Stage 1 Formal Academic Appeal - notes on completing form

1. Guidance Notes
Before completing a Stage 1 Formal Academic Appeal form, please read GEAR Section H: Academic Appeals: https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx and refer to the Appeals process flowchart. Further information is available at https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx

Please ensure you understand the valid grounds of appeal before completing the form.

2. Advice and Guidance
You are strongly advised to seek independent advice on the completion of your Stage 1 Formal Academic Appeal form before submitting it. Advice and guidance can be obtained from the University of Brighton Students' Union, bsusupport@brighton.ac.uk or telephone 01273 642876.

We would also advise that in the first instance, you contact your School Office and submit a School Results Review request, stating why you have a concern and what you expect the outcome to be.

3. Requirement to provide supporting evidence
Whilst you must complete the form giving a clear explanation of the circumstances that relate to your ground of appeal, this needs to be supported by relevant independent evidence. Please note that evidence from friends and family is not considered to be independent and may not be sufficient to support your appeal. You should normally submit all applicable evidence at the same time as your appeal is submitted.

In exceptional circumstances, where evidence is still awaited, you will be permitted an additional 14 calendar days to collate and submit late evidence. Your Stage 1 Formal Appeal form should be submitted together with details of the evidence concerned and an estimated timescale for the receipt. Evidence sent electronically must either be in Word or pdf format and we would advise that you keep a copy for your records.

You should also provide the notification of your results, i.e. a scanned copy of your notification letter and/or email from your School Office.

4. Admissible grounds of a Stage 1 Formal Academic Appeal
These are set out at GEAR section H, 1.2, “A student may only appeal on the ground that there has been a significant administrative error or omission in the assessment process which has had a detrimental effect of the student’s outcome”. Appeals citing other grounds will normally be rejected. Please note that the University does not accept appeals against academic judgment or request to re-mark work since academic marking processes are robust and overseen by internal and external moderation and external examiners.

5. Prescribed form
Your appeal must be submitted on the prescribed form.

6. Timescale for submission
Your Stage 1 Formal Academic Appeal must be submitted not later than either 21 calendar days from the date your results are received, or 21 calendar days after the conclusion of the School Results Review process (see section 2). Note that you cannot submit your Stage 1 Formal Academic Appeal until the Examination Board has notified you of its decision.

7. Methods of submission
Your appeal should be submitted from your university email account to academicappeals@brighton.ac.uk. If you choose to submit from a different account then a scanned copy of the signed form must be included.

Quality and Standards, Academic Standards and Assessment
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