



ABERTAY SA

APPEALS

A STEP-BY-STEP GUIDE

What

is an Academic Appeal?

An Academic Appeal is where you, the student, get to ask for a review of an academic decision of your work.

Remember you can appeal an appeal, so if you've already submitted an appeal and are not happy with the result, you can still get in touch and appeal again.

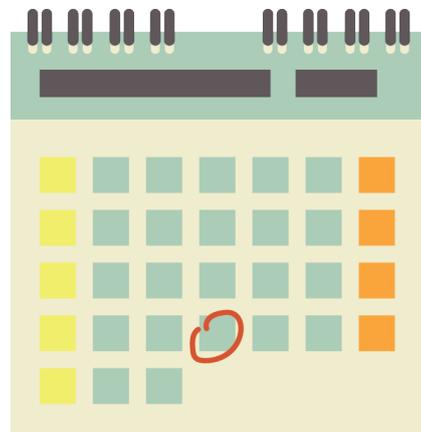
When

can I appeal?

No later than **28 days** after the Student Progress Panel decision has been made.

This is not the same as a grade given to you by your lecturer.

Your lecturer will give you a preliminary grade and then the Student Progress Panel will give you a final grade at a later date. You will be notified of this via email.



Can I appeal?

You can appeal on the grounds that:

- There is evidence that a Student Progress Panel did not reach a decision in accordance with the Academic Regulations.

- There is evidence that there was an error in recording or reporting results, or the award decision of a Student Progress Panel.

- There is evidence of factor's affecting your performance that could not reasonably have been submitted earlier.

If you're unsure of whether or not you can appeal, feel free to talk to us:

Book a Meeting
abertaysa.com/advice

Telephone
01382 308 513

Email
SAadvice@abertay.ac.uk

Or just drop in to the Office - **Level 2 Opposite the Main Lecture Theatre**



Chat to us!

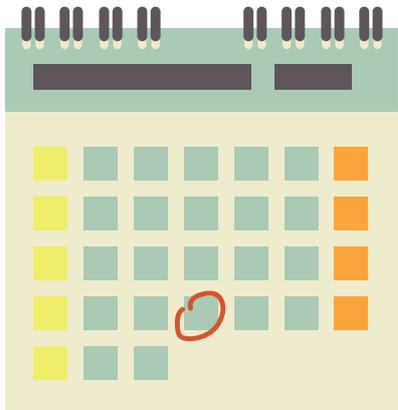


at [Facebook.com/AbertayAdvice](https://www.facebook.com/AbertayAdvice)

We now have Facebook and Twitter channels that you can get in touch with us via.



Appeals - Step by Step



1 Knowing when you can appeal

You can only appeal a decision made by the Student Progress Panel, this is not the same as a grade awarded by your lecturer. You will be notified by email when the Student Progress Panel has met and then have 28 days to submit an appeal.

2 Having your first meeting

Get in touch with us by
email: SAadvice@abertay.ac.uk
phone: **01382 308513**
or just come in to the office, opposite
the main lecture theatre.



3 Taking the appeal forward

We will explain and guide you through the process of the appeal, provide the forms and help you fill them out. We will also attend any meetings and provide support throughout the process.



4 Submitting & awaiting reply

We will help you with submission and will explain the possible outcomes and how you can take it further if it is unsuccessful.



How I can help?



I can attend meetings with you as moral support or as a representative



I can provide you with support and advice when writing your statement



I can provide support in the identifying and gathering of evidence for your case



I can explain the process to you and outline what to expect and possible outcomes



I can provide you with access to all the relevant forms and support the completion and submission

Get in touch if you want to arrange a meeting, or even just to ask questions!

Book a Meeting
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