



University of
Strathclyde
Glasgow

FACULTY ACADEMIC APPEAL FORM

This form should be completed by students wishing to make a Faculty Academic Appeal. More information on the appeals process can be found on the [Academic Appeals](#) webpage.

The University understands that students' circumstances can be complex and difficult. Information on a range of support services can be found on the [Disability & Wellbeing Service](#) webpage, the [Safe360°](#) webpage, and the [StrathLife](#) webpage. Details of how to make appointments with the support services are available on each webpage.

Students are encouraged to seek support from the [Strath Union Advice Hub](#) before making an appeal. The Advice Hub can help students with understanding the appeals process, what evidence should be submitted, and how to complete this form. They are an independent and impartial support service for all students.

- A Faculty Academic Appeal should be submitted **no later than 2 weeks after the “Results Released” date** which is visible on your results letter confirming your Board of Examiners' decision. This letter is available on [PEGASUS](#), more information on how to access your results letter and Board of Examiners' decision can be found here: [Exam Results FAQ](#).
- Late appeals will only be considered where a compelling and evidenced reason is provided for the late submission.
- Appeals received twelve months or more after the relevant Board of Examiners' decision will not be considered in any circumstances.

An appeal outcome will not normally lead to assessments being re-marked, a change to any mark awarded, or an increase in an award classification. You can read more about possible appeal outcomes on the [Academic Appeals](#) webpage.

Section 1 – Personal Details

Name*	
Student Registration Number*	
University Email Address*	
Personal Email Address*	
Degree Programme*	
Board of Examiners decision on progress or award*	
Desired Outcome*	

Section 2 – Grounds for Appeal

Appeals must be made under **one or both of the below grounds**.

You cannot make an appeal against academic judgement. Academic judgements are the decisions made by academic staff regarding a student's academic performance, using their expert knowledge and understanding of their subject area. **You cannot make an appeal because you think you deserve a higher mark, or because you disagree with the mark given.**

Please select the grounds that you are appealing under*:

Ground 1	
Medical, personal, or other circumstances which affected a student's academic performance, that the student was unable, for good reason, to tell the University about prior to the meeting of the Board of Examiners.	Yes
Ground 2	
A significant administrative error or breach of policy or procedure.	Yes

Please complete the section(s) below relevant to the ground you are appealing under. You do not need to complete both sections 3 and 4 unless you are appealing under both grounds.

Section 3 – Ground 1 (medical, personal, or other circumstances)

Ground 1 – Please explain the details of your circumstances, and how this affected you and your academic performance. You will need to provide <u>appropriate evidence</u> to support your circumstances*:	
Have you discussed these circumstances with the University previously, either through the Personal Circumstances page on PEGASUS, or directly with a member of University staff*?	
Yes	No
If no, please explain why you have not discussed the circumstances with the University previously, either through the Personal Circumstances page on PEGASUS, or directly with a member of University staff:	

Section 4 – Ground 2 (significant administrative error or breach of policy or procedure)

Ground 2 - Please provide details of the administrative error and/or procedural irregularity that you believe has occurred, which policy or procedure you believe has been breached, and how this affected you and your academic performance*:

Section 5 – Supporting Evidence

It is important that you submit any evidence that you wish to be considered as part of your appeal. The University will not seek evidence on your behalf.

Evidence submitted should align with the [Personal Circumstances Evidence Guide for Students](#). Evidence may not be accepted if it does not meet the standards described in the guidelines.

Please list the evidence that you are submitting to support your appeal*:

Section 6 – Appeal Deadline

Is this appeal being submitted within two weeks of the “Results Released” date which is visible on your results letter confirming your Board of Examiners decision?*

Yes

No

If no, please explain why your appeal is being submitted late. You should supply [additional evidence](#) to support your explanation:

Section 7 – Data Protection and Privacy Statement

The University recognises that the difficulties students face may be personal and private, and that students may be reluctant to disclose them to a member of University staff, however students are encouraged to do so for their own benefit. The University will deal with personal information sensitively and will ensure the information is not disclosed unnecessarily.

When a student submits personal data (including special category data – for example, about health) that they wish to be considered by the University for the purpose of an appeal, they will be asked for their explicit consent to process this data. Students should note that if they provide evidence for any other living individual, e.g. for a relative, then where possible the student must explain to them how their data will be used and obtain their permission to submit this to the University.

The University handles personal data in compliance with Data Protection legislation. Personal information may be shared with members of staff who can assist with the investigation of an appeal. At the end of the appeals process, the University will retain a full record of information that students have provided, including any sensitive or special category data, in order to meet its public task and contractual responsibilities and, where necessary, to respond to legal claims.

By submitting evidence as part of an academic appeal, a student is declaring that the evidence is true and accurate to the best of their knowledge. They are declaring that they have permission to share the evidence with the University for the purpose of managing their appeal. The University reserves the right to verify any evidence that is provided with an academic appeal.

Details about the University's processing of personal data can be found on the [Data Protection](#) webpages. Students may also wish to refer to the University's [privacy notice](#).

I consent to my information being processed as outlined above*	Yes
I declare that the information that I have provided is true and accurate to the best of my knowledge*	Yes

If information or documentation submitted with an appeal is found to be false, the appeal will be paused, and the case will be investigated via the [Student Discipline Procedures](#).

Section 8 – Submission

Please sign and date this form. A typed signature is acceptable.

Signed*:	
Date*:	

Please now submit this completed form from your University of Strathclyde email address, attaching your supporting evidence. You should send your form and evidence to your Faculty Office:

- Strathclyde Business School: sbs-appealscomplaints@strath.ac.uk
- Faculty of Engineering: eng-appealscomplaints@strath.ac.uk
- Faculty of Humanities and Social Sciences: hass-appeals@strath.ac.uk
- Faculty of Science: science-appealscomplaints@strath.ac.uk