**What is an Academic Appeal?**

The Appeals Procedure provides an opportunity for a review of your results if you meet either, or both of the grounds set out below. MMU Guidance can be found at [www.mmu.ac.uk/academic/casqe/regulations/appeals.php](http://www.mmu.ac.uk/academic/casqe/regulations/appeals.php) and the detailed Appeals Procedure can be found at [**www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/academic-appeals.pdf**](http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/academic-appeals.pdf)

There are two grounds for submitting an academic appeal:

1)      **Exceptional factors**

This means that your performance in assessments (coursework or exams) was affected by serious personal issues, such as illness or the death of a close relative, which you did not submit before the meeting of the Assessment Board. You will need to provide supporting evidence of these exceptional factors. [Exceptional factors](http://www.mmu.ac.uk/sas/studentservices/guidance/) ([www.mmu.ac.uk/sas/studentservices/guidance](http://www.mmu.ac.uk/sas/studentservices/guidance)) are sudden, unexpected and unpreventable events.

                and/or;

2)      **Material Irregularity**

This is when you can show that a mistake has been made in the way your assessment was conducted or the way the Board of Examiners considered your results. For example, the invigilator stopped the exam too early or the Board of Examiners applied your course regulations incorrectly. The irregularity or error must have been of such a nature as to cause reasonable doubt as whether the result of the assessment or process might have been different had it not occurred. You must clearly explain what material irregularity occurred and how it affected your assessment.

You must meet one or both of these grounds otherwise you won’t be able to appeal your results.

**Disagreeing with the examiners marking or having a borderline grade won’t count as grounds for an appeal.**

You must submit your appeal **within 14 days** of receiving the relevant result.  Check the date of the results and make a note of your deadline!

**In the first instance**, you will have the opportunity to informally ask any questions or discuss any concerns you may have about your results with a member of staff – these are sometimes referred to as **Results Surgeries**. Your Results will have contact details for a relevant member of University staff to contact in this instance. These should be able to explain feedback, how marks are calculated and allow you to discuss any inconsistencies you think need resolving.

If the Results Surgery cannot resolve the issue, you can submit an academic appeal. You will need to fill out an Academic Appeals form and submit this to your[Student Hub](http://www.mmu.ac.uk/students/hubs/) ([www.mmu.ac.uk/students/hubs](http://www.mmu.ac.uk/students/hubs)) within the 14 day time limit.  You can download the [**Academic Appeals Form**](http://www.mmu.ac.uk/sas/studentservices/appeals/docs/Academic%20Appeals%20Form.docx) from the MMU website ([www.mmu.ac.uk/academic/casqe/regulations/appeals.php](http://www.mmu.ac.uk/academic/casqe/regulations/appeals.php)).

On the Academic Appeals form you need to write a statement explaining why you’re appealing. This should cover:

* WHAT happened: what were the circumstances that affected you (give as much detail as possible)
* WHEN the circumstances happened
* HOW this affected your assessment

You need to provide as much evidence as possible to support your case. For example, a doctor’s letter.

Clarify in your own mind what outcome you would like from your appeal. MMU do not usually increase marks unless an error has been made in calculating them. Possible outcomes can be a re-sit opportunity (if you do not already have one) or the opportunity to sit as a first attempt (i.e: a cap won’t be applied to your results).

Please find below some further information to help you:

* MMU appeal guide (this includes the Academic Appeal form) [www.mmu.ac.uk/academic/casqe/regulations/appeals.php](http://www.mmu.ac.uk/academic/casqe/regulations/appeals.php)
* Your Advice Centre [academic problems](https://issuu.com/theunionmmu/docs/academic_issues-web-v5) booklet – this can be collected from outside The Advice Centre
* To find out more about the stages of your Appeal, click the following link: [**How will my Appeal be dealt with?**](http://www.mmu.ac.uk/sas/studentservices/appeals/)  [www.mmu.ac.uk/sas/studentservices/appeals/](http://www.mmu.ac.uk/sas/studentservices/appeals/)
* We also have a leaflet to assist you with writing your statement

If you have any further questions or would like us to check your appeal statement before submission to your Hub, please contact us again. Our contact details and opening times are:

**Mon, Wed-Fri 9:30am-4pm**

**Tuesday 12-4pm**

We offer telephone advice (call 0161 247 6533) and e-mail advice (s.u.advice@mmu.ac.uk).

We offer face to face sessions through a drop-in service in our Manchester office