

Academic Appeals Wrexham Glyndwr University

The Bloomsbury Institute Academic Administration team are responsible for the implementation of the Wrexham Glyndwr University [Academic Appeals Procedure](#) and students wishing to appeal the decision of an Award/Progression Board need to contact them in the first instance.

How do students appeal?

Students have to wait until an Assessment Board has ratified their results, following receipt of their results they have 10 working days to submit an academic appeal. All appeals must be on the appropriate form and have evidence attached.

Wrexham Glyndwr University [Students' Union](#) can provide independent advice and support through the process to Bloomsbury Institute students.

Upon receipt of an appeal, the [Academic Administration team](#) review the application, investigate all eligible appeals and ensure that the appropriate course of action is taken.

Grounds to Submit an Academic Appeal

A student is able to submit an appeal in relation to the decision of an Award/Progression Board on the following grounds:

- There were procedural errors or irregularities during the recording, transcription and/or reporting of results;
- There were defects/ irregularities in the application of the Academic Regulations during the Award/Progression Board which may have negatively impacted on the recorded outcome;
- Bias or perception of bias;
- The student had extenuating circumstances which may have adversely affected their performance and there is good reason why the extenuating circumstances were not submitted in accordance with the Extenuating Circumstances Procedure, prior to the Award/Progression Board;
- There were defects/ irregularities in the constitution of the viva voce panel or in the conduct of the oral examination (for Research degrees) and there is good reason why these defects/ irregularities were not reported prior to the decision of the relevant board.

Responding to Investigation Queries

As part of the investigation process, you may receive a request for information from the Investigating Officer. This request will be sent by email and you will be asked to provide information and your comments relating to the statements made in an appeal. Information we normally ask for can include requesting programme handbooks, submission dates, whether students informed you of any circumstances affecting performance.

If you are unsure how to respond to an investigation query, please contact the [Academic Administration team](#).

Academic Appeal Hearings

In some instances, cases are considered by an academic appeal hearing panel and you may be asked to attend a hearing to provide further information. If you are required to attend a hearing, the Student Administration Assessment will provide further information on when you will be required and the structure of the meeting.