**Before you begin to write your appeal letter make sure you have read the Appeal Regulations**

Your address details

Phone no: /e-mail address

UB Number

Date

Dear Student Casework Team

**Introduction:** We recommend that you start with “I wish to appeal against the Board of Examiners decision that I should (say what the decision is). My appeal is based on “*Insert appeal regulation number*” of the Appeal Regulations. **Please note** -you can appeal under more than one ground if this applies to you.

**The Grounds:** Start to explain the grounds for your appeal in detail. Keep the sequence in logical date order. Indicate if you are enclosing any evidence as it arises. If you are appealing under more than one ground, continue to explain these clearly in new paragraphs, making it clear which ground you are referring to.

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| **Please Note**: For an appeal under 3.1.1 - you must submit, with the Letter of Appeal, verifiable documentary evidence corroborating your mitigating circumstances. If you did not present your mitigation at the appropriate time, please state why not. (Evidence can be a letter from a GP, Counselling Service, Disability Service, Religious Leader, etc.)  **Please Note:** For an appeal on the grounds set out in 3.1.2, 3.1.3 or 3.1.4 (see 3.4 and 3.5) will only be permitted if there was good cause not to have informed the Dean of the School, in writing, of the circumstances or complaint no later than 7 days after the examination/assessment deadline to which they apply. Explain why you did not do this if this is the case. |

**What is the Impact on you:** It is important that you include any other information that might help to win the appeal, for instance how the outcome will affect your career, and how dedicated to obtain degree you are.

**Your evidence:** Reference and explain the evidence that you will attach to your email. **Please note:** Make sure you enclose all evidence and letters of support together with the Appeal Form. If you are having difficulty in getting evidence within the time limit (10 working days from when your results were published), submit the appeal and say at the end of your letter that you will forward the evidence as soon as possible.

**Outcome:** Say what you would like the outcome of the appeal to be. **Please Note:** Make sure you consider the financial implications when you respond to this: fees will be charged for repeat modules with attendance or repeating the whole year. There is no guarantee that what you request will be granted if you win the appeal: you might want to give another option as well, keep these in order of preference.

End the letter – yours sincerely and sign your name.