



Academic Appeal Form

Academic Appeal Form

1. About You

Full Name:	
ID Number:	
Course:	
Year of Study:	
Address for correspondence:	
Tel no:	Mobile no:
E-mail:	

2. About Your Appeal

Please state the decision against which you are appealing (e.g., exclusion, resubmission of coursework, grades awarded etc.):
Please state the date on which you were notified of the decision against which you are appealing and include a copy of the notification with this form (please note that you cannot appeal against provisional results):
Please mark the box(es) below to indicate on what grounds you are appealing: <i>Note: An appeal which questions the education or professional judgement of those charged with the responsibility for assessing a student's education performance or professional competence will not be permitted. This means that you may not challenge marks or grades awarded unless you believe that they may have been affected by factors under (a) – (d) below.</i>

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- Issue date: 16.01.2024
- Review date: 16.01.2027

a) There exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Examination Board or equivalent body may not have been made aware when the decision was taken, and which might have had a material effect on the decision.	
b) There has been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt as to whether the decision might have been different if the error or irregularity had not occurred.	
c) There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.	
d) The supervision or training in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that your performance was seriously affected. <i>Note: if students wish to appeal on such grounds but the supervisory concerns arose significantly before the assessment result against which they are appealing, and without it having been raised in writing with the School before the appeal, the student must provide credible and compelling reasons for only raising these concerns at appeal</i>	
Please give details of your appeal here along with your desired outcome (continue on a separate sheet if necessary)	

<i>Note: if you are appealing on ground (a) above, you MUST give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made</i>
d) Please indicate what supporting documentation you are submitting that you wish to be considered in the appeal (e.g., medical certificate, emails, and other correspondence etc.) and include it with this form. Evidence should normally be contemporaneous, and capable of verification. All evidence should be written in English, or, if not, certifiably translated.

Declaration:

I declare that the information given in this form is true and that I have consulted the Procedure before completing the form.

Signed:

Date:

(An electronic signature is acceptable)

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