



HOW TO APPEAL TO THE STUDENT APPEALS COMMITTEE

Step 1: Make sure the decision you're appealing against is appealable!

This should be explained in the outcome letter you received. Not sure? Please send the letter to us and we can advise the appropriate appeal channel.

Step 2: Identify your grounds

Your appeal must be based on one or more of the following grounds:

1. that there was relevant evidence which—
 - (i) was not taken into account by the decision-maker; and
 - (ii) was not known by the applicant before the decision and **could not reasonably have been known**;
2. that the decision was **manifestly wrong**;
3. that a **procedural irregularity** occurred which may have affected the decision;
4. that the penalty imposed was **manifestly excessive**;
5. that there was a **deemed refusal**

Some of these terms are not easily understandable, so we have [developed a guide](#) to them.

Step 3: Start working on your appeal

You can use our [appeal letter template](#) to help you structure your appeal. You should write about how your situation meets the grounds you've chosen, and refer to any evidence you're attaching. You'll also need to provide evidence of each point you make, if possible - this could include emails, medical certificates, screenshots etc.

Step 4: Make an appointment with Student Advocacy

Of course, you can do this at any point in the process, but we'd love to review a draft appeal and give you feedback before you submit it if you'd find that useful. Please use our [appointment form](#) to make an appointment.

Step 5: Submit your appeal

Your appeal needs to include:

- Statement explaining the grounds for your appeal using [the statement letter template](#))
- Copies of evidence supporting your appeal
- Copy of the university decision you are appealing against, e.g. an outcome letter issued by your Institute

Submit everything via the [Student Reporting and Appeals Form](#).

STUDENT ADVOCACY

FREE, CONFIDENTIAL & INDEPENDENT



**NEED
ADVICE?**