Academic Appeal Procedure

Gather evidence to support your claim for an Academic Appeal.

State your appeal case in writing to the Registrar using the Academic Appeal Form, including the evidence to support your claim, within ten working days of receiving notification of the decision you are disputing.

The academic appeal will be considered by the Registrar to determine if it is based on admissible grounds.

Was the appeal considered admissible by the Registrar?

Yes

The appeal will be investigated by the Registrar and you may be invited to an interview about the case.

You will normally be notified of the outcome within 15 working from the appeal date.

No

The Registrar will issue you a letter, informing you that the evidence provided does not substantiate a case for an Academic Appeal.

If you are not satisfied that the outcome has resolved your appeal, you may ask for a review. You must do this within five working days of the appeal decision.