

A Guide to Academic Appeals

What is an Academic Appeal?

An Academic Appeals process is where you can challenge the decision of the Board of Examiners. The Academic Appeal process can only be used once you have the formal notification of your results, and the Appeal is submitted **within 10 working days of this notification**.

There are several stages that an Academic Appeal can go through, so if your Appeal is not upheld in the first instance you may be able to escalate to the next stage.

If your Appeal is deemed eligible and is upheld then the Board of Examiners may be required to reconsider their decision.

What grounds can I appeal on?

Not only is there a strict time limit for the submission of an Academic Appeal, there is a criteria that has to be met for there to be grounds for the appeal.

These are:

A material administrative error:

For example: any mistake the university does such as filling the wrong mark on your transcript, not transferring a deferral which had previously been agreed or uploading the wrong task on the blackboard).

The assessment has not be conducted in accordance with university regulations:

For example an event came up during your assessment which disrupted the good conduct of the assessment. The best example of this is if a fire alarm went off during your examination and you were given less time to finish your exam as a result. This would also include if you have received incorrect advice or no advice on the assessment

A material Irregularity:

For example: you have been given the wrong paper, the incorrect assessment type, your assessment not marked in accordance with the marking criteria. In a panel, this means that the academic regulations regarding the good conduct of academic misconduct panels have not been followed

You **cannot** appeal because you disagree with the mark given, nor due to personal circumstances (the Extenuating Circumstances procedure should have been followed)

Next step?

Your situation has grounds for an Academic Appeal, you need to complete the Academic Appeal form which can be found here: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>

It is called the **Academic Appeal and Academic Misconduct form**

You can also find further guidance from the university in their **Academic and Academic Misconduct Appeal guidance notes**

Once completed it needs to be submitted to Student Governance:

Email: StudentGovernance@ljmu.ac.uk

Post: Secretary of the Appeals Panel, Liverpool John Moores University, Student Governance, Exchange Station, Tithebarn Street, Liverpool L2 2QP. It is advised that postal submissions are sent recorded delivery.

What to include in the Academic Appeal:

- Why you are appealing the decision of the Board of Examiners and under which ground
- The impact that it has had on you
- Your intended outcome
- All relevant, tangible and verifiable evidence to support your points
 - This includes the letter from the board of examiners
 - Any emails between yourself and the relevant staff in the university
 - Witness statements

This is not an exhaustive list.

Your appeal will be reviewed by student governance to check its eligibility, it will then be examined by a Director of another School. The Director of another School will provide the outcome, this could be the appeal is Upheld, Not Upheld, or Upheld in Part.

What does the outcome mean?

If your appeal is Upheld then the Board of Examiners will have to reconsider their decision in light of the appeal findings. This means that you could get the opportunity to resubmit the work, have your work remarked, or actions such as the acceptance of Late EC's. The resolution is dependent on the nature of the case.

If your appeal is Upheld in Part, this means that sections of your appeal are Upheld and resolution would be based on that.

If your appeal is Not Upheld, this means that the Appeal does not meet the grounds for an appeal or does not have enough evidence to support it.

If you believe that the outcome is unfair or incorrect, or that the procedure has not been followed you can **escalate to a stage two appeal**

Stage One:

Submitted within 10 working days of the Board of Examiners notification

- Submitted on Academic Appeal form, Reviewed by the Director of another School
- Outcome provided

If you believe the outcome is unreasonable or the procedure has not been followed you have the right to escalated your Academic Appeal

Stage Two:

Submitted within 10 working days of the outcome notification of Stage One appeal

- Submitted by writing a statement highlighting where you believe the outcome of stage one is unreasonable or where the procedure has not been followed
- You do not need to resubmit your stage one Appeal
- New evidence is not considered unless it was not available to you when you submitted your stage one appeal, or if it is in support of your stage two statement
- Reviewed by the Appeals Panel
- Outcome provided

If you believe the outcome is unreasonable or the procedure has not been followed you have the right to escalated your Academic Appeal

Stage Three:

Submitted within 10 working days of the outcome notification of Stage Two appeal or the notification from the reconvened Board of Examiners

- Submitted by writing a statement highlighting where you believe the outcome of stage one is unreasonable or where the procedure has not been followed – including evidence to support your statement
- You do not need to resubmit any documents already submitted – though you can reference them in your stage three statement
- Any evidence that should have been submitted at stage one or stage two will not normally be accepted
- Outcome provided

Office of the Independent Adjudicator:

The external ombudsman that can review the policy and procedure of the case

If you have completed all internal process you will be issued with a Completion of Procedures letter. You have 12 Calendar months to submit a complaint to the OIA:

<http://www.oiahe.org.uk/>