



Student Appeal Form

Full Name:	Matriculation Number:
Examination Number:	Year of Study:
Programme of Study: <i>* Please list the programme related to the appeal; if in relation to Intercalated study, please list this</i>	
University Email Address: Alternative Email Address: <i>* Preferred contact will be your University email address, however please provide an alternative email address also</i>	
Please state the decision or outcome against which you are appealing (e.g. examination result, degree classification, progression, exclusion, EC decision, SDC outcome etc.) For assessment results, please specify the related course or programme.	
On what date did you receive notification of this decision/these results? <i>*This should be the date that you were informed of the final/ratified outcome</i>	
Please tick the box(es) below to indicate the grounds under which you are appealing: Ground A - Substantial information directly relevant to the quality of performance in the assessment (or decision made) which for good reason was not available to the examiners (or decision makers) when their decision was taken. <input type="checkbox"/> Ground B - Evidence of irregular procedure or improper conduct in the conduct of an assessment or in the process of decision-making by the Board of Examiners or another relevant body or Officer. <input type="checkbox"/>	



Student Appeal Form

Please indicate the outcome you would expect should your appeal be upheld:

Please confirm the following:

1. I have read and understood the Student Appeal Regulations
[Student Appeal Regulations – From August 2024](#) ☐
2. I have **identified the grounds** under which I am appealing ☐
3. I have attached or included a **factual statement** outlining my case for appeal ☐
4. I have included **all relevant arguments, and/or all supporting documentation** that I wish to be considered. I acknowledge it will not be possible to introduce new circumstances, evidence or documentation at a later date ☐
5. I understand that information included in my appeal form **may be shared** with relevant University staff members (if appropriate) in order to process my case* ☐

** Please note that any information shared will be with due attention to the appeal privacy policy and relevant data protection requirements*

Please complete this form and send it (along with your factual statement and any supporting documentation) by email to:

academic.appeals@ed.ac.uk

If you are unable to send your appeal electronically, you can send it in by post to:

Academic Appeals, Academic Services, The University of Edinburgh, Old College,
South Bridge, Edinburgh EH8 9YL

Document control

Related policies/regulations: Student Appeal Regulations – From August 2024	
If you require this document in an alternative format or adjustments for completing this form, please email Academic.Appeals@ed.ac.uk	Date last reviewed: 13/02/2025