

Preparing Your Appeal Submission

Introduction

This guide has been developed to support students in presenting their appeal submission clearly, so that the information they provide can be fully and properly considered.

We encourage you to read this document in full as it explains what to include, what not to include, and how to present your evidence to ensure that your Appeal submission meets the requirements of the Student Appeals process.

May result in appeal being rejected

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What your Appeal Submission must include

Your appeal submission must consist of **all three** of the following:

- 1. A completed Student Appeals Request Form**
- 2. Personal supporting statement**
 - The supporting statement should clearly outline the grounds for your appeal and the impact on your studies. You should also use the supporting statement as an opportunity to elaborate on the steps that you will take to enhance your learning and engagement with the programme, in the event of a successful appeal.
 - Where an appeal is submitted on the grounds of Extenuating Circumstances, you should primarily focus on circumstances that have affected your academic performance during the most recent academic year. Limited

reference to earlier circumstances may be included where necessary to provide context for weaknesses in your academic record to date; however, this information should be brief and should not form the main basis of your submission.

- The statement should **not** exceed 1500 words.

3. Supporting evidence

Guidance on supporting evidence

Keep evidence relevant and proportionate:

- Only evidence directly related to the grounds of your appeal should be provided.
- You should only submit evidence that relates to the current or most recent academic year.
- Supporting evidence does not need to be extensive. Submitting multiple pieces of evidence that confirm the same information does not strengthen an appeal.

Examples of appropriate evidence

Listed below are examples of evidence that will be accepted (non-exhaustive list).

Medical or Health Related Circumstances

- One brief document confirming the nature of the condition and the treatment sought.
- Students are not expected to pay for medical documentation.
- You do not need to request a bespoke letter from your GP or consultant and can use information readily available via NHS apps or similar portals.

Bereavement

- One piece of evidence only, such as a copy of the death certificate, or the first page of an order of service.

Diagnosed Learning Difference

- You should **not** submit a full diagnostic report – a single page confirming the diagnosis is sufficient.

Victim of Crime

- A police reference number is sufficient.

If you chose not to report the incident to the police, a brief statement from a relevant member of staff or professional (e.g. Wellbeing Advisor, Tutor, Counsellor) confirming that you have disclosed the incident and its impact is acceptable.

Examples of evidence that will NOT be accepted

The following types of evidence do not usually add value and will not be accepted:

- **Screenshots of message conversations**
These cannot reliably demonstrate full context.
- **Screenshots of social media posts**
These are not considered reliable or relevant evidence.
- **Photographs**
These are generally not helpful and will not be accepted, except in limited cases (e.g. demonstrating an injury).
Where photographs are accepted, they must be clearly time-stamped and directly relevant to the circumstances cited. These can only be provided in a PDF format.
- **Videos**
Videos are not accepted as evidence to ensure consistency and accessibility in the review of appeal submissions.

Additional supporting statement

Some students choose to provide supporting statements from other individuals. Please note the following:

- You do **not** need to contact your academic tutor to request a statement.
The Student Resolution and Compliance (SRC) Team will contact all tutors directly and request that they complete a standardised tutor statement.
- You may submit **one** additional supporting statement. For clarity, this is optional and not a requirement.
- The statement must be no longer than **one page**, and its contents should be directly relevant to your academic progression to date.
- Statements should **not** be general character references or testimonials. They should add meaningful context to your appeal.

To ensure consistency and fairness in the consideration of all appeals, no further supporting statements beyond this will be accepted.

Submission format

Accepted format:

- All evidence must be submitted in English. Evidence submitted in another language without translation will not be accepted.
- All evidence must be submitted as **PDF documents only**.
- If you are unable to convert evidence to PDF format, you should contact the SRC Team in advance of your submission deadline to request permission to submit an alternative format (studentappeals@rvc.ac.uk)

The following formats will **not** be accepted:

- Videos
JPEG or other image files

All appeal submissions must be made via email to studentappeals@rvc.ac.uk with the relevant documents attached.

Organisation of evidence

To ensure your appeal can be reviewed efficiently:

- Evidence must not exceed **6 single PDF pages in total**
- Each document must be clearly labelled and explicitly linked to the relevant extenuating circumstance (*e.g. "GP notification confirming EC related to migraine condition"*).
- Evidence should be chronologically ordered
- You should provide a brief timeline outlining when the circumstances occurred, and how they impacted your studies during the academic year.

If you have any questions in relation to your appeal submission, please contact the Student Resolution and Compliance Team at studentappeals@rvc.co.uk