

Higher Education Academic Appeal Form

- To be used by undergraduate and postgraduate students on Higher Education programmes who wish to appeal an academic decision.
- Please read the Procedure for Higher Education Academic Appeals, which can be found on the College website.
- *If you are appealing an Academic Misconduct decision you must instead complete the Higher Education Academic Misconduct Appeal Form which you can find on the College website, ilearn or from your Programme Leader.*
- Your appeal MUST be supported by all of the relevant evidence.
- Students are reminded that they cannot appeal against academic judgement (e.g. the award of an individual mark – See Appeal regulation 2.1).
- Forms that are not completed fully will be returned for completion. The form must be legible and have ALL relevant evidence attached.

YOUR DETAILS

Name (in full)			
Student ID number:		Year of programme (1st, 2nd, etc)	
Programme of study			
Your contact address			
Telephone number			
E-mail address*			

**Most contact with you will be by email and the outcome of your case will be communicated by email so the address given should be one that you access frequently.*

ABOUT YOUR APPEAL

Indicate with a tick in the relevant box(es) the area(s) under which your appeal is being entered:	
Termination of programme of study for non-compliance with attendance/submission requirements	
Termination of programme of study on grounds of professional unsuitability or professional misconduct	
Exclusion from assessment	
Award or refusal to award the qualification registered on	
Classification of the Award	
Any other academic decision by an Examination Board	

Indicate with a tick in the relevant box(es) the ground(s) of appeal:	
Material circumstances affecting your performance of which the Board of Examiners had not been aware before reaching its decision (only if reasonable grounds can be presented by you why such circumstances had not been presented to the Board in advance of its meeting)*	
Procedural irregularities in the formal conduct of an assessment or in reaching another academic decision	
Evidence of prejudice or bias on the part of one or more examiners	

***If you have ticked that material circumstances were not presented in advance of the Board making its decision, you must explain why this was the case below:**

SUMMARY OF CASE

Please provide a concise summary of:

- The decision/outcome you are appealing against
- Your reasons for appealing
- The evidence which supports your case

Continue on additional sheets if necessary, and securely attach all supporting documentation. Please note that, other than in exceptional circumstances, this statement and supporting evidence will be copied to the curriculum area/Examiners concerned to enable them to respond.

ALL relevant evidence must be provided.

Summary of the decision/outcome you are appealing against and reasons for appealing:

List here any documents that you are attaching to support your appeal and explain their significance to the appeal:

Outline the contact you have had with your curriculum team on this issue, and with whom. What was the outcome of those discussions?

Please give a brief outline of your desired outcome of this appeal, for example: repeat of final year.

Signature of student

Date

You must now take a copy of this form and then send (or deliver personally) the original to the Deputy Principal **no later than 10 working days** after receiving the decision against which you are appealing. The issues raised will then be investigated and a decision made on whether or not there are grounds for appeal.