

YOUR GUIDE TO

STAGE ONE ACADEMIC APPEAL

WHAT'S INSIDE?

[What is a Stage One Academic Appeal?](#)

[Will my Appeal be considered?](#)

[Grounds for Appeal](#)

[What Outcomes can I Request?](#)

[What Do i Need to Submit an Appeal?](#)

[When is the Appeal Deadline?](#)

[Re-assessment and Remarks](#)

[About Advice\(su\).](#)

[How Can Advice\(su\) Support Me?](#)



What is Stage One Academic Appeal?

An academic appeal is a formal way to ask the university to review certain academic decisions or results that you believe might be unfair or incorrect.

This could include things like:

- Your overall degree classification
- An exam or coursework mark you think was wrongly given
- A dissertation or research project grade
- Being asked to leave (withdraw) from your course

We understand that receiving a mark or outcome you're disappointed with can be upsetting. However, academic appeals are designed for situations where there are **specific**, valid reasons to review a decision, rather than just dissatisfaction with the result. There are specific reasons, or "grounds," that the university considers valid for appeals.

If you missed submitting a request for exceptional circumstances (like illness) before your deadline, you might still be able to appeal if those circumstances affected your work.

Heads Up: You can only appeal **once** per outcome, so be sure to include *all* important details and evidence.

Will my Appeal be Considered?

If you're thinking about submitting a Stage One Academic Appeal, it's important to know when your appeal can be considered by the University.

To be eligible, your appeal must be based on one or more specific reasons (called "grounds for appeal").

What You Cannot Appeal

There are some things that an academic appeal cannot be used for:

- You **cannot** use an appeal to change a mark or grade.
- You **cannot** complain about an academic staff member or an academic process through an appeal. If your issue is with an individual academic or their conduct, this should be addressed through the Academic Complaints Process.
- Appeals cannot be used to **bypass University procedures** or processes.
- If you want to **retake a year** or **take a break in your studies**, there are separate processes for these requests — an appeal is not the right way to do this.



What are the Grounds for Appeal?

The Faculty Appeals and Complaints Panel (FACP) will only accept (uphold) an appeal if it finds one or more of the following:

- **Your performance was affected by Exceptional Circumstances (ECs)** that were not submitted before. If this applies, you will need to explain why you couldn't submit your ECs on time.
- **ECs were not fully or properly considered** when your results were decided.
- **The correct procedures were not followed**, which affected the fairness or validity of your results.
- **Prejudice or bias influenced your academic result.**
- **Significant changes were made to your course** without proper communication.
- **The teaching, supervision, or research training you received was insufficient.**
- **The learning support provided to you was unsatisfactory or inappropriate.**
- **Natural Justice** means that a fair outcome requires the appeal to be upheld.



What Can I Request, or What Might the University Offer?

If your appeal is successful, you may be offered one or more of the following:

- **Another attempt at assessments or 'delayed first attempt'** - retake an assessment with your original attempt disregarded and no mark cap applied.
- **Removal of the reassessment mark cap** - this lets your new mark fully reflect your performance, not just a pass.
- **Removal of late penalties** - penalties for late submissions could be removed.
- **Repeat a period or year of study** - instead of failing or withdrawal, you might be allowed to repeat.
- **Degree classification uplift** (if eligible) - if you're close to the next grade boundary, your degree classification may be raised.
- **Challenge academic decisions** not yet reviewed by the Student Senate Disciplinary Committee (SSDC).
- **Removal of penalties for plagiarism or collusion** - appeals on misconduct penalties raised to SSDC follow a separate process.

The final decision rests with the University, but you can kindly suggest what outcome you feel is fair.



What do I need to submit an Academic Appeal?

To make a Stage One Academic Appeal, you must include two things:

1. **Supporting statement** — a written explanation showing how your situation meets one or more of the appeal grounds you are claiming. We have a separate guide on how to structure your statement to give it the best possible chance of getting upheld.
2. **Evidence** — a separate PDF file with all supporting documents, such as medical certificates, emails, supporting letters from friends or family, and screenshots (for example, proof of a technical issue during submission).

Submitting your appeal

When you are ready, you must submit your statement and evidence through the university's [Academic Appeals \(and Complaints\) Stage One](#) online form.

It is important to remember that you only have **one opportunity** to submit your appeal and you will not be able to submit additional evidence or information late.



Appeal Submissions and Deadline

You have **10 working days** to submit an appeal, starting from the day ***after*** you receive the outcome you are appealing.

If you need more time, you *must* request an extension and contact LTS **asap**. If you are waiting for an appointment with advice(su) this can also be used as evidence when requesting an extension.

When requesting an extension, you must explain *why*. Without a valid reason, your appeal may be deemed ineligible.

If the case is received by LTS or PGR Service at least **5 working days** before the next scheduled FACP meeting, it will be reviewed at that meeting. If it is submitted after this 5 day window, it will be postponed to the next meeting.

In summary:

- ✓ Submit your appeal within **10 working days** *after* receiving your outcome.
- ✓ If you need more time, you must **request** an extension via LTS.
- ✓ If you submit late, you *must* **explain why**.

The process can take **up to 6 weeks**.

Re-assessments and Remarks

If you fail (including *non-submission* of an assignment), you will usually be offered a reassessment automatically.

This reassessment is 'capped', meaning you can *only* receive the **minimum passing mark**. Even if the actual mark would have been higher.

If you want a **second attempt** at an assignment *without* the mark cap, then you will need to appeal for a '*Delayed First Attempt*'.

Do I want a Re-mark or an Appeal?

Remark requests can only be made on assessments that have been second marked, not those that have been blind double marked or single marked.

- A **remark** involves asking for your work to be re-assessed if you believe the marking process did *not* follow policy, or the feedback does not align with your mark. It is a completely different process to an Academic Appeal.
- An **academic appeal** is a request to be allowed another attempt or for other remedies if you believe that circumstances beyond your control (such as ECs) negatively affected your performance.

About Advice(su)

Advice(su) is an independent and confidential advice service provided by the Students' Union, a charity, for all UEA students.

We are **separate** from the university.

Our role is to guide you through complicated university processes and policies. Think of us as 'translators' for academic regulations — we help you understand your options, but *you remain in control of your decisions*.



We do not process academic procedures (such as appeals) or influence their outcomes — these are handled directly by the University. That means your appeal and evidence must be submitted to them, not to us.

As a small team supporting over 17,500 UEA students, our aim is to provide clear guidance and empower you to advocate for yourself. We know these processes can feel overwhelming, but building your confidence in navigating them will benefit you not only now, but throughout your studies and beyond.

How can Advice(su) support me?

We can provide information to help you navigate university processes, think through how best to present your case in an academic appeal, and make informed decisions.

You are the best person to identify the challenges that affected your academic performance — we can't make those decisions for you.



advice(su)

To get the most from our support, **please take time to review the information in our guides.** Being proactive and prepared can help you feel more confident in your appeal and reduce stress — especially during busy times when it may take longer for us to respond. While we aim to reply as quickly as possible, we also want to take the time to provide thoughtful, helpful advice. Please be patient and understanding if our response is delayed — as a small team, we do our best but are not perfect.

If your questions aren't answered in the guides, you can fill out our [Contact Form](#). Please include as much detail as you can about your situation, and we'll get back to you as soon as we can.