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| **UNDERGRADUATE AND TAUGHT POSTGRADUATE**  **ACADEMIC APPEAL APPLICATION FORM, INCLUDING MONITORING ACADEMIC PROGRESS**  Undergraduate and Taught Postgraduate students wishing to appeal against the decision of a University Examination Board or the decision made under the Academic Regulation on Academic Progress should complete this form. The form must be submitted within 10 working days of (a) the release of your examination results published via your on-line student record or (b) receipt of formal notification of exclusion under the Academic Regulation on Academic Progress. Please refer carefully to the relevant Academic Appeal Procedure before completing the form.  **Independent evidence to support your appeal MUST be submitted with this form. Appeals submitted without such evidence will not be considered.**  Appeal Applications must be submitted by e-mail to: [caostaff@aber.ac.uk](mailto:caostaff@aber.ac.uk) | | | | |
| **SECTION A - Personal Details** | | | | |
| Full Name: | | | Student Number: | |
| Address for Correspondence: | | | | |
| Contact Telephone Number: | | | | |
| University E-mail Address: | | | | |
| Other E-mail Addresses: | | | | |
| Study Scheme Title and Code: | Year of Study (ie. 1st, 2nd, 3rd, etc.): | | | |
| **SECTION B – Decision to be appealed against**  **Please tick ONE box to confirm the decision you wish to appeal:** | | | | |
| I want to appeal the decision of the University Examination Board. | | | |  |
| I want to appeal the decision made under the Academic Regulation on Academic Progress (i.e. exclusion). | | | |  |
| **SECTION C - Grounds for Appeal**  **Requests for appeals must be based upon one or more of the following grounds. Please note that any claim made, which you wish to use as a grounds for appeal, MUST be accompanied by appropriate corroborative evidence demonstrating how it has affected your academic performance. An appeal will only be considered if you can provide good reasons why the grounds for appeal had not previously been made known to the University and/or relevant Examining Board. Appeals that fail to meet the above criteria will be rejected and will not be considered by the Academic Appeal Panel. Please tick the relevant box(es) to confirm which grounds your appeal is based upon:** | | | | |
| **Exceptional extenuating circumstances which had an adverse effect on the student’s academic performance.** Where a student could have reported exceptional circumstances prior to (a) the release of examination results or (b) exclusion, those circumstances cannot subsequently be cited as grounds for appeal. | | | |  |
| **Defects or irregularities in the conduct of the assessments or in written instructions provided, or in advice given, which could have had an adverse effect on the student’s performance.** Where a student could have reported defects or irregularities prior to (a) the release of examinations results, or (b) exclusion, those circumstances cannot subsequently be cited as grounds for appeal. | | | |  |
| **Evidence of prejudice, or of bias, or of inadequate assessment on the part of one or more of the examiners, or evidence of prejudice or bias on part of the person(s) administering the Academic Regulation on Academic Progress.** Where a student could have evidenced prejudice, bias or inadequate assessment prior to (a) release of examination results, or (b) exclusion, those circumstances cannot subsequently be cited as grounds for appeal. | | | |  |
| **SECTION D - Additional Information** | | | | |
| Please explain your reasons for requesting an appeal on the ground(s) mentioned above, and explain why you consider the decision of the Senate Examination Board and/or the decision made under the Academic Regulation on Academic Progress to be unsatisfactory. | | | | |
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| What element(s) of your studies were affected and how (e.g. attendance, coursework, examination, presentation, dissertation, other)? If your appeal refers to particular modules, please list these with the full module title and module code. Please provide dates as to when the situation(s) occurred, and details of the impact of the situation on the elements of your studies. | | | | |
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| For each of the grounds of appeal you have identified in Section B, you will need to (1) explain why you were not able to report these to your department prior to the meeting of the examination board and or prior to the decision made under the Academic Regulation on Academic Progress; (2) include appropriate evidence in support of your explanation, such as medical evidence or other independent documentary evidence; (3) explain, supported by new evidence not previously submitted to your department, how these grounds for appeal have had an adverse effect on your academic performance. | | | | |
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| Did you submit a Special Circumstances Form to your department prior to the meeting of the Examining Board or prior to the decision made under the Academic Regulation on Academic Progress? If so, please provide full details, including details of the evidence supplied. | | | | |
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| **SECTION E – Desired Outcome of Appeal**  **Please explain what is your desired outcome from the appeal? Please note that any outcome must be within the University’s regulations and examination conventions. The Appeals Panel cannot operate outside of these and appeals seeking such outcomes will not be considered (for example, the University cannot support a request to raise module marks due to special circumstances; or permit students to progress to the next year without passing the required number of credits; or be allowed to resit more than the maximum number of credits permitted, etc)** | | | | |
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| **DECLARATION / *DATGANIAD*** | | | | |
| **I declare that all the information I have provided on, and with, this form is a true statement of the facts to the best of my knowledge and belief. I acknowledge that the submission of fraudulent information could lead to the University taking disciplinary action.**  **I understand that the information I have provided will be circulated to relevant members of staff for the purpose of investigating my Academic Appeal. I understand this information will be processed and retained as is deemed necessary for the University’s performance of tasks carried out in the public interest (General Data Protection Regulation Article 6(1)(e)) and under its contractual obligations (General Data Protection Regulation Article 6(1)(b)). It will be retained for one year after receipt of the appeal outcome, unless a Final Review is lodged with the University, or a complaint is lodged with the Office of Independent Adjudicator for Higher Education, in which case the period may be extended. If sensitive information is included in, or with, the form as completed above, I give my consent for this to be used for the purposes of the Appeals Procedure.** | | | | |
| If the evidence submitted relates to a third party, tick here to confirm that you have their permission for it to be used. | |  | | |
| Signed*:* | | Date*:* | | |