

**Academic Appeals Form**

Before you complete this form, please ensure that you have firstly raised the matter informally at a local level with the appropriate Module Tutor / Course Team or School. Please also ensure that you have carefully read the [Academic Appeals Procedure](http://www.glos.ac.uk/governance/pages/appeals-and-complaints.aspx), and the [Academic Regulations for Taught Provision](http://www.glos.ac.uk/governance/pages/quality-standards.aspx).

If, after reading the Procedure and Regulations, you are certain that you have grounds for appeal and you have been unable to resolve it informally, please complete and sign this form and return to: [**appealsandcomplaints@glos.ac.uk**](mailto:appealsandcomplaints@glos.ac.uk) **or**, **Academic Appeals, Governance and Secretariat Services, University of Gloucestershire, Fullwood, Park Campus, Cheltenham, GL50 2RH.**

|  |
| --- |
| **SECTION A: STUDENT DETAILS** |

|  |  |
| --- | --- |
| **Forename(s):** |  |
| **Surname (Family Name):** |  |
| **Student ID Number (e.g. s1234567):** |  |
| **Contact Address:** |  |
| **Email Address[[1]](#footnote-1):** |  |
| **Daytime Telephone Number:** |  |
| **Course (e.g. BA History):** |  |
| **Date of Module Board of Examiners / Award and Progression Panel to which this appeal relates (e.g. July 2021)** *(see below)* |  |

As per the Academic Appeals Procedure, an academic appeal must be submitted within 20 working days of the appropriate Module Board of Examiners / Award and Progression Panel where the mark for the module/assessment was confirmed:

|  |  |
| --- | --- |
| **Module Board of Examiners / Award and Progression Panel dates** | **Last date for submission of an appeal** |
| Weeks commencing 12/19 October 2020 | **20 November 2020** *(late Postgraduate Board)* |
| Weeks commencing 08/15/22 March 2021 | **23 April 2021** |
| Weeks commencing 05/12/19 July 2021 | **20 August 2021** |
| Weeks commencing 30 August/06/13 September 2021 | **15 October 2021** |

|  |
| --- |
| **Students with disabilities or learning difficulties:** |
| Do you have a disability or learning difficulty that you believe may require reasonable adjustments in relation to the appeals process?  Yes  No  (If ‘no’ proceed to Section B) |
| If yes, and you are registered with the University’s Disability, Dyslexia and Learning Support (DDLS) team, are you happy for the team to be contacted to identify any reasonable adjustments that may be required?  Yes  No  (If ‘yes’ proceed to Section B) |
| If you are not registered with the University’s DDLS team, or you do not wish us to contact the team, please provide details below of the adjustments you feel should be made to the appeals process: |
|  |

|  |
| --- |
| **SECTION B: MODULE/ASSESSMENT ELEMENT RELATED TO THE APPEAL** |

**Please give the module code(s) and details of the assessment(s) related to the appeal** (e.g. AC4004, 001 assignment)

|  |
| --- |
|  |

|  |
| --- |
| **SECTION C: GROUNDS FOR APPEAL** |

**Please confirm your grounds for appeal by selecting the appropriate box(es) below:**

1. *At the time of the assessment, there existed circumstances which adversely affected your performance and which you were unable to communicate to the Board of Examiners / Award and Progression Panel before it reached its decision. In making such a case, you must provide valid documentary evidence where appropriate.* *(Retrospective medical certification will not be accepted as valid)*

Yes  No

**2.** *There has been an administrative error or procedural irregularity during the conduct of the relevant assessment, of such a significant nature, as to have materially affected the approved grade or mark awarded.*

Yes  No

|  |
| --- |
| **SECTION D: SUPPORTING STATEMENT** |

**Please give details of the circumstances of your appeal and attach any relevant supporting evidence (continuing on a separate sheet if necessary).**

|  |
| --- |
|  |

**Please indicate the remedy you are seeking as a resolution to your appeal:**

|  |
| --- |
|  |

|  |
| --- |
| **SECTION E: DETAILS OF INFORMAL DISCUSSIONS** |

**Has this appeal been raised informally first with the appropriate Module Tutor / Course Team or School:**

**NO :** Prior to completing this form please ensure that you have attempted to resolve the matter informally with the appropriate Module / Course Team or School.

**YES : If ‘Yes’, with whom was it discussed? :**

|  |  |
| --- | --- |
| **Name of staff member:** |  |
| **Post Title:** |  |
| **Module / Course / School:** |  |
| **Date discussed:** |  |

**What was the outcome? *(Please also indicate why you are still dissatisfied)***

|  |
| --- |
|  |

|  |
| --- |
| **SECTION E: STUDENT DECLARATION** |

**By signing this form, I would like the University to consider my appeal, and I declare that:**

* I have read and understood the University’s Academic Appeals Procedure.
* I understand that the University will need to gather information about the matters raised in my appeal and that this information may include sensitive personal details which will be processed in accordance with Data Protection legislation and the [Student Privacy Notice](http://www.glos.ac.uk/docs/download/Privacy-notices/UoG-Student-Privacy-Notice.pdf).
* I understand that my appeal will be handled in confidence, but that in order to investigate the issues raised it may be necessary to disclose the content of my appeal to relevant staff.
* I understand that the University may need to exchange information about my appeal with external organisations such as the Office of the Independent Adjudicator (OIA), or the University’s insurers.
* If I have disclosed personal data relating to another person/s within my appeal, I have been given permission by them to do so.
* I confirm that what I have written on this form and any enclosures is truthful and relevant to my appeal.

|  |  |
| --- | --- |
|  |  |
| **Signed *(Your Signature)*** | **Date** |

*Updated: November 2020*

1. *Please note that unless you state otherwise we will send the written outcome letter, and any other written correspondence relating to your appeal, to you via email to the email address you provide on this form.* [↑](#footnote-ref-1)