

IMPERIAL

Academic Appeals Procedure – Advice and Guidance

Below are a series of frequently asked questions about the appeals process.

1. Where can I get support to make an appeal?

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union Advice Centre. Please ensure you access support as this may be the only opportunity for you to make an appeal, and you need to make sure you have completed it to the best of your ability.

2. Is there a 'best' way to present my case?

Each case is different but general advice is:

- **Read the procedure and any guidance in full** before starting.
- **Write everything down** in a draft first statement to ensure that you have all the information about your appeal.
- **Do not withhold information because you are embarrassed or do not want to share it for whatever reason.** The panel cannot consider what they do not know.
- **Do not include information that is irrelevant,** your main points could get lost.
- Use this information to produce a timeline; information presented chronologically is easier to follow.
- **Identify any documents/evidence** from your timeline that you will need to support the appeal.
- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you need to say.
- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College Advice Centre **to review your statement.**
- Remember that the panel/caseworker is not an expert in you or your programme. You need to explain; do not assume they will understand.
- **Make sure you meet the deadline.** If you are waiting for a document or information, it is better to submit what you have and state when you expect to be able to send it on. Late appeals are likely to be rejected.

3. Can an appeal be raised for me by someone else?

No, not normally. As you are an adult, under UK law the university cannot discuss your case with anyone else including your parents or partner, etc., unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

4. What happens once I have submitted the formal appeal?

The appeal will be reviewed by a caseworker to make a decision if it is eligible. They will write to you (by email) to explain their decision and what will happen next. If it is eligible, you and the department may be asked for more information to be presented to the panel who are responsible for considering your appeal.

5. How long will an appeal take?

This will depend on the complexity of the appeal and the availability of the relevant staff. If it is being considered by a panel you should normally receive the full documents for this in about 15 working days (3 weeks) of the appeal submission for comment. The panel review is normally within 40 working days of your initial appeal submission.

6. What happens if my appeal is successful?

IMPERIAL

The panel will make recommendation(s) for action by the university/department with regards to your appeal. This will take into account the university and any programme specific requirements/regulations and therefore may not appear to directly correspond to any requests you have made.

7. What happens if my appeal is not successful?

If your formal appeal is not successful, you may consider raising a request for a review (stage 2) of the appeals process. The purpose of the review stage is to ensure that the Academic Appeals Procedure has been followed correctly, or to consider any new material information that could not reasonably have been provided earlier.