

Guidance for submitting an Academic Appeal

If you are a student and want to submit an Academic Appeal to UWE please first read the additional guidance on the [Appeals pages](#) of the UWE website.

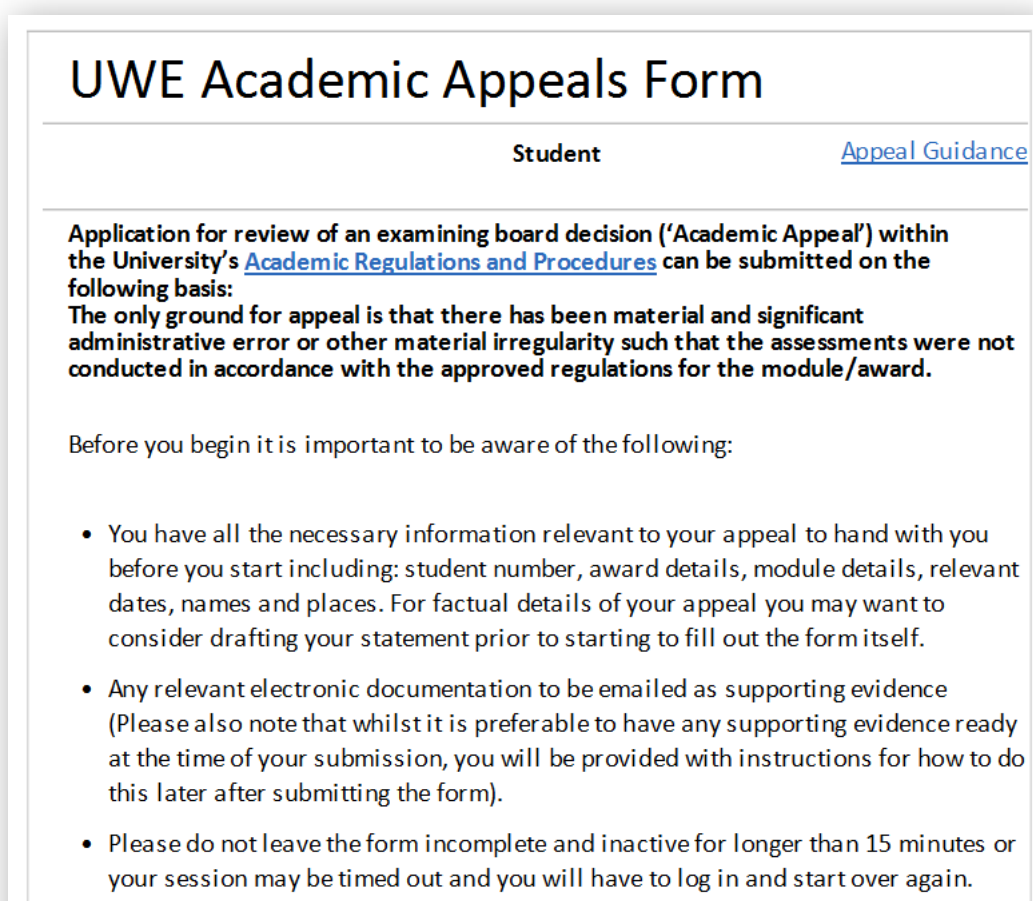
If you decide to submit an appeal, you need to do so via this link: <https://forms.uwe.ac.uk/sites/appeals>

Please be aware:

- It is best to have all details ready before starting the online submission.
- If you have been inactive for more than 10 minutes when completing the form you might lose your details and have to resubmit it. This is due to Browser settings.
- You may find it useful to save your appeal statement in word and have this ready to copy and paste into the form.

You will need to log into UWE with your [UWE login credentials](#).

A copy of the following form should open.



The screenshot shows the top portion of the 'UWE Academic Appeals Form'. At the top, the title 'UWE Academic Appeals Form' is centered. Below the title, there are two links: 'Student' and 'Appeal Guidance'. The main text of the form reads: 'Application for review of an examining board decision ('Academic Appeal') within the University's [Academic Regulations and Procedures](#) can be submitted on the following basis: The only ground for appeal is that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award.' Below this, it states 'Before you begin it is important to be aware of the following:' followed by a bulleted list of three points: 1. You have all the necessary information relevant to your appeal to hand with you before you start including: student number, award details, module details, relevant dates, names and places. For factual details of your appeal you may want to consider drafting your statement prior to starting to fill out the form itself. 2. Any relevant electronic documentation to be emailed as supporting evidence (Please also note that whilst it is preferable to have any supporting evidence ready at the time of your submission, you will be provided with instructions for how to do this later after submitting the form). 3. Please do not leave the form incomplete and inactive for longer than 15 minutes or your session may be timed out and you will have to log in and start over again.

If you have any technical difficulties with online submission, please contact Academic Services as soon as possible at: academicappeals@uwe.ac.uk or on +44(0)117 32 83371

The form is divided into a number of pages; you will see a 'Next' button at the bottom of each page until you reach the end of the form where you will see a 'Submit' button.

Please read all the information on the first page and then click 'Next' to begin.

If you do not see any content in the form and you are working in Internet Explorer, you might need to change the settings as follows: To change settings in Internet Explorer you need to access your Menu Bar (you may need to click on Alt to show Menu Bar **or** right click in address bar and add menu bar), go to Compatibility View settings, and add this address:

<https://forms.uwe.ac.uk/sites/appeals/Pages/Welcome.aspx?source=https://forms.uwe.ac.uk/sites/appeals/Pages/Thankyou.aspx>



Filling in the form

UWE Academic Appeals Form

Submission started on 03/02/2016	Student Form	Appeal Guidance
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Application for review of an examining board decision ('Academic Appeal') within the University's [Academic Regulations and Procedures](#) can be submitted on the following basis:
The only ground for appeal is that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award.

Student Details

Student (auto completed based on UWE login) sl2-watts	Student Registration Number <input type="text"/> Please ensure your student number is entered correctly before proceeding. (The number is on the front of your UWE Student ID card below your photo)
Title (Mr, Mrs, Miss, Ms, Dr, etc.) <input type="text"/>	Postal Address <input type="text"/>
Correspondence Email (If non-UWE email is preferred) <input type="text"/>	Daytime Telephone Number (include country code when required and in all cases local area codes) <input type="text"/>
Date of Birth (select or type using dd/mm/yy) <input type="text"/> 	Faculty <input type="text"/> 

Your login details are automatically completed.

You need to **enter your UWE student number correctly**. This is crucial for a correct submission and handling of your appeal, so please **ensure it is correct**.

When entering details you may need to click outside the box to enable you to move to the next page.

You must **fill in all compulsory fields**. These are highlighted in red or 'cannot be blank' if hovered over. You cannot move to the next page or submit the form until you have entered all compulsory fields. Unfortunately it is not possible to show a message of what is missing, so please check all the fields on the page if the next or submit button is 'greyed out'.

Fill in your details on the page then click on 'Next'.

On the next page you need to complete your **Programme/Award** details (and current status), when you have finished click on 'next' at the bottom.

UWE Academic Appeals Form

Submission started on 03/02/2016	Student Form	Appeal Guidance
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Programme/Award Details

Name of programme/award (on which you are registered)

Current Status on programme/award
(for example **Required to Withdraw, Achieved, Withdrawn** or **Registered**)

Have you completed your programme/award?

Have you been withdrawn from your programme/award?

***Denotes mandatory field**
- Red dotted lines denote invalid entries

<input type="button" value="Previous"/>	<input type="button" value="Next"/>
<input type="button" value="Cancel"/>	

On the next page you need to complete the modules details for which you are appealing.

UWE Academic Appeals Form

Submission started on Student [Appeal Guidance](#)
 03/02/2016 Form

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Modules (against which you are submitting your appeal)
 (a maximum of 10 modules can be added here)

Module Name	Module Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Module Status	
<input style="width: 95%;" type="text"/>	

After you have completed all of the module details for which you are appealing, click on the 'next' button. The next page of the form is for your **Key Details**. This is where you write your appeal statement and explain the key points on which you wish to base your appeal. The box will automatically expand as you enter or paste in your text.

UWE Academic Appeals Form

Submission started on Student [Appeal Guidance](#)
 03/02/2016 Form

Application for review of an examining board decision ('Academic Appeal') within the University's [Academic Regulations and Procedures](#) can be submitted on the following basis:
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Key Details

Please provide clear and factual details of the key points on which you wish to base your appeal. Your appeal must be summarised here even if you attach other documents.

Previous
Next

Cancel

After you have completed the key details click on the 'next' button and the following page will appear:

UWE Academic Appeals Form

Submission started on
03/02/2016


Student
Form


[Appeal Guidance](#)


Application for review of an examining board decision ('Academic Appeal') within the University's [Academic Regulations and Procedures](#) can be submitted on the following basis:


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Additional Questions

Do you currently have a Tier 4 Visa to study at UWE? 

Will you be e-mailing documentary evidence to support your appeal? 

Will you be sending documentary evidence by post? 

Did you talk to a Student Adviser about this appeal? 

(You should click reply on the confirmation email you will be sent in order to submit supporting **evidence** you wish to include as part of your appeal).

After you have answered the **additional questions**, click on the 'next' button.

The final page of the form is the **Declaration page**. Please read this, check the tick box at the bottom of the form.

UWE Academic Appeals Form

Submission started on
03/02/2016

Student
Form

[Appeal Guidance](#)

Application for review of an examining board decision ('Academic Appeal') within the University's [Academic Regulations and Procedures](#) can be submitted on the following basis:

The only ground for appeal is that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award.

Declaration

1998 Data Protection Act, Consent to Process Personal Information I agree to the University processing my personal data as described below in accordance with the terms of the 1998 Data Protection Act. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The requested information will be used as follows:

1. For the sole purpose of reviewing and processing your academic appeal.
2. Will only be disclosed to designated staff and/or members of the Appeals Panel who are responsible for the consideration of requests.
3. The information supplied will be kept for a period of up to six years, after which date the information will be deleted/destroyed.
4. The information will be stored securely either within the University SharePoint or within designated areas with access privileges only given to designated staff.

I declare that the information given above is true, that the supporting evidence attached is authentic and that the University reserves the right to request to see a physical copy of any original supporting evidence and that failure to provide if requested may impact on the outcome of the academic appeal.

I agree to the University processing my personal data as described above.

Once you are ready to submit the appeal click on the submit button.

I agree to the University processing my personal data as described above.

The University Data Controller is William Marshall,
Pro-Vice Vice Chancellor, Commercial Director and Corporation Secretary.

In due course, as the processing of your received appeal begins you will be sent a PDF copy of your appeal submission. Please retain this and note your reference number for use throughout the duration of this Academic Appeal process.

After you have submitted the form you will see the following 'Thank you' message:

(This might take a while since a number of checks are carried out. Please look at the browsers activity to check whether any processing is taking place. After a few seconds you will see a page with

Processing workflow and finally the Thank you message)

Thank you...

Thank You

...for using the Student Academic Appeals system.

If you have submitted a form you should shortly receive an acknowledgement email confirming the initial receipt of your appeal form (together with a PDF copy of your submission). This e-mail will also provide details of how to submit the relevant evidence to accompany your academic appeal. Please retain all e-mails and evidence sent and note your reference number (shown in the e-mail subject line) for use throughout the duration of the Academic Appeal process.

Please note if you have cancelled a submission for any reason, you need not take any further action unless you have experienced a problem which forced you to abort, in which case please either re-start the process with a new application or contact the Complaints and Appeals team to discuss your issues preferably via academicappeals@uwe.ac.uk or by telephone on 0117 3283371.

Complaints and Appeals Team
Academic Services
UWE

You will also receive an email confirmation (this may take several hours to come through to you) that you have submitted the form with an attached PDF file providing details of your appeal. Please note however that the PDF might not show all details if you have entered a lot of text in the Details section.

Submitting Evidence

Please follow the guidance carefully in the email in order to submit your appeal evidence. An example of the email is found below:

The first part of submitting your academic appeal, reference 12345678-160203-1331APL has been successfully received via the online facility and a copy of your submission (PDF format)* is attached for information. You are advised to retain this copy for the duration of the appeals process.

IMPORTANT: you must now submit your evidence

To submit your relevant evidence supporting your case:

- Click '**reply**' to this email. This will produce an email that will automatically fill the address and subject fields for you
- You must keep the subject line **exactly** how it automatically appears. This contains your unique appeal reference number that will match your evidence to your online submission form
- Please attach copies of all relevant evidence to your email. You should note that if any of the evidence is 'embedded' within other e-mails, you will need to send this independently of the original mail in which it is attached
- There is a total size **limit of 5MB** for each email. If you have large documents you should resize wherever possible (further guidance is available online)
- Guidance and support can be found on the [Academic Appeals](#) webpage

If you are unable to send evidence electronically you can **hand it to an Information Point** clearly stating that it is for the 'Complaints and Appeals' team on the envelope or it can be posted to the address below. You must write your full name, student number and your appeal reference number as stated above.

All evidence must be received within the **10 working day deadline** for appeal submissions.

Application for an Appeal
Complaints and Appeals Team
Academic Services
Frenchay Campus
Coldharbour Lane

A further e-mail from the address 'do-not-reply.....' will be sent to the e-mail address identified (UWE e-mail unless alternative Correspondence Email address indicated). This may take a number of hours to arrive.