

# TEMPLATE & GUIDANCE

For Completing your Academic Appeal



Your appeal draft gives a good **overview** of your situation. The following guidance will provide helpful information to support your appeal, making it easier for you to include *everything* you need to strengthen your case.

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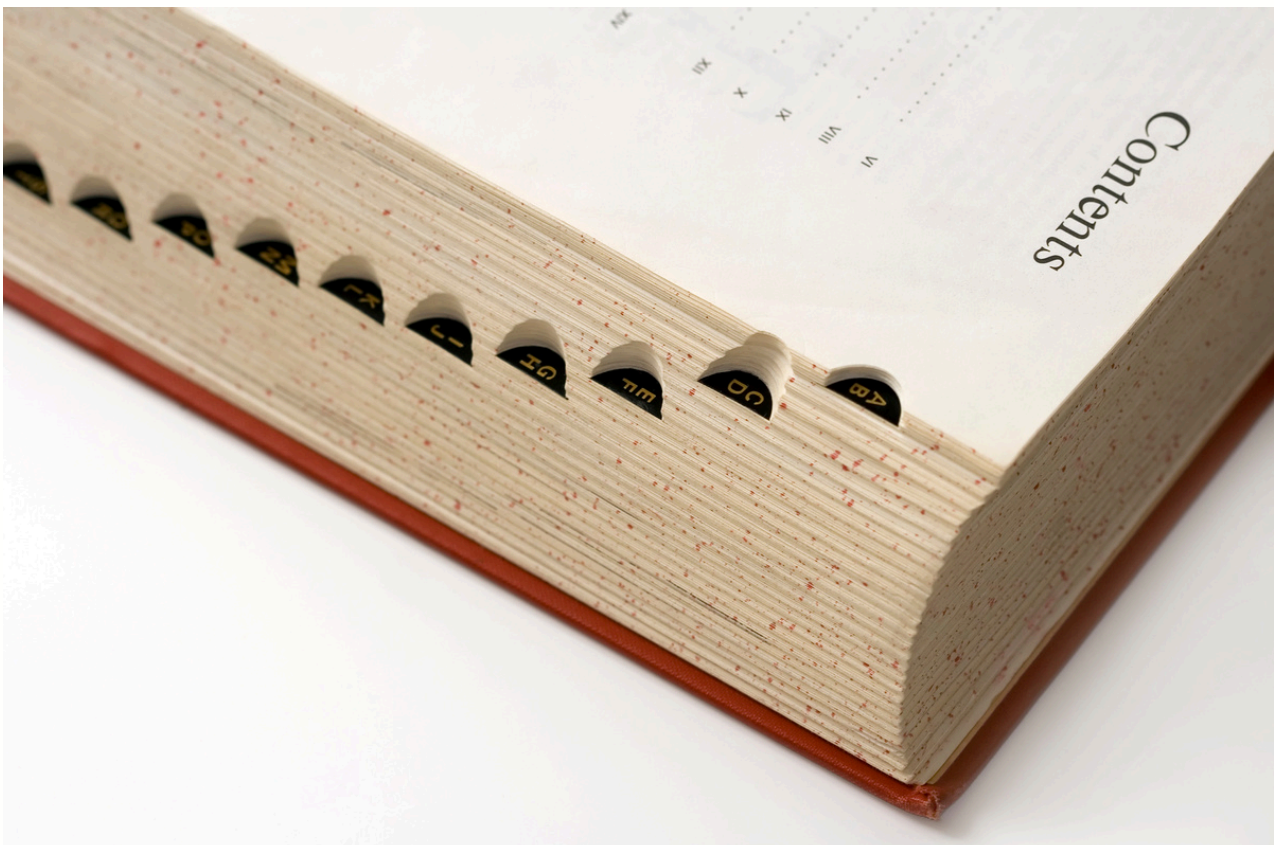
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# OPENING PARAGRAPH

PLEASE DELETE AND FILL IN INFORMATION AS  
REQUIRED.

To whom it may concern,

I am writing to formally appeal the *[insert decision or outcome you are appealing]*, relating to *[assignment name, module code, and course title]*, which was due on *[insert deadline]*. I submitted the assignment on *[insert submission date, if different]* and received my mark on e:Vision on *[insert date]*.

This appeal is submitted on the grounds of *[insert **relevant grounds**, e.g. exceptional circumstances not previously submitted, natural justice, etc]*.

# SECOND PARAGRAPH

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This is where you will explain **clearly** and **concisely** *why* you are appealing.

You should be as **direct** and **specific** about any ECs and their *impact* on you, as the panel will **not** make any assumptions.

Include any **relevant** *personal, academic, or procedural circumstances* that affected your performance or the outcome. Be **specific** about **dates**, **incidents**, and how specifically these factors or events **impacted** you; ensure your account *aligns* with your **supporting evidence**. It may be easiest to **describe events** in **chronological order**. Using a **timeline** with *specific dates*, bullet points and **brief** explanations of *why* the event was relevant for your academic appeal – as well as *who* you contacted for support (*if relevant*), and **when** this happened. Making your statement as easy as possible to read and understand may help the University recognise your case.





## THIRD PARAGRAPH: SUPPORTING EVIDENCE

Supporting evidence is a *critical* part of any academic appeal. Lack of evidence is the most *common* reason for appeals to be **rejected** or even deemed **ineligible**. Think about documents you can provide to support your case.

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*Clearly* reference *each* document you plan to submit (e.g. medical evidences, travel documents, emails, screenshots or official reports), and briefly explain how each piece of evidence *supports* your case.

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If you had *any* correspondence with any *academic staff*, or other *university services* during this time, it would also be useful to note and use this as evidence.

Please be aware that you will *need* to submit *all* your relevant evidence **with your appeal**. There will be *no other opportunity* to upload further or additional evidence after submission.

# PROVIDING RELEVANT DETAILS AND DATES

It is important to **clearly** explain *how* your illness or situation **impacted** your **ability** to study, particularly around exams, assignments or deadlines. Be specific with examples. **Describe** *how* your illness made it hard to study, complete your work, or meet deadlines. Include dates and **specific** challenges you faced such as difficulty focusing or double-checking your work. This will help the panel **understand** the **full impact** on your ability to prepare for and attend exams.

## Questions you may want to consider:

- What treatment or support plan are you following? When did it start? where are you accessing this? How is it being monitored or adjusted overtime?
- Have you received support from medical professionals, counsellors, or student services? Any evidence such as appointments or confirmations?
- Are there any academic adjustments in place for you? (i.e. extra time, meetings with advisors) How have they been helpful?

# EXAMPLES OF EVIDENCE

01

Seeking support from LTS around accessing reasonable adjustments.

02

Gaining medical support or evidence from a medical professional or disability support services.

03

Seeking support from the UEA Wellbeing team or mental health support.

04

Discussions with an academic advisor around an action plan.

05

Any other communications or actions you have taken to reduce the likelihood to repeat this scenario.

06



## FOURTH PARAGRAPH:

### MITIGATION AND FUTURE NAVIGATION

**Outline** what has happened *since* the issue occurred and any **steps** you have taken to **address** or **rectify** the situation, seek support, or utilise any resources *related* to your outcome. Give information around **what you will do differently** and be **specific** about the steps you're taking to **prevent** a similar issue arising in the future.

By demonstrating your *ability* to **reflect**, and showing your **proactive engagement strengthens** your case.



If you haven't received or sought support from UEA, it's a good idea to reach out to **Student Support**. They can help you in the future, and not only does it support your appeal, but it also **reduces** the chances of going through the appeal process again.



# MITIGATING QUESTIONS TO CONSIDER

- Will you get any support from LTS/Student Services, or are you currently getting any support from them?
- Have adjustments been made in place from LTS/Student Services.
- Have you gone to UEA's talking therapies, or discussed with a support service your circumstances?
- Do you have any plans or resources in place to help you? An action plan? Meetings to attend with an advisor?



# SUBMITTING YOUR APPEAL

Once you have written your statement and gathered your evidence, you then need to complete this [online form](#) and upload your statement and evidence. If you cannot access the online form for any reason, contact the [Student Information Zone \(SIZ\)](#) for assistance.



When you complete the online appeal form, **please indicate that you would like the UEA to share your information with us (the Students Union).** This means we should be provided with a copy of your appeal outcome at the same time as you receive it.

# WHAT HAPPENS NEXT?

The Head of School will be made aware of the content of the appeal and will consider if it can be informally resolved. If it cannot, the Faculty Appeals and Complaints Panel (FACP) will then consider the appeal.

You will get a letter **within 5 working days** of submitting your appeal to LTS, confirming that it has been received and telling you when the next FACP meeting will be. The meeting will take place **no later than 20 days** *after* you submit your appeal. After the meeting, you will receive an outcome letter within 10 working days. of the FACP meeting.

The timescale from start to finish can take up to 6 weeks.

We hope the information we have provided is helpful in guiding you through your application process.

We would also appreciate it if you could confirm once you have submitted your appeal, so that we can also keep track of your progress and support you in any way we can.

# ACADEMIC APPEAL

## CHECKLIST:

- ☐ Address the letter and state **what** you're appealing (i.e. assignment, grade, etc)
- ☐ Include *key details*: assignment name, module code, submission dates and **grounds** for appeal
- ☐ Clearly state *why* you're appealing, focus on **exceptional circumstances** or **procedural issues**
- ☐ Include dates, **relevant** incidents, and **specify** *how* they **impacted** your academic performance.
- ☐ **Provide** and submit *all* relevant evidence (no additional evidence can be submitted later)
- ☐ **Describe** actions you've taken to **address** the issue
- ☐ **What steps** you'll take to *avoid* similar issues in the future
- ☐ **Show** *reflection* on your actions and **proactive engagement** when seeking help
- ☐ **Complete** online form, **upload** your statement *and* evidence.

Don't forget to **indicate on the form** that you'd like UEA to share your appeal outcome with Advice(su)!

Good Luck on your application! 😊