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# ACADEMIC APPEALS FORM

Prior to completing this form, please read the [Student Guide to Academic Appeals](https://www.qmu.ac.uk/student-guide-to-academic-appeals), and review the [Student Pre-Appeal Questionnaire](https://www.qmu.ac.uk/about-the-university/quality/committees-regulations-policies-and-procedures/regulations-policies-and-procedures/academic-appeals-regulations/student-guide-to-academic-appeals/student-pre-appeal-questionnaire/).

Where necessary, the [Students’ Union Help Zone](https://www.qmusu.org.uk/top-menu/advice-support/academic-university-matters) can be contacted for independent advice and assistance.

# Personal details

|  |  |
| --- | --- |
| Full Name | Click or tap here to enter text. |
| Student Number | Click or tap here to enter text. |
| Contact Address | Click or tap here to enter text. |
| Contact Phone Number  | Click or tap here to enter text. |
| Contact Email Address (non QMU) | Click or tap here to enter text. |
| Programme of Study | Click or tap here to enter text. |
| School | Choose an item. |

# About your appeal

## Please specify the Board of Examiner's decision, or decisions, that you are appealing.

For example, an assessment result for one or more modules (please specify the assessment type and include the module code and name), or the requirement to withdraw from your programme of study.

Click or tap here to enter text.

## Please indicate your preferred outcome of this appeal

For example:

* Receive a further first (uncapped) attempt at assessment.
* Receive a further second or third (capped) attempt at assessment.
* Remain registered as a student of the University.

Click or tap here to enter text.

## Please confirm the ground or grounds that your appeal is being made on.

|  |  |  |
| --- | --- | --- |
| **No.** | **Academic Appeals Regulation** | **Check Box** |
| 4.1.1 | Additional information is available that was not, and could not, reasonably have been made available to the Board at the time it made its original decision, and which had it been available could have led the Board to making a different decision. |[ ]
| 4.1.2 | There was a material irregularity in the procedures of the Board of Examiners. |[ ]
| 4.1.2 | There was a material irregularity in the conduct of the assessment. |[ ]

## Please provide a statement in support of your appeal.

Please set out the main reasons for submitting your academic appeal with direct reference to each of the grounds on which your appeal is based. Please be as concise as possible and only refer to relevant information.

Click or tap here to enter text.

## If your appeal is on the grounds of additional information (4.1.1), please explain why you were unable to provide this information through the Extenuating Circumstances process.

Click or tap here to enter text.

## If your appeal has been delayed, please specify the exceptional circumstances which have delayed your appeal.

Click or tap here to enter text.

# Supporting Evidence

## Please list the evidence provided in support of your appeal.

Where the evidence provided contains multiple pages, please highlight any sections you consider to be of particular relevance to your appeal.

Click or tap here to enter text.

## Please specify whether additional evidence could be made available if required.

This may include evidence that you have yet to obtain, such as a doctor’s note; evidence which you are unsure is relevant; or evidence which includes the personal data of other people.

Click or tap here to enter text.

# Declaration

The information given in this form must be accurate and must have, or must be believed to have had, a direct and adverse effect on your academic performance.

|  |  |
| --- | --- |
|  | **Check Box** |
| The information I have given on this form is, to the best of my knowledge, true and has had a direct adverse effect on the assessment(s) named. |[ ]
| I give my permission for the information contained within the appeal and supporting documentation to be considered by the appropriate members of University Staff. |[ ]

## Signature

Click or tap here to enter text.

## Date of appeal submission

Click or tap to enter a date.