiners before your individual results are seen by the Board of Examiners and you received a formal result. This means sometimes your provisional grade can change.

You can only submit an academic appeal once your results have been considered by the Board of Examiners (BoE), a submission before this will result in an ineligible outcome. If you are not clear whether a result you are unhappy about has been seen by the Board of Examiners, your Personal Tutor or your Taught Programmes Office (TPO) will be able to advise if it has, or when the next meeting of the Board of Examiners will be held.

#### **4) What should I do if I am unhappy with my results?**

If you have a concern about your results, you should discuss this informally in the first instance with an appropriate person in your Department, this is called the Early Resolution stage and may also be called the Results Service. You should make clear to the person you speak to that you would like an Early Resolution form to be completed. Your conversation is likely to be with a relevant academic staff member, such as your personal tutor, supervisor, module leader or course director. It should not be with a member of your TPO, UAS or Student Centre. This conversation should help explain how the assessment process works, and may be able to give you feedback or otherwise help you understand your results and

their implications. You can discuss your concerns with someone prior to the meeting of the Board of Examiners, but you should bear in mind that until the Panel and Board of Examiners takes place, your results are provisional and are subject to change.

If your results have been considered by a Board of Examiners, your eVision notification should direct you to the 'Results Service' or you can ask your TPO about how to access this support. If you are a Doctoral Researcher your Supervisor or Research Office will be able to tell you who you should speak to. The process allows you 10 working days to discuss your concerns with your College and submit an academic appeal if you are dissatisfied with your results. You are responsible for arranging to meet with a member of academic staff in your department in good time so you can submit your appeal on time.

If your College is still considering your Early Resolution and you are worried about the ten-day timeframe for the submission of your academic appeal, please do not panic. You will not be disadvantaged for the time taken by your College at this stage of the procedure, and you should remain at the Early Resolution stage until the outcome is communicated to you. If, following this you are advised that Early Resolution has not been successful you may submit a formal appeal should you wish to do so. If the Early Resolution process has taken longer than 10 working days because your College has considered, but declined to offer you an outcome at this stage, you must submit your academic appeal within three working days of the date of your Early Resolution Form. However, you should note that unless you are able to demonstrate valid grounds for appeal, as per SR12.27, it is unlikely your appeal will be successful. If you attempt to submit an academic appeal before you have received the outcome to your Early Resolution discussion you will not be able to complete the Stage 1 Academic Appeal Form.

You must be able to demonstrate you have engaged in the Early Resolution stage before you can submit a formal academic appeal. This should be in the form of a completed Early Resolution Form, or email from the person you met with. Evidence of an appointment is not sufficient evidence to demonstrate you have engaged in the Early Resolution stage.

- Any discussion as part of the Results Service or Early Resolution stage should take place as soon as possible after your results are released following the Board of Examiners, ideally within 5 working days if you intend to submit an academic appeal.
- Involved staff should normally complete an Early Resolution form, of which you will receive a copy to confirm what their overall advice to you was.

Note that if you cannot demonstrate that you have tried to discuss your concerns with an appropriate member of staff, you will not be permitted to enter the formal appeal process.

## **5) What if my results have been affected by external factors?**

You should bear in mind that any formal extenuating circumstances (ECs) claims must be submitted no later than five working days after the examination or affected assessment in line with the information provided in the [Extenuating Circumstances –Guidance for Students](#) document. If you later wish to appeal on grounds of SR12.27a, that there is evidence your assessment(s) may have been adversely affected by extenuating circumstances, you will need to show not only that circumstances affected your assessment, but also that it was not

possible (or reasonably practicable) for you to submit an on-time ECs claim at an earlier point.

If you have not been able to resolve your concerns through the extenuating circumstances procedure, and believe that you have grounds for appeal as set out below, then you may pursue the academic appeals process as set out in these guidance notes. However, you should bear in mind that the academic appeals process will not normally consider ECs that have previously been presented to an EC Panel unless you can demonstrate that there was a procedural irregularity, or other error that materially affected the decision. EC decisions are referred to the Board of Examiners which will consider this information when they look at your grades. For this reason, you will need to wait until you have received the decision of the Board of Examiners before appealing about an EC decision.

## **6) When can I submit an academic appeal?**

You must wait until your Board of Examiners has met to consider your results. If you are not sure when the next Board of Examiners is for your programme of study, then please check with your TPO who will be able to advise you.

You are expected to raise any concerns about your results with an appropriate member of staff in the first instance via the Results Service/Early Resolution Process. This is explained to you in [section 4](#). You should raise your concerns as soon as possible, ideally within 5 working days of being notified of your results. Please ensure you carefully check the eVision notification of your results as this may tell you who to speak to if you are dissatisfied with the decision of the Board of Examiners. Your TPO or your Personal Tutor will also be able to advise you at this time.

You should submit an academic appeal no later than 10 working days of the notification of your results. Any appeals submitted later are likely to be dismissed unless you can show a good reason why you could not submit on time. You will normally receive an acknowledgement of the receipt of your appeal within 2 working days and the University aims to provide an update to your Brunel email address within 10 working days of receipt of your appeal.

If you are awaiting evidence which is not available to you by the deadline for submitting your appeal (for example, a medical certificate or a death certificate), you should submit your appeal on time, but make a clear statement under section 25 of your appeal form (Supporting Documentation) about what further evidence you expect to send through later. Your appeal may need to be placed on hold until such time as that evidence is available, but doing it this way will help prevent your case from being dismissed due to lateness.

If you are providing evidence in a language that is not English you will need to arrange for these documents to be formally translated. Evidence in a language other than English, where formal translations have not been provided, will not be considered.

The University has seen a number of instances where students have submitted falsified documents in support of their academic appeal. Such practice is considered by the university to be fraudulent and may be considered to be a criminal offence. The University takes such incidents very seriously and will investigate such matters robustly. If we are satisfied an offence has been committed, we will report such an offence to the relevant authorities including the police where required. Students suspected of submitting falsified documents will be subject to our disciplinary processes as per [Senate Regulation 6](#). This could result in expulsion from the University and the loss of some or all credit. [Senate Regulation 12.7](#) explains to you that the University may verify any evidence you provide during the course of its consideration of your academic appeal.

If you are waiting to speak to an Adviser in the UAS at the time of the deadline for submitting your academic appeal, wait until you have spoken to them and ensure that you include your email from them explaining you have been delayed because of their availability. This will ensure your academic appeal has been made in good time. Please note however, that you must approach the UAS in good time before your appeal deadline and you should also not delay submitting your academic appeal once you have met with them.

## 7) How do I submit an academic appeal?

Academic appeals forms should be submitted electronically, using the '[Academic Appeal Form](#)'. You must be sure you are logged into the University system using your Brunel student account. You are expected to use your Brunel University London email address for all correspondence regarding your academic appeal. If you do not have access to your Brunel email address please contact [academic-appeals@brunel.ac.uk](mailto:academic-appeals@brunel.ac.uk).

You are required to upload evidence of your Early Resolution conversation in section 18 of the form. If you do not provide this your appeal may be rejected. If you have not received the completed Early Resolution form, or appropriate email correspondence from the person you spoke to you should contact your College using the email address found in [section 14](#) of this document. They will advise you of what steps to take.

You are expected to provide all the evidence you wish to be considered with your appeal form. If you do not make it available at the time of submission, or do not advise that your evidence will follow shortly, it will not be requested when your appeal is considered. You should upload your supporting evidence to the electronic form in a Microsoft compatible format, for example MS Word or Adobe PDF. If your appeal exceeds the word count, please continue your submission on a word document and upload this with your supporting evidence. The electronic form will allow you to submit 10 pieces of electronic evidence. If you are trying to submit more than 10 pieces of evidence, or your file size is larger than 1GB please contact [academic-appeals@brunel.ac.uk](mailto:academic-appeals@brunel.ac.uk) about how to do this.

If you are submitting email correspondence in support of your academic appeal please ensure that you provide it in an original or PDF format. Do not provide your email evidence in the form of screenshots from a mobile device or as cropped images as this does not



provide the full information required by the Academic Appeals Team and it may affect consideration of your case.

If you are unable to submit your academic appeal by this method for example, due to a known disability, please contact [academic-appeals@brunel.ac.uk](mailto:academic-appeals@brunel.ac.uk) for advice prior to the 10-day deadline for the submission of your academic appeal.

## 8) How should I prepare my appeal?

### Preparing your submission

You should carefully consider the case you wish to bring in your appeal and include only information which is directly relevant. You should bear in mind that you cannot raise matters that occurred before a previous Board of Examiners. For example, if, after a reassessment opportunity you want to tell us about something which happened during your first attempt, you must explain why you could not tell us about that matter when it was first considered by a Board of Examiners. If you are unable to provide a compelling explanation for the delay in raising your concern, it is unlikely to be considered.

If you wish to appeal about more than one assessment, or module you should use the same form. Do not submit a new appeal form for each module you wish to appeal as this will cause delays to your case, and to others.

You are strongly advised to speak to a member of the Union Advice Service (UAS), in the Union of Brunel Students before submitting your appeal. They may also be able to accompany you to your Early Resolution meeting with the relevant member of staff in your Department. They can offer you impartial, free and confidential advice, and they have considerable experience in helping students put together requests for academic appeals. The UAS website address is [www.brunelstudents.com/advice-service](http://www.brunelstudents.com/advice-service) and you can contact them by emailing on [advice@brunel.ac.uk](mailto:advice@brunel.ac.uk). You can also book a drop in appointment via this link [Union's Advice Service \(office365.com\)](http://Union's Advice Service (office365.com)).

### Extenuating circumstances

Many students will have various distractions and responsibilities during their programme, which will, at times, interfere with their studies. These may include employment, financial and housing problems, relationship difficulties, and minor illnesses. The University has defined an extenuating circumstance as

“A significant event which negatively affects a student’s ability to submit work, attend an assessment or perform to their usual standard in an assessment of any type. It should be unavoidable, unexpected and beyond the control of the student”.

An extenuating circumstance cannot be used as a justification for your failure to master the subjects you are studying, or to achieve the results you might have attained had you been able to attend and/or study more effectively. Before submitting an academic appeal, you should consult your [Student intranet pages](#) to find out how your College considers claims for Extenuating Circumstances. You should note that the University’s Regulations do not permit Board of Examiners to increase marks where extenuation is accepted. It is more likely that

you will be offered the opportunity to be reassessed in any affected modules for uncapped marks/grades, although this is not guaranteed.

If you are appealing about Extenuating Circumstances (ECs) which have not previously been made known to the University, you will need to explain why you were not able to submit these at the appropriate time, in accordance with University policy and/or programme regulations. You will need to demonstrate, with relevant evidence, that it was not reasonably practicable to make your extenuating circumstances known to the Board of Examiners, research degree Examiners, or members of staff conducting an annual review. Please read the [Extenuating Circumstances – Guidance for Students](#), and [BruNet](#) for further information. If you are unable to provide a valid reason for the delay in raising circumstances that affected your performance, they are unlikely to be accepted at the academic appeal stage.

It is especially important for you to demonstrate exactly how your circumstances have affected your performance in assessments; for example, a bout of flu in December is unlikely to have affected performance in examinations in May.

#### On-going and chronic problems

Students with a declared disability or chronic medical problem will be supported so that their conditions can be managed. If you have a support profile in place but experience a sudden worsening or increase in the impact of a disability or medical condition you should discuss this with your Department and Disability Adviser as soon as possible. Where reasonable and practicable, adjustments will be made for you to avoid you having to make repeated claims for extenuation based on the same medical condition.

#### Circumstances relating to someone else

If you are submitting evidence in support of your appeal that relates to another person, e.g. a family member, then you must provide their written consent if that evidence relates to their race, ethnic origin, political views, religion, trade union membership, genetics, any ID biometric information, health, criminal convictions, offences, related security measures, sex life or sexual orientation. A failure to provide this consent may result in your appeal being delayed, or we may not be able to consider this aspect of your appeal.

### **9) What is the procedure after submitting an appeal?**

The different procedural stages an appeal can go through are set out below. Most appeals are resolved at the Initial Consideration stage. If you are dissatisfied with an outcome made by your College, or by a Panel you can request an administrative review of how your appeal has been considered. If you are still dissatisfied, you can request a Completion of Procedures letter, if you have not already received one. This will give you the opportunity to submit a complaint to the Office of the Independent Adjudicator for Higher Education.

#### 1) Initial Consideration

- a. The University will acknowledge receipt of your academic appeal.

- b. A Casework Manager will then conduct the 'initial consideration' of your submission to ensure it falls within the scope of an academic appeal and that it is eligible to be referred to your College for investigation. The Casework Manager will look at your submission and any other relevant information and will establish whether you have demonstrated a case for your selected grounds for appeal. They will not discuss your appeal with you or with anyone else about the matter. If your academic appeal meets the criteria, it will be considered further. If it does not, your appeal will be dismissed – either because the submission does not fall under the scope of academic appeals as per SR12.1, or does not set out grounds as per SR12.27 (including due to lack of evidence), or because you submitted your appeal late and have not given a good reason for this. A list of the most common reasons an academic appeal is dismissed appears at the end of this document.
- c. You should normally receive the outcome of the initial consideration of your appeal within 10 working days. Please note that this may take longer at busy times of the year.
- d. If your appeal is dismissed at the initial consideration stage, you can query the decision however, you will not be able to provide any additional evidence. You should submit your query by email to [academic-appeals@brunel.ac.uk](mailto:academic-appeals@brunel.ac.uk) where the Manager of the Office for Student Complaints, Conduct and Appeals or nominee will consider your request. There is no form to complete for your query, it is for you to say why you are not happy with the decision that has been made.
- e. If your academic appeal has been dismissed because it has been considered to be out of time you must explain why you think this is the wrong decision in your query. This is because the Casework Manager will not have considered your grounds for appeal because you have not submitted your academic appeal within the published timeframe.
- f. The outcome letter you receive will explain whether there are any further options available to you. If your query is not successful, you will be issued with a Completion of Procedures Letter.

## 2) Investigation

- a) If your academic appeal is accepted at the initial consideration stage, your appeal will be investigated by an academic investigator in your College who has not previously been involved in your case, along with the College Appeals, Complaints and Students Misconduct Manager (or nominee). They will be referred to as the Investigation Team. During the course of their investigation they may request further specific evidence or statements from you (and/or your Department).
- b) If you are asked to supply further evidence in support of your appeal, this should be done as soon as possible, and normally within 10 working days of the request.
- c) Once the Investigation Team has completed their investigation, they will decide what should happen next:

- Your appeal may be upheld in full, or in part, with recommendations about how to resolve it;
- Your appeal may be dismissed;
- It may be referred to an Academic Appeals Panel, if they determine it requires further consideration. This decision will be made in consultation with the Chair, or a Vice Chair who will ratify the decision, or make an alternative recommendation in consultation with the Investigation Team.

### 3) Full consideration by an Academic Appeals Panel

- All of the information for the Panel will be sent to you before it is considered, normally by 10 working days before the scheduled Panel meeting. You will have the opportunity to comment on this set of information if you wish, but you will not be permitted to add any new evidence. You will be invited to attend the Panel and call any witnesses to support your case. You will be responsible for arranging for any witnesses to attend the hearing.
- If you wish to be supported at this stage you should bear in mind that Senate Regulation 12.12 makes clear that you are not permitted to be represented or supported by a legal representative. Senate Regulation 12.11 explains who can support you:

“Only a current student or staff member of the University, an advice worker from the Union of Brunel Students, or a relevant individual in the case of reasonable adjustments being made for a student, shall normally be permitted to be a representative or supporter”.

- If, for good reason you are unable to attend the Panel and wish to do so, you should make this known to the Clerk and Secretary to Academic Appeals Committee as soon as possible. If it is agreed you have compelling grounds why you cannot attend the scheduled Panel it will be rescheduled on one further occasion only. Please bear in mind this will inevitably cause delays to the consideration of your case.
- After consideration, the Panel will determine whether the ground(s) of appeal have been met or not. Where the ground(s) have been met, the Panel will decide whether to modify or confirm the decision you appealed against. Where the ground(s) have not been met, the original decision of the Board of Examiners will stand. The Panel may also reject your academic appeal on the basis of the eligibility grounds, or on the basis that your appeal is a challenge to academic judgment.
- The Secretary to the Panel or nominee will normally inform you of the outcome of your appeal within 5 working days of the Panel. Please note that it may be necessary to defer your case to the next meeting, if the Panel requires additional information in relation to your appeal before it can make its decision.

## **10) What should I do whilst awaiting the outcome of the appeal?**

Even though you have submitted an academic appeal, you should follow the decision made by the Board of Examiners, Research Degree Examiners or members of staff involved in a review process; for example, if you have been asked to undertake reassessments, you must prepare for, and take these until you are advised otherwise. If your appeal is subsequently upheld, the University will tell you what action needs to be taken to continue your studies. This is particularly important if you are asked to undertake capped resits. You must still take these. If your appeal is upheld the caps may be lifted. If you do not attempt the reassessment, your attempt will be recorded as a non-submission and your final award or progression on your programme may be at risk.

## **11) Do I need to attend a meeting?**

If you have concerns about your academic results, you should first raise the concerns informally with an appropriate member of staff as set out in [section 4](#) of this document. This Early Resolution discussion can also take place via telephone or online if appropriate. You should ask for a record of the discussion, normally a 'Record of Early Resolution' form.

If you subsequently submit a formal appeal you will only be required to attend a meeting if your case is referred to a Panel.

You may be invited to meet with the Investigation Team. The meeting should represent an opportunity for open and constructive discussion of the case and the evidence submitted, and not be a formal interview; although a record should be kept and you should expect a copy of the meeting notes/outcome.

## **12) Can I see copies of the documents used to consider my appeal?**

If your case is considered by an Investigation Team and is dismissed at this stage, you will be able to request a copy of the evidence that has been used to make this decision. This can help you decide if you want to submit a Stage 2 appeal. If your academic appeal is referred to a Panel following investigation you will be sent a full copy of all the documentation to be considered by the Panel in reaching a decision regarding your appeal. You will also be invited to comment on the documentation prior to its consideration and you will be able to present your case to the Panel if you wish.

You will not usually be sent documentation at other points, except for correspondence in relation to the receipt, progress or outcome of your appeal.

## **13) What happens if my appeal is dismissed?**

If the decision of the University is that your appeal should be dismissed at the initial consideration stage, you will have the right to query that decision (see the [initial consideration section](#) above).

If your appeal is dismissed either by your College, or an Academic Appeals Panel at Stage 1, you will be able to submit a Stage 2 Appeal. You should do this by submitting a [Stage 2 Form](#) within 10 days of the notification of your Stage 1 Outcome. If you submit your request after this time, your request will only be accepted at the discretion of the Head of Student Affairs and Casework. You must make clear if you intend to submit new evidence at this point in time, and you must submit that evidence within a further 5 working days.

The Head of Student Affairs and Casework (or nominee) will determine whether the ground(s) for appeal have been met. Where they have, a Review Panel will be convened; otherwise your appeal will be dismissed and you will be issued with a Completion of Procedures letter.

Where a Review Panel is convened, your appeal will be considered by two senior Officers of the University, neither of whom will have been previously involved in the appeal, supported by a member of the Office for Student Complaints, Conduct and Appeals, acting as Clerk to the Panel. The Review Panel will normally consider your Stage 2 appeal within 10 working days of the decision to refer the appeal to them.

The Review Panel will consider your grounds for a review of your academic appeal decision whether there is sufficient reason to challenge the decision made at Stage 1. If the Panel decides your Stage 2 appeal should be upheld, they will decide what should happen to your case. This may mean they will make a new decision to replace the one made at Stage 1, they can refer your case back to the Investigators or the Academic Appeals Panel to be reconsidered. If the Panel decides your Stage 1 decision is reasonable, your Stage 2 appeal will be dismissed and the outcome of the Stage 1 Appeal will stand and you will be issued with a Completion of Procedures Letter.

If you decide that you do not want to submit a Stage 2 appeal, then following a decision being reached after full consideration of your appeal by your College or a Panel, you may request a Completion of Procedures letter however, you should note that the [Office of the Independent Adjudicator](#) will normally only consider a complaint where the University's procedures have been exhausted.

#### **14) Who should I contact if I have any queries?**

You are expected to discuss any concerns you might have with the appropriate academic in your department in the first instance. The Appeals, Complaints and Student Misconduct (ACSM) team in your College can offer you advice about who you should contact about the Early Resolution stage and what to do afterwards if you remain dissatisfied with the decision made. Alternatively, you may wish to speak to the Union Advice Service (UAS) in the Union of Brunel Students (UBS) for further guidance; they can be contacted via their online [enquiry form](#) or via email at [advice@brunel.ac.uk](mailto:advice@brunel.ac.uk).

- For CBASS queries - [cbass-acsm@brunel.ac.uk](mailto:cbass-acsm@brunel.ac.uk)
- For CEDPS queries - [cedps-acsm@brunel.ac.uk](mailto:cedps-acsm@brunel.ac.uk)
- For CHMLS queries - [acsm-chmls@brunel.ac.uk](mailto:acsm-chmls@brunel.ac.uk)
- For BPC queries - [academicservices@pathway.brunel.ac.uk](mailto:academicservices@pathway.brunel.ac.uk)

Common reasons for an academic appeal to be dismissed at the initial consideration stage

- You have not explained why you could not have raised your concerns through the appropriate procedure at the correct time;
- You have not provided any relevant evidence to support the concerns you have raised;
- The evidence you have provided does not demonstrate the effect your concerns had on your studies;
- The concerns you have raised are a challenge to academic judgement;
- You have not provided details of the outcome to your Early Resolution discussion;
- You are not challenging a decision of the Board of Examiners/Panel of Examiners/Progress Review, or Viva Voce and your concern does not fall under the scope of Senate Regulation 12;
- You are not challenging a decision of the most recent Board of Examiners;
- The evidence you have provided does not relate to the dates of your assessments;
- Your appeal has been submitted outside the normal timeframe without good reason;
- The appeal is frivolous or vexatious;
- You have not provided any independent third-party evidence to support the concerns you have raised;
- Your appeal falls outside the scope of Senate Regulation 12. If your concern falls within another procedure, it will be referred and you will be advised of this.