

Academic Appeals

A Guide for Students

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ACADEMIC APPEALS – A GUIDE FOR STUDENTS

The procedure for academic appeals is set out in Senate Regulation 12: Academic Appeals (SR12, effective from June 2025) which can be found [here](#).

This guide is intended to assist and support you in submitting your academic appeal and in understanding [Senate Regulation 12](#). You should read this document in full before submitting an academic appeal. This guide provides you with an explanation of the important parts of the appeals process, to give you key information about what you need to do, and to help you decide on the best way to proceed with any concerns you might have following a decision by the Board of Examiners.

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 as soon as possible.

What is an academic appeal?

An academic appeal is an opportunity for you to raise concerns about your results after your Board of Examiners/Progress Review, or PhD Viva has taken place. The procedure for an academic appeal is set out in [Senate Regulation 12](#) (SR12) and is explained in this document.

An academic appeal can only consider certain decisions made by a Panel of Examiners/ Board of Examiners/Progress Review, or PhD Viva. For this reason, it is important that you speak to an academic member of staff, via your departmental Results Service, as quickly as possible once your results have been released to you. This is because the timeframe for submitting an academic appeal is not very long; you only have 10 working days after your results are released to submit an academic appeal. If you submit an appeal late, without good reason and with supporting evidence, the decision is most likely to be that your appeal has been submitted out of time and the particular concerns you have raised will not be considered.

It is important that you choose the correct University procedure to address your specific concerns. You should choose the academic appeals process if you are seeking an academic remedy to your concern; for example, another assessment opportunity, or to have the cap removed from your reassessment opportunity. If you are seeking another outcome, for example, financial compensation for something that has, or has not happened, your concerns should be addressed via the [Student Complaints Procedure](#). If you are not sure which procedure you should use, then the Results Service in your Department, or your Personal Tutor should be able to help you; or you should arrange to speak to the Union Advice Service (UAS). Details on how to contact the UAS appear at the end of this document. If you have mistakenly used the wrong procedure for the remedy you are seeking you will be advised of this and where possible the University will try and refer your concern

to the correct procedure. This might not always be possible so you may need to resubmit your concern on a form for the correct procedure.

Which decisions can be appealed?

Senate Regulation 12.1 states that an academic appeal must relate to one or more of the following decisions made by a Board of Examiners/Progress Review, or PhD Viva:

- 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.

When you submit an academic appeal, you must be able to explain the decision you are appealing **and** the reason why you think the decision is wrong.

What are the valid grounds for academic appeals?

There are four grounds on which you can appeal the decision you are unhappy about. If your academic appeal does not fall within these grounds for appeal, this will be explained to you. While your academic appeal will not be considered further, you will be given the opportunity to request a review of that decision.

Senate Regulation 12.23 states that the valid grounds for appeal are:

- a) That there is evidence that the assessment(s) may have been adversely affected by exceptional 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 meet one or more of these grounds, as only these grounds will be looked at when your academic appeal is being considered.

Please note that you cannot appeal based on your view that the result you have achieved is worse than you had expected, 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 grade/mark than you feel is justified in your coursework, or an examination, you would need to prove a procedural irregularity in the assessment process, that there exists prejudice or bias, or inadequate assessment; or that you were affected by extenuating circumstances which you could not make known via the Extenuating Circumstances procedure at the appropriate time.

You can only submit an academic appeal once your results have been considered by the Board of Examiners. If you submit your academic appeal before this Board takes places, it is likely to be ineligible for consideration, but you can resubmit your appeal again after the Board has met if you are still unhappy with your results. If you are not clear whether a result you are unhappy about has been seen by the Board of Examiners, your Personal Tutor or the Student Hub/TPO will be able to advise if it has, or when the next meeting of the Board of Examiners will be held. You can also check on eVision, or your online Student handbook. Normally though, the Board of Examiners meets in June/July, and in September. Some Boards of Examiners also take place in November, usually for Postgraduate Taught students, so it is important to check.

Please also be aware 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. This is because provisional results have not been considered by the Board of Examiners and this result may be only one element of a module, of which there may be several, therefore you will need to wait until your final module grade has been formally confirmed by the Board of Examiners. You may be dissatisfied with an element grade but once you have received all your results for a particular module, your overall grade might not look so bad. All grades on taught programmes are considered by the Board of Examiners and your department will have checked your assessments according to the [Internal Strategic Moderation and Double Marking Policy](#). This process can include consideration by an External Examiner, someone who is an academic from another institution with expertise in your programme. This means sometimes your final grade might be different to your provisional grade.

What should I do if I am unhappy with my results?

If you have a concern about your results, you are strongly encouraged to discuss your concerns with the Results Service in the first instance, as this is the quickest way to seek a remedy.

Information about the Results Service is made available via your College student intranet pages, and you will be directed to the relevant contact details. If you are not sure, or cannot find this information, you should contact your Personal Tutor or the Student Hub/TPO.

When you contact the Results Service, it is likely you will speak to your personal tutor, supervisor, a module leader or course director. This conversation should help you understand the decision that has been made about your results, and any implications this might have on your studies. If there has been a mistake, or it is agreed that something

should be changed, for example because you have valid, but late extenuating circumstances, your department can discuss this with the Board of Examiners so the decision can be quickly changed. It is important to note that until the Board of Examiners takes place, your results are provisional and are subject to change. While you can discuss any concerns regarding results with someone in your department before the Board of Examiners takes place, it might be best to wait until after the Board decision has been made known to you as you will be able to receive more informed advice and support.

If your results have been considered by a Board of Examiners, this will be made available to you via eVision and not by email. Usually, eVision will notify you of the date your results will be released a few weeks beforehand. Both the eVision notification of your results, and your online Student handbook will give you details of the 'Results Service' or you can ask the Student Hub/TPO about how to access this support.

If you are a Doctoral Researcher, your Supervisor or the Research Office will be able to tell you who you should speak to.

The academic appeals process allows you 10 working days to discuss your concerns with your department, and to submit an academic appeal if you remain unhappy 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 before the deadline.

Any discussion as part of the Results Service should take place as soon as possible and ideally within 5 working days, after your results are released to you. This will give you a further 5 working days to submit your academic appeal, to ensure you meet the 10-working day deadline.

If your discussion with the Results Service has resulted in the outcome you are seeking being declined but caused you to miss the deadline to submit your appeal, you must submit your academic appeal within 3 working days of the date you are notified of your department's final decision. You should note that unless you are able to demonstrate valid grounds for appeal, as per SR12.23, it is unlikely your appeal will be successful.

If you are submitting your academic appeal late, you must provide evidence to explain why this is the case. Some examples of a valid reason for late submission might be, you are waiting, or had to wait, for an appointment to meet with your tutor, or the Union Advice Service. However, if the lateness was due to you not making arrangements in good time, then your academic appeal might still be dismissed.

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 5 working days after the affected examination or assessment in line with the information provided in the [Extenuating Circumstances – Guidance for Students](#) document. While the Academic Appeals procedure does address extenuating circumstances, it relates to assessments that may have been affected by extenuating circumstances that you were not able to raise at the time. This means the academic appeals

process will not normally consider ECs that have previously been submitted or where it is thought you could have raised ECs before your results were released. If you wish to submit an academic appeal on ground SR12.23a 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 a claim for ECs at the right time.

EC decisions that are submitted in-year are referred to the Board of Examiners which will consider this information when it looks 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.

When can I submit an academic appeal?

The timeframe to submit an academic appeal starts when your results are released to you, not when you first see them. The date your results will be published is available via eVision a few weeks beforehand. This will help you plan what to do if you are away, or on holiday at the time. If you are not sure when the next Board of Examiners is for your programme of study, then please check with the Student Hub/your TPO or Personal Tutor, who will be able to advise you. You must wait until your Board of Examiners has met and your results have been released to you on eVision before submitting an appeal. It is your responsibility to ensure that you access your results when they are released to you and that you are available to engage in the Results Service and academic appeal procedure in a timely manner. If you have arranged to be on holiday, or you are otherwise unavailable to do this, and you later decide to appeal the decision, it is unlikely that your appeal will be considered if you submit it late unless you can provide a good reason with evidence.

Prior to submitting an appeal, you are strongly advised to raise any concerns about your results via the Results Service. You should do this as soon as possible, normally within 5 working days of the release of your results. This will give you time to submit your appeal within the 10-working day deadline from results release. Please ensure you carefully check the eVision notification of your results as this may include details of the Results Service. Your TPO/the Student HUB or your Personal Tutor will also be able to advise you at this time.

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.

Any appeals submitted later than the 10-working day timeframe are likely to be dismissed unless you can show a good reason and evidence why you could not submit on time. You will normally receive an acknowledgement that your appeal has been received within 2 working days and the University aims to provide an update to your Brunel student email address within 10 working days of receipt of your appeal.

You are expected to provide evidence to support your academic appeal. If you are awaiting evidence which is not available to you by the deadline when submitting your appeal (for example, a medical certificate), you should submit your appeal on time but make a clear statement under section 25 of your appeal form (Supporting Documentation) about what documents you will submit 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 officially translated. Evidence in a language other than English, where official translations have not been provided, will not be considered.

While it is important to provide evidence, and the University understands that it can be difficult to get some forms of evidence, the University will not tolerate falsified documentation or information being submitted in any University procedure. Please ensure you have read and understand the following statement:

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 12.6](#) explains to you that the University may verify any evidence you provide during the course of its consideration of your academic appeal.

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 as this is the email we will respond to. If you do not have access to your Brunel email address please contact academic-appeals@brunel.ac.uk.

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 us 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 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 for advice prior to the 10-day deadline for the submission of your academic appeal.

How should I prepare my appeal?

When preparing your appeal submission, you should carefully consider what grounds you wish to appeal, what you want the University to know and include only information which is directly relevant. You should only raise matters that are relevant to the most recent 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 the decision of that Board of Examiners was made available to you. 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 please include all of these on the same appeal 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 can offer you impartial, free and confidential advice, and they have considerable experience in helping students put their academic appeal together. The UAS website address is www.brunelstudents.com/advice365.com and you can contact them by emailing on advice@brunel.ac.uk. You can also book a drop in appointment via this link [Union's Advice Service \(office365.com\)](http://www.brunelstudents.com/advice365.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”.

You should note that the University's Regulations do not permit Board of Examiners to increase marks where your extenuating circumstances are accepted. It is more likely that you will be offered the opportunity to be reassessed in any affected modules without a grade penalty, 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 let the University know at the appropriate time or before your results were released, in accordance with University policy and/or programme regulations. You will need to demonstrate, with relevant evidence, why you could not make your circumstances known prior to the Board of Examiners, research degree Examiners, or members of staff conducting a Progress 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, having flu in December is unlikely to have affected performance in examinations in May.

On-going and chronic problems

It is your responsibility to ensure that on-going and chronic problems are made known to the University as soon as possible to ensure that the appropriate support can be put in place for you, such as a student support profile. 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 effect 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.

What is the procedure after submitting an appeal?

The different procedural stages an appeal can go through are set out below and most appeals are resolved at the Initial Consideration stage.

Initial Consideration

- a. The University will acknowledge receipt of your academic appeal.
- b. A Casehandler will then conduct the 'initial consideration' of your submission to ensure it meets the criteria and falls within the scope of an academic appeal and that it is eligible to be referred for investigation. The Casehandler 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, unless necessary and this will be confidential i.e. asking UAS when you spoke with them to determine timeliness of your appeal submission. If your academic appeal meets the criteria, it will be considered further, and you will be notified of this by email. It is important to note that having an appeal accepted at initial consideration does not guarantee that you will get the remedy you are seeking, but that there is information that the Casehandler has determined needs further investigation.

If your appeal is dismissed at initial consideration because it has not met the criteria to be considered further, you will receive an email to inform you of this. This email will explain to you why your academic appeal has been dismissed, and the next steps you can take if you disagree with the decision, or believe that your circumstances may have been misunderstood (please see point d. below). 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 request a review of the decision however, you will not be able to provide any additional evidence. You should submit your request for a review by email to academic-appeals@brunel.ac.uk where the Manager of the Office for Student Complaints, Conduct and Appeals will consider your request. There is no form to complete for the review, it is for you to say why you are not happy with the decision that has been made. The explanation in the initial consideration decision sent to you is designed to help you understand why your appeal has been dismissed.
- 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 request of a review. This is because the Casehandler will first determine if an appeal is in time before considering the grounds of the appeal. If an appeal is found to have been submitted out of time, it is not considered further.
- f. The outcome letter you receive will explain whether there are any further options available to you. If your request for a review is not successful, you will be issued with a Completion of Procedures Letter. This means that you will have completed the University's internal procedures and the only route available to you is an external complaint to the Office of the Independent Adjudicator (OIA).

Stage 1 Investigation

- a) If your academic appeal is accepted at the initial consideration stage, your appeal will be investigated by a Casework Manager. During the course of their investigation, they may request further specific evidence or statements from you

(and/or your Department/any other relevant departments) in order to establish the facts of your case.

- 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 Casework Manager 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.

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 Progress Review. 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 reassessments. You must still take these. If your appeal is upheld the caps may be lifted. If you do not attempt the reassessments, your attempt will be recorded as a non-submission and your final award or progression on your programme may be at risk.

Do I need to attend a meeting?

If you have concerns about your academic results, you should first raise the concerns informally via the Results Service in your Department, or you can speak to your Personal Tutor.

If you subsequently submit an appeal you will not normally be invited to attend a meeting. However, if you are invited to meet with the Casework Manager, the meeting should represent an opportunity for open and constructive discussion of your case and your evidence. It is not a formal interview; although a record should be kept and you should expect a copy of the meeting notes/outcome/recording.

Can I see copies of the documents used to consider my appeal?

If your case is considered by a Casework Manager and is dismissed at Stage 1, 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.

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

What happens if my Stage 1 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 request a review of that decision.

If your appeal is dismissed following an investigation 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 working 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 Stage 2 appeal have been met. The grounds that you can submit a Stage 2 Appeal are outlined in [Senate Regulation 12 paragraph 35](#). Where these grounds have been met, your case will be referred to a Reviewing Officer who is a Senior member of staff at the University; otherwise your appeal will be dismissed, and you will be issued with a Completion of Procedures letter.

Where your appeal is referred to a Reviewing Officer, this will be a Senior Officer of the University who has not previously been involved in your appeal. They will normally consider your Stage 2 appeal within 10 working days of the appeal being referred to them.

The Reviewing Officer will consider your grounds for a review to determine whether there is sufficient reason to challenge the decision made at Stage 1. If the Reviewing Officer decides your Stage 2 appeal should be upheld, they will decide what should happen to your case. This means they may make a new decision to replace the one made at Stage 1; they can refer your case back to the Casework Manager, or to your Board of Examiners to be reconsidered. If the Reviewing Officer decides your Stage 1 decision is reasonable, your Stage 2 appeal will be dismissed, the decision of your 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 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.

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 via the Results Service. You may wish to speak to the Union Advice Service (UAS) in the Union of Brunel Students (UBS) for further guidance about your situation and they can be contacted via their online [enquiry form](#) or via email at advice@brunel.ac.uk.

Appendix A

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

- Submitted out of time, with no compelling reason or evidence;
- 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 situation had on your studies;
- The concerns you have raised are a challenge to academic judgement;
- You are not challenging a decision of the Board 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 normally be referred and you will be advised of this.

What evidence should I submit in support of my academic appeal?

Please note that evidence submitted in support of an appeal must be genuine, and not falsified, please read the statement in bold contained within the section “When can I submit an academic appeal?” on page 8 of this document to ensure that you are aware of the consequences of doing so.

Situation	What type of evidence should I provide?
Your Ill health	<ul style="list-style-type: none">• An original medical certificate or letter signed by a medical practitioner whilst the illness or incident was affecting you;• A hospital discharge letter;• A letter from Brunel’s support services, who have been actively supporting you;• A letter from external services, who have been actively supporting you;• A self-certificate;• A report from an invigilator or staff member, if the illness happened before or during an examination or ‘live’ assessment.
Ill health relating to a family member	<ul style="list-style-type: none">• An original medical certificate or letter signed by a medical practitioner;• A hospital discharge letter;• A letter from Brunel’s support services, who have been actively supporting you;

Bereavement	<ul style="list-style-type: none"> • Death certificate; • Funeral statement; • Order of Service; • An independent confirmation of a death (usually not from a family member).
Significant domestic and/or personal problems	<ul style="list-style-type: none"> • An original medical certificate or letter signed by a medical practitioner; • A letter from an independent authority (e.g. a social worker); • A police report, including a crime reference number; • A letter from Brunel's support services, who have been actively supporting you; • A letter from external services, who have been actively supporting you;
Court attendance	<ul style="list-style-type: none"> • A solicitor's letter including the dates of the legal proceedings and the requirement for you to attend.
Jury Service	<ul style="list-style-type: none"> • A letter from the Court or Tribunal including the dates of the legal proceedings and confirming that you could not be excused.
Unforeseen representation of County or Country at a Sport or other prestigious/significant event	<ul style="list-style-type: none"> • A letter of confirmation from the relevant organising body; and • A supporting statement from your coach/ or a member of staff explaining why the event should be considered as significant/prestigious.
Unforeseen major transport difficulty	<p>You will need to be able to explain the nature of the difficulty, why it could not reasonably have been anticipated, and why alternative arrangements could not be made. This is in addition to:</p> <ul style="list-style-type: none"> • Corroboration from police or another public authority; • An insurance reference number (if you were involved in a road traffic accident). <p>If the incident has resulted in significant medical treatment, then you should also follow the evidence guidance for ill health.</p>
Victim of, or witness to, criminal activity	<ul style="list-style-type: none"> • Police report, including a crime reference number. <p>If the incident has resulted in significant medical treatment, then you should also follow the evidence guidance for ill health.</p>

This list of evidence is not exhaustive, and you should submit any, and all evidence you believe relevant to your appeal.

Union Advice Service

Advisors in the Union Advice Service are experts in dealing with a wide range of student-related issues and who can give you independent and impartial advice and support if you require it. The UAS website address is www.brunelstudents.com/advice/service and you can

contact them by emailing on advice@brunel.ac.uk. You can also book a drop in appointment via this link [Union's Advice Service \(office365.com\)](https://office365.com).