

Standards of Evidence for Academic Appeals

All Academic Appeals must be accompanied by evidence, appeals received without supporting evidence are likely to be deemed ineligible.

Whatever evidence you submit to support your appeal, it is important that it *demonstrates the impact of your circumstances upon you at the relevant time*. Evidence should be supplied by an independent party that can verify the *impact* of the circumstances or where the timing of the circumstance(s) are such that the *impact can be clearly implied*. If you are appealing based on circumstances previously unknown to the Board of Examiners, it will assist your appeal if you can also provide evidence to demonstrate why you could not have made these circumstances known at an earlier date.

Evidence relating to another person may not be the best, or most appropriate way of demonstrating the impact that the circumstances had upon you. Where circumstances relate to a third party you are required to submit evidence to show how these circumstances affected you and your academic performance.

Decisions about your appeal will be made based upon your appeal form and the supporting evidence that you submit. You should submit sufficient relevant evidence that relates directly to your circumstances.

Evidence presented from a health professional or other professional body must normally be:

- Written by an appropriately qualified professional who is independent from you
- On headed paper and signed and dated by the author – email evidence may be acceptable but only if the email has been sent by the author
- Able to confirm that the circumstances were witnessed on the relevant date rather than being reported retrospectively

We may be able to accept evidence from online doctors, but this evidence must provide the doctor's opinion and should confirm your symptoms and provide a clear diagnosis.

Please note that the following evidence is normally not acceptable:

- Technical medical reports that do not contain details about the impact of the medical condition on you and/or your academic performance
- Photographs of injuries, pictures of yourself or other affected party in hospital or similar
- Screenshots of details from the NHS app as these do not usually show the patient's name
- Video evidence or documents in .pages format
- Letters from friends or family members
- Evidence of a diagnosis already known to the University for which reasonable adjustments have been put in place

It is your responsibility to submit all relevant documentation you wish to be considered as part of your appeal. We will not obtain any documentation on your behalf, this includes any evidence you may have submitted to your School or other department at the University.

All evidence must be presented in English with certified translations where necessary. The translation should include a signed statement attesting that the translated text is an accurate and complete translation of the source language text. We will not accept translations carried out by you, other students, google lens or other online applications.

Evidence must be genuine. We will reject your appeal if we suspect your evidence is false, forged or has been tampered with in any way and the matter may be referred to a misconduct investigation.