

How long does the appeals process take?

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These timescales run from the date your exam and assessment results are published online. The whole process takes around three months.

If you are in your final year and decide to appeal you will not be able to graduate in the summer, you will also need to [contact the Graduation Office](#), to let them know that you will not be attending your graduation ceremony.

Here's a more in depth explanation:

1. The Appeal - your appeal should be made within 20 working days of your results being published.
2. School Response - you should be contacted by the Student Cases Team within 20 working days of making your appeal. This will include your School's response to your appeal. This is not your appeal result so don't worry if it doesn't agree with your point of view.
3. Concluding Comments - you'll be asked to give some concluding comments within 10 days of the first response from your School. You must submit this on the concluding comments form in time, otherwise your appeal will be withdrawn.
4. Review - your appeal will be reviewed by the panel as soon as possible, depending on how many cases they are dealing with. This review decides if your case goes forward to the next stage.
5. Hearing - if your case progresses you will likely be granted a hearing by the Committee on Applications, to which you'll be invited. You should receive your result a week after the hearing. If you're happy with the decision then that's the end of your appeal.
6. Appeal to the Deputy-Vice-Chancellor - if you're unhappy with the decision of the Committee, you can forward your appeal to the Deputy-Vice-Chancellor within 20 working days.
7. Final decision from the Deputy-Vice-Chancellor - The final decision is made within a month of the Deputy-Vice Chancellor receiving your appeal.

There is also a useful flowchart of the appeals process [here](#).

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