

Frequently Asked Questions

When do I need to appeal?

The timescale for lodging an academic appeal is 20 working days following the date that you were informed of the decision against which you wish to appeal. You can only appeal against final (published) academic marks or your award classification.

Prior to lodging an appeal, you must confirm that the result you wish to appeal is final, as you cannot appeal against provisional decisions. If you are unsure of when your results will be confirmed please see the [Marking, Results and Resits](#) information for students.

How do I appeal?

To appeal you need to submit a copy of the appeal submission form. The appeal submission form is available [on the Secretariat website](#). To submit please send by email to academicappeals@leeds.ac.uk.

What should I consider before I appeal?

- Is your appeal being submitted against provisional marks? If so it will be rejected as not eligible.
- Is your appeal because you hoped to achieve a higher mark? Unless there is an administrative error in the marking process for the assessment, the appeals process will not ordinarily lead to a change of marks. If it is unclear to you how the mark you have received for assessment has been reached, or how the classification for your degree has been awarded, you are asked to contact your School to ask for information, before submitting an appeal. A disagreement about the academic judgement of the examiners of work is not a ground for appeal.

When will I hear the outcome of the appeal?

All appeals normally take up to 10 days for initial review. It can be longer at very busy times. If allowed into the appeals process it will be some time before the appeal is finally determined.

Whilst every effort will be made to process your appeal as quickly as possible, it may not be possible to process an appeal to conclusion prior to the start of the next academic session. Appeals can take three months (or sometimes longer) to be concluded if they proceed to a full hearing.

Can I graduate and appeal?

You cannot have a degree conferred which is the subject of an appeal until either the appeal has been concluded or the appeal has been withdrawn.

Any final year student who wishes to appeal must let the Graduation Team know as soon as possible after submitting an appeal that they do not wish to graduate yet by email to graduation@leeds.ac.uk.

Any student who accepts their award certificate from the University will be regarded as having accepted their results.

Once a student has graduated they are not able to appeal against their award.

If I have not had my results before my graduation event, can I attend a graduation event and still appeal my final classification?

If you have not had your results confirmed by the date of the graduation event, your degree will not be conferred at the graduation event. You will still have the right to appeal any results within 20 days of final publication. You must let the Graduation Team know as soon as possible after receiving your results that you intend to appeal and do not wish to accept your award by email to graduation@leeds.ac.uk. Any student who accepts their award certificate from the University will be regarded as having accepted their results.

If I get my results late, but before my graduation event, can I attend and appeal?

If you have had your results confirmed by the date of the graduation event, you should **not** attend if you wish to appeal. If you attend, you will be considered to have accepted your award.

Can I get independent support with my appeal?

We strongly encourage students who wish to appeal a decision of the University to seek independent advice and support from Leeds University Union Help and Support <https://www.luu.org.uk/student-help-support/>.

LUU can be contacted on **0113 380 1420** or via email (advice@luu.leeds.ac.uk).

LUU can advise you on the grounds for appeal, and can also support you throughout the process. [See a Youtube video prepared by LUU on the appeals process.](#)

Can I get adjustments to the process for a disability?

If you require an adjustment to the procedure due to disability or accessibility need, you are asked to let us know on submission of your appeal form. If you are not able to submit an appeal form due to a disability you are asked to contact us.

Do you have further questions?

Please contact us at academicappeals@leeds.ac.uk .