



Academic Appeals 2014- 15

Edge Hill University has processes in place that will enable students to request consideration if situations beyond their control have had an adverse effect on their work. If a situation has arisen where illness or a personal problem has affected your work you should follow EHU's "Exceptional Mitigating Circumstances" (EMC) process. (See the EMC factsheet for more information)

On the rare occasions when a student can show that the university has not followed its own procedures or guidance – or that it has made an error which has affected the work you have submitted, you can file an Academic Appeal.

When and How?

If you are considering submitting an academic appeal you may find the following information useful:

- Following the formal release of the results by the assessment board, you have **10 working days** in which you can submit an appeal.
- All appeals must be submitted using the formal Edge Hill University Academic Appeals form (see link below) and it is the responsibility of the student to supply any supporting evidence along with the form and statement.

Grounds for an Academic Appeal

As set out by the academic regulations (K2) students can appeal when they can show there has been:

- A material, computational or administrative error.
- Irregularity in the conduct of an assessment or panel process which are in contravention of the regulations or published processes
- Exceptional Mitigating Circumstances which were, **for good reason**, not previously made available to the assessment boards.

The following will **not** normally be considered grounds for appeal:

- Disagreeing with the mark.
- Disagreement about a degree classification awarded
- Challenges to academic judgements of examiners on an assessment outcome or the level of award recommended or granted
- Claims that academic performance was affected by factors such as ill health where there is no supporting evidence to substantiate this

- Complaints against the delivery of teaching and methods of assessment.
- Appeals where no new circumstances are presented or where there is no justification for failing to present the mitigating circumstances at the original board panel.

For details of the appeal regulations please visit the following link, where you can also download an Academic Appeals form <http://bit.ly/1uEJko>

How to submit an Academic Appeals Form

An application form can be submitted in person to Academic Registry (located in the Student Information Centre (SIC) or by post to the address below;

Academic Appeals
Academic Registry
SIC Building
Edge Hill University
St Helens Road
Ormskirk
Lancashire
L39 4QP

All applications should be submitted in a sealed envelope and marked for the attention of 'Academic Appeals'. Please note, Academic Registry cannot take responsibility for applications which are not received. Students are advised to submit their application in person and to ensure they have copies of all supporting evidence, it is recommended that any application submitted by post is done so via recorded delivery.

Any student who wishes to submit their application via email to academicappeals@edgehill.ac.uk must ensure that the application form, supporting statement and independent evidence are attached and are clearly legible.

If you feel you have grounds for an academic appeal and you would like to discuss your individual circumstances you can **contact the SU Advice Centre by:**

- **Telephone** Edge Hill SU Advice Centre on **01695 657301** to request an appointment with an adviser.
- **EMAIL** our advice line on suadvice@edgehill.ac.uk and we can send you detailed advice plus all the forms and guidance notes.
- **Drop in-** call in for a quick chat during drop in times; Tuesdays & Thursdays 1pm -4pm and Wednesdays 10am-1pm

You can also speak to a member of the Assessment & Awards Team in Academic Registry prior to completing and submitting an academic appeals form. This can be done in person, in the Student Information Centre (SIC) building, by telephone on 01695 650914 or by email academicappeals@edgehill.ac.uk