

Academic Appeals FAQs

What is my deadline to make an academic appeal?

You must submit your appeal with all the relevant supporting evidence within 2 months of the publication of the result of the examination committee decision that is being appealed (typically, 'results day')

However, we recommend you submit an appeal as early as possible. This means you will get an outcome as early as possible and there will be more outcomes available than if you leave your appeal to later in the semester.

Sometimes, in exceptional cases, a late appeal may be considered. This will only be considered if there is detailed supporting evidence explaining why you were unable to appeal within the deadline

Is there a deadline for me to submit an appeal and still get an uncapped resit?

As per our procedure, it can take several weeks to get an outcome at Level 1 of the procedure, and then a further several weeks if the case goes to level 2.

Any resit awarded would need to be communicated to the module leader before they mark the resit work, therefore we recommend that you submit your academic appeal by 1st March. This means that if we recommend an uncapped opportunity to take the assessment again, you are likely to be given an uncapped resit.

If it's not possible to give an uncapped resit, you may be awarded a disregard.

Will I have to pay for the module next year if the academic appeal outcome leads to retaking the module?

You may have to pay. The University will charge for repeated modules that students take from September 2024. There are a few exceptions, such as any student who is in receipt of a Brookes bursary and has a household income of less than £25,000, or modules where the University has confirmed that it caused an error with a significant impact, e.g. serious errors on examination papers.

I am appealing a module I failed, should I still go to the resit?

Yes. There are no guaranteed outcomes, so in case your mark remains the same, you should prepare for and attend any planned resits.

Do I need to submit evidence with my academic appeal?

Yes. The investigators need to see information that corroborates what you have said in your appeal. It is your responsibility to provide that evidence, i.e. the investigator will not contact third parties on your behalf to ask for documents.

If you do not have any evidence, you will need to give a reason why not and the investigator will assess whether it is valid or not.

Where can I get help with my appeal?

Brookes Union Advice Service will be able to help you with, see more information here: [Help and Advice - Oxford Brookes Students' Union](#)

Alternatively, you could speak to your [Student Support Co-ordinators](#).