



QUEEN'S  
UNIVERSITY  
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# Academic Appeals to Faculty Student Appeals Committee (UG/PGT) Student Guide



## Who can help with an academic appeal:

- Prior to submitting your appeal, you are advised to speak to:
- Your Advisor of Studies
- Your Personal Tutor
- The Appeals, Conduct and Complaints Team ([appeals@qub.ac.uk](mailto:appeals@qub.ac.uk))
- [SU Advice](#)
- Wellbeing support is also available from the [Student Wellbeing Service](#)

## When can I appeal?



You can appeal to the Faculty Student Appeals Committee (FSAC) within 10 working days of the publication of results (on QSIS). The Key dates and appeal deadlines are available [online](#).

In some Schools, the assessment period may differ from the University assessment period, in which case the deadlines for submission of exceptional circumstances or appeals will also differ from the University's published deadline. In these instances, the School's deadline will apply. It is your responsibility to ascertain the correct deadline applied by your School.

Your fully completed FSAC Appeal Form, along with all supporting evidence and your Board of Examiners' letter, must be submitted via [Queen's Portal](#) by the deadline.

A step-by-step guide to submitting an appeal on Queen's Portal is available [online](#).

## How do I submit an appeal?



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I am  
graduating,  
can I still  
submit an  
appeal?

- Yes, submitting an appeal will not prohibit you from graduating; however, you must adhere to the published deadlines for appeals.
- If the outcome of your appeal results in a change to your degree classification/module results, you will be issued with an amended parchment on return of your original parchment.
- You are **not** able to submit an appeal after you have graduated from Queen's University Belfast

Prior to submitting your appeal, it is advised that you:

- Read the [Academic Appeals Regulations \(Taught\)](#), the [General Provisions](#) and this Guide.
- Speak to [SU Advice](#)
- Consider whether this could be resolved via a clerical check.
- Attend your Student Outcome Meeting (if invited)
- Identify if you meet the grounds for appeal.
- Obtain relevant evidence in support of your appeal.

What should I  
do before  
submitting an  
appeal?

What are the  
grounds of  
appeal?

- New evidence has become available which could not have been provided to the Board of Examiners (BoE) meeting (evidence that you chose to withhold from the Board of Examiners will not normally constitute new evidence at an appeal).
- There has been a procedural irregularity which has had a demonstrable impact on the academic outcome.
- For Postgraduate Taught Students Only: that there was inadequate supervision of the thesis/dissertation element of the Postgraduate programme. An appeal will not be considered on this ground, unless there is good reason to show why such issues were not raised by the student promptly at the time they first arose.



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## What are not considered to be grounds for appeal?

- Not being aware of/understanding the [University regulations](#) and procedures (e.g. the [Exceptional Circumstances procedure](#)).
- Being unhappy with your module mark or thinking that you could have done better.
- Wanting to re-sit examinations or re-submit coursework in order to improve grades for modules that have been passed.
- Being awarded a degree classification that does not satisfy your career plans.
- Personal circumstances which you chose not to disclose at the appropriate time (via the Exceptional Circumstances Procedure).
- Supervisory issues which you chose (without valid reason) not to raise at the time that they first arose

## I attempted the assessment, can I appeal this assessment outcome?

The decision on whether to attempt an examination or submit an assessment, and the consequences of that decision, shall remain the sole responsibility of each student. By taking or attempting an examination or assessment, you have declared yourself fit to be assessed. If you now believe that you **were not fit** to be assessed, you will be expected to provide clear reasons for having taken or attempted the assessment, and evidence of impaired judgement regarding your fitness to undertake the assessment at the time.

Although you did not have a formal diagnosis previously, it is the symptoms / personal circumstances at the time impacting on a student's ability to engage with their academic studies, and to complete assessments, which students are expected to disclose, even if they have not received a diagnosis of an illness or condition. Therefore, the expectation is that you would have disclosed your symptoms / difficulties to the University via the [Exceptional Circumstances Procedure](#) at the appropriate time, even without a formal diagnosis.

**I was  
experiencing  
symptoms at  
the time of the  
assessment but  
I now have a  
diagnosis**

# Advice on completing the Appeal forms

1. Provide a clear **statement** which clearly explains the decision you are appealing against and how you meet the grounds for appeal.



2. If appealing on the ground of **new evidence**: Provide supporting evidence that demonstrates the impact your personal circumstances had on your ability to study and on your ability to engage with University procedures (e.g. fit to sit and Exceptional Circumstances).

3. If appealing on the ground of **procedural irregularity**: Provide supporting documentation which evidences both the procedural irregularity in the assessment and the impact this has had on your academic outcome.

4. If appealing on the ground of **Inadequate Supervision**: Provide supporting evidence that demonstrates the inadequate supervision that **you** have experienced, how this impacted on your academic outcome and how you have previously raised this with your supervisor/School. If not previously raised with the School, you must also evidence valid reason for not raising concerns at the time.

5. **Did you inform the School of these circumstances?** Do you have any emails/correspondence to support this? Did you submit an Exceptional Circumstances application? If not, why did you not do so? You should attach copies of any relevant documents/correspondence.

6. **Desired appeal outcome**: What would you like the FSAC to do? You should check the [University Regulations](#) and/or speak to your School/SU Advice or the Appeals Team to make sure that the FSAC has the power to grant what you are asking. Appeals requesting outcomes outside the remit of the FSAC to grant are likely to be dismissed.

9. **Supporting Evidence**: Ensure that you have provided all supporting evidence, which you consider supports your appeal. If you fail to submit the relevant evidence in support of your appeal before the appeal deadline, it may be rejected at the Sifting and Review stage because of lack of evidence. You are asked to provide a copy of your Board of Examiners' decision letter.

All information and supporting evidence provided by you through the academic appeals process will be treated and managed with the appropriate level of confidentiality, with information only being released to those who need to see it (e.g. for the School's response).



# Advice on Supporting Evidence for Academic Appeals

You should submit all evidence in support of your appeal. If you submit an appeal without clear and relevant evidence, this will likely result in your appeal being rejected by the Sifting and Review Panels.

**Useful types of evidence might include (but are not limited to):**

- Medical reports (including letters from your GP)
- Police reports
- Exam invigilator reports
- Emails, letters and other correspondence
- Witness statements
- Meeting notes

If you are appealing on the ground of new evidence, it is important to provide documentation, which evidences both the exceptional circumstance **and the impact your exceptional circumstances had on your ability to study or perform academically and on your ability to engage with University procedures (such as Exceptional Circumstances Procedure and Fit to Sit).**



All evidence must be in English. If your evidence is in another language, it is your responsibility to obtain an English translation of this evidence. The translation must be stamped and certified as an accurate translation.

**Evidence should be relevant to the missed/failed exam or assessment and must relate to the date(s) of the missed/failed exam or assessment.**

Any medical evidence should:

- Relate specifically to the dates and duration of your illness.
- Contain a clear medical diagnosis or opinion and indicate how this impacted on your academic performance at the time of the assessment(s) in question.
- Evidence impaired judgement regarding your fitness to undertake the assessment, in cases where you have taken or attempted the assessment(s).

Academic Affairs will contact you if they require sight of the originals of any documentation that you submit with your appeal.

Evidence must not be tampered with or forged. The University takes this very seriously and, as per the [Conduct Regulations](#), the standard penalty for a first offence of falsification/fabrication of evidence provided to the University is **expulsion from the University**.



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## What happens once I have submitted my appeal?

Once you have submitted your appeal, you will receive a notification email (to your University email address) confirming receipt of your appeal.

Once your appeal has been reviewed by a member of the Appeals team, you will receive a further email explaining the next stage of the process.

It is important that you check your University email account regularly, as you may be asked to provide additional information.

Once submitted, your appeal may be considered by a Sifting Panel and (if necessary), a Review Panel. You are not required to attend these meetings.

## What is the role of the Sifting and Review Panels?

The Sifting Panel will consider your appeal (and supporting evidence) and will decide to either accept or reject your appeal. If accepted, your appeal will be sent to your School for a response.

The Sifting Panel will reject your appeal if sufficient evidence and/or a sufficiently compelling case is not presented. For example, if:

- Your appeal form is incomplete and/or does not contain any supporting evidence.
- Your appeal clearly does not meet the grounds for appeal.
- Your desired outcome is not within the powers/remit of the FSAC to grant, e.g. the outcome requested is to change marks or to re-sit or re-take modules that have already been passed.

If the Sifting Panel rejects your appeal, the Review Panel will review this decision. The Review Panel will only consider the original appeal documentation and no additional information will be accepted at this stage.

The Review Panel will decide either to confirm or overturn the decision of the Sifting Panel.

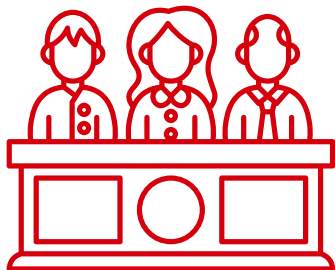
## My appeal was rejected by the Sifting and Review Panels: what happens next?

If your appeal has been rejected by the Review Panel, there is no further internal right of appeal and the original decision will remain in place.

If you believe there has been maladministration in the processing of your appeal, you may submit a complaint to the Office of the [Northern Ireland Public Services Ombudsman \(NIPSO\)](#). Complaints to the Ombudsman must be made within 6 months of notification of the decision of the Review Panel.



## My appeal was accepted by the Sifting/Review Panel; what happens next?



If your appeal has been accepted by the Sifting / Review Panels, your appeal will be sent to relevant individuals within your School for a response. Where relevant, your appeal may also be sent to other University departments (such as Accessible Learning Support, Student Wellbeing) for a response.

Once the response is received, your appeal will be sent to the Faculty Student Appeals Committee (FSAC) for consideration. The decision of the FSAC is made on the paperwork alone and you will not be invited to attend this meeting.

The Appeals Team (via Queen's Portal) will keep you updated on the progress of your appeal.

See [Key dates](#) for dates of appeal meetings.

## Can I withdraw my appeal?

Yes, you can withdraw your appeal at any stage of the process.

If you wish to withdraw your appeal, you may do so via the Service Request Page on the Queen's Portal.

You may also wish to discuss this with the Appeals, Conduct and Complaints Team ([appeals@gub.ac.uk](mailto:appeals@gub.ac.uk)), prior to withdrawing your appeal.



## What are the possible outcomes of my FSAC appeal?

### **The FSAC can make the following decisions:**

1. Dismiss the appeal, with reasons, and confirm the original decision against which the appeal was made.
  2. Refer the matter back to the Chair of the Board of Examiners, with or without a recommendation.
  3. Uphold the appeal in part or in full, and may permit the student to re-sit or re-take a failed module(s).
- In exceptional cases, the FSAC may also refer the case to the Central Student Appeals Committee (CSAC).

**The FSAC cannot make academic judgements, i.e. change marks or degree classifications.**



## How and when will I be informed of the FSAC decision



Normally, the FSAC decision will be sent to you via Queen's Portal within 8 working days of the decision being reached.

You will also be able to access the School response to your appeal.

Please note that the Appeals, Conduct and Complaints Team are unable to respond to individual, ad-hoc requests for FSAC decisions and you will receive your decision as soon as possible once it has been finalised.

## What should I do if I am unhappy with the outcome of my FSAC appeal?

If you are unhappy with an FSAC outcome, you may appeal on grounds to the Central Student Appeals Committee (CSAC), within 5 working days.

The details of how to appeal to CSAC will be outlined in your FSAC decision.







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# Late Appeals

(UG/PGT) Student  
Guide



What if I  
miss the  
appeal  
deadline?

A late appeal may only be considered if you can demonstrate that you were unable to submit an appeal before the deadline due to **circumstances beyond your control** (e.g. hospitalisation).

**You cannot submit a late appeal after you have graduated.**

Examples of reasons that would normally be accepted as sufficient cause for a late appeal include:

- Hospitalisation for an unexpected illness or accident at the time of the appeal deadline.
- Severe mental health illness, which meant that, at the time of the appeal deadline, you were unfit to engage with the appeal process.
- Serious illness or bereavement of a family member, partner or close friend, which meant that you were unfit to engage with the appeal process at the time of the appeal deadline.
- Being a victim of crime at the time of the appeal deadline. A crime reference number would normally be required as evidence of this.

Issues such as forgetting/not being aware of the deadline, ongoing physical or mental health issues, holidays/being in a different time zone, work commitments, submitting your appeal to the wrong place or not obtaining evidence on time **are not considered valid reason for a late appeal.**

What is normally  
considered to be  
circumstances  
beyond my  
control?

How do I  
submit a  
late appeal?

When completing your appeal form (on Queen's Portal), you must ensure that you also complete the 'late appeal' section of the form (ensuring that you provide clear and evidenced explanation as to why you are only now able to submit an appeal).

Please note that your written statement (detailing the reason(s) for your late appeal) **must** be supported by evidence (e.g. GP letter, hospital admission report). Any medical evidence must provide a medical opinion (e.g. diagnosis) and not simply record what you have reported to your health care professional. Any medical evidence must also provide a medical opinion on how your illness impacted on your ability to engage with the appeal process and to submit your appeal on time.

It is **strongly recommended** that you seek advice on preparing your appeal from [SU Advice](#).

Please refer to section 1.5 of the [Academic Appeals Regulations \(Taught\)](#).