

## **Appealing without adviser support**

The Advice Centre is experiencing an increase in demand on its service and as staff are working remotely due to COVID-19, it may take us longer than we would like to reply to individual enquiries. This option allows you to lodge the appeal without having to wait for a response from a member of the Advice Centre team.

If you are planning on appealing an academic decision made by the University the information below will guide you through the appeals process and help you to understand the procedure.

### **Step 1**

To begin, have a read of our [appeals guidance](#). This will explain the procedure and contains links to the appeal regulations you will need to read.

### **Step 2**

When you have decided on your appeal grounds and you are ready to complete the [stage 1 appeal form](#), you can use [this](#) document to help you complete it. This is a draft form that we have filled-in as a guide to help you complete yours.

### **Step 3**

Once this has been completed it will be time to look at writing your statement. We have a [statement writing guide](#) on our website which will support you with this.

### **Step 4**

Submit all above documents to your faculty's CQA team. You will find the email address [here](#).

Your appeal will be passed to an Appeal Reviewer for consideration. Your case may be upheld based on paperwork you submitted, or you may be invited to a Stage 1 Academic Appeal meeting called "Preliminary Discussion" if the Reviewer has some questions. The CQA team will contact you with a time and date for your meeting, which will be conducted remotely through Microsoft Teams video call.

### **Step 5**

If invited to a Preliminary Discussion, read and follow the guidance contained in our guide 'Academic Appeal Stage 1 Meetings during Covid-19', which will also include information about "Do's and Don'ts" and possible outcomes of the meeting. This will ensure you are making the most out of the meeting.