

Letter template: first letter to meet the time limit for an appeal

In what follows, red writing tells you to add things (information) to the letter or gives instructions; black writing is the text that goes round your information.

---

Your Address here

Date here

*either by a letter on paper to:*

Francesca Francis  
Dean of Students & Academic Registrar  
Staffordshire University  
3 Winton Square  
Station Road  
Stoke-on-Trent  
Staffordshire  
ST4 2AE

*or by email (attach a read receipt and a delivery receipt) to: [appeals-complaints@staffs.ac.uk](mailto:appeals-complaints@staffs.ac.uk)*

Dear Ms. Francis,

This letter is to inform you that I wish to appeal against *details of the decision; or "the decision I was told about in the enclosed letter"*. This is because *quote the grounds you are using in full: see below for the choices.*

I will send you fuller details of this along with any documentation I can acquire within the next two weeks.

My full name is: *insert*

The title of my course/award is: *insert*

I am in my *insert; e.g. "second"* year of study

My tutor's name is: *insert*

Thank you for your attention to this. I will contact you again soon.

Yours sincerely,

*if you are sending a paper letter, sign here.*

*type Your Name*

*type in your student number [this is not your email address: the student number has no letters in it]*

---

Note 1 – Grounds. The regulations say:

“**1.3** The **ONLY** grounds for requesting an Examination Board to reconvene in order to review its decision are:

2 (a) that there has been a material error or irregularity; (b) that the examinations or assessments were not conducted in accordance with the current regulations of the award; or (c) that your performance was adversely affected by illness or other factors which you were unwilling, for valid reasons, to divulge before the decision concerned was reached. Such a request must be supported by a full medical report or other documentary evidence, together with an explanation of why this information was not divulged before the decision concerned was reached. **IN THE CASE OF MEDICAL CIRCUMSTANCES, A MEDICAL CERTIFICATE WILL NOT BE SUFFICIENT. A FULL MEDICAL REPORT IS REQUIRED, THE COST OF WHICH MUST BE BORNE BY YOU. THE REPORT SHOULD INCLUDE, WHERE POSSIBLE, THE PRECISE DATES OF THE ILLNESS AND COMMENT ON THE EFFECT OF THE ILLNESS ON YOU ON THE DATE(S) OF THE EXAMINATION(S) (OR OTHER FORM OF ASSESSMENT USED FOR THAT AWARD). N.B.** Appeals based on extenuating circumstances which you could, in the opinion of the University, have been disclosed to the University through its Extenuating Circumstances Procedures during the academic year in question will not be accepted and the University reserves the right to reject your claim on these grounds.”

Note 2 – things to read to help your appeal:

Essential reading:

The University's "Procedure for the Review of an Examination Board Decision" regulations (i.e. Appeal regulations).

Online at: [http://www.staffs.ac.uk/assets/rev\\_of\\_exam\\_board\\_tcm44-26765.pdf](http://www.staffs.ac.uk/assets/rev_of_exam_board_tcm44-26765.pdf)

Suggested reading:

Student Advice Centre guide to Appeals. Online at:

<http://www.staffsunion.com/advice/help/academic-procedures/howtoappeal/>

Note 3 – what next

This letter only meets the time limit for appealing. You need to write a more detailed letter about what happened and provide evidence of what happened and make sure that fuller letter and evidence gets to Francesca Francis within 15 Working Days of the decision you're appealing (usually best seen as within 10 working days from the date of this letter). SAC can advise on your draft letter to make it as good as possible but will not usually draft the letter for you.