***Have you consulted the Academic Department on the filling in of this form: YES/NO***

**FORM A**

**You are encouraged to consult with your module/course leader or complain for academic advice before completing this form.**

**All** sections of this form must be completed in full as clarification of information required for your appeal will delay its processing Please see the additional notes at the end of this document for guidance on completing and submitting your appeal.

*Sections A must be completed by the student. Please read the explanatory notes in Section B before completing the form. Then submit the form, together with the personal statement and evidence (in a separate word file) to the Academic Office within* ***10 working days***of the formal notification of the decision being appealed against*.*

**SECTION A (to be completed by the student):**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Course Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Appeal details**

Please provide your reasons for your appeal in the space provided below. Please indicate the decision against which you are appealing. Please ensure that you have provided all available information relating to the above decision with this appeal form (e.g. your original mitigation case and outcome letter). Appropriate supporting evidence must be provided in **all** circumstances. **Please note that no appeal will be considered without supporting, documentary evidence.** You may provide a statement from your tutor or module leader if you feel that this would support your appeal.

Describe your circumstances:

Describe the effect of your circumstances on the decision that you are appealing against:

What would you like to happen next if your appeal is accepted (if you are requesting a further attempt at an assessment, please state whether you are requesting a first sit or resit opportunity):

What type of evidence do you have to support your appeal:

 Please specify your appeal details and desired outcome:

*NB: Where evidence is not available by the deadline for submission of the form, the form should be submitted as required and appropriate evidence must be submitted at a later stage, as requested. If the evidence is not in English an authenticated independent translation must also be attached.*

1. **Student confirmation**

I confirm that the information provided is true, to the best of my knowledge:

Signed (Student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All enquiries should be addressed to beata@miuc.org

***Note on Data Protection and Confidentiality:*** The Academic Regulations set out full information on the type and quality of evidence required, and gives examples of circumstances not normally considered as acceptable reasons for appeal. All evidence submitted in support of an appeal will be treated with full confidentiality in accordance with the Data Protection Act.

***Note. Any student wishing to restrict the sharing of such information should submit this evidence into an envelope marked ‘Head of Academic Registry/Chairs eyes Only’ so that only the Head of Academic Registry and Chair reviews the evidence.***

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| **For Academic Registry Staff Use only:** **Date received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name of Academic Registry Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**SECTION B: EXPLANATORY NOTES**

1. **Grounds for appeal**

1.1 A student may appeal on one or more of the following grounds:

* + 1. procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with the University’s procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure;
		2. that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account;
		3. that the Stage II/Stage III of the Academic Offences Regulation was not conducted in accordance with the procedures set out.

1.2 ‘Good reason’ requires a student to demonstrate that circumstances beyond their control prevented the disclosure of the relevant facts at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances shall not count as ‘good reason’ for the purposes of these regulations.

1.3 An appeal against the decision of a Panel, interview or Board must be made in writing addressed to the Head of Academic Registry, stating in full the grounds for the appeal and must be submitted within ten working days of the receipt of any process outcome letter.

1.4 In all cases, the original outcome is final and not varied until and unless a successful appeal results in an alternative decision.

1.5 Any appeal founded exclusively on one or more of these grounds shall be rejected automatically:

* + 1. appeals based upon the informal assessment of a student’s work by members of academic staff;
		2. retrospective reporting of mitigating circumstances that might reasonably have been made known at the proper time;
		3. marginal failure to attain a higher classification of award;
		4. in the case of disciplinary matters, the provision of an apology by a student for their actions shall not be deemed reason for an appeal to be heard;
		5. lack of awareness by a student of the relevant procedure or regulations;
		6. vexatious or frivolous appeals;
		7. where no fresh evidence is submitted or there has not been a material change of circumstances since the last decision on the matter.
1. **Submitting an appeal**

2.1 A student must submit an appeal to the Head of Academic Registry in writing by completing the appeal form. In the appeal form and student statement, the student must detail the decision being appealed against, present the grounds on which the appeal is made, outline the supporting evidence to be submitted and state whether an interview with the Head of Academic Registry is requested.

2.2 An appeal must be received within ***10 working days*** of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or else the official publication of results date. The Head of Academic Registry may exercise discretion to consider and allow a late request where a student demonstrates good reason for delay.

2.3 Supporting evidence must be submitted by the student together with the appeal request or within seven calendar days of submission of the appeal, and must provide evidence of the points covered in the written request for appeal (for example, medical certification). The Head of Academic Registry may exercise discretion to allow late submission of evidence where a student demonstrates good reason for delay.