**APPEAL FORM**

**FORM A**

***You are advised to consult with the UWLSU Advice Service before you submit your appeal (***[***uwlsu.com/support***](http://www.uwlsu.com/support)***). Statistics show that 90% of cases seen by the SU with supporting relevant evidence are more likely to be accepted*.**

***You are encouraged to consult with your personal tutor/module leader 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.

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| --- | --- | --- | --- |
| 1. | Full Name:Student ID Number: | 2 | Course Title:Course Start Date: |
| 3 | School/College: | 4 | Name of Course Leader: |
| 5. | Please indicate the decision against which you are appealing (please tick):[ ] Appeal against a Mitigation Panel decision[ ] Appeal against an Assessment Board decision[ ] Appeal against an Academic Offences Panel decision[ ] Appeal against a Disciplinary Panel decision[ ] Appeal against a Fitness to Practice Panel decision[ ] Appeal against a Withdrawal decision[ ] Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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). |
| 6. | Please indicate the grounds on which you are appealing the above decision\*[ ]  **Procedural Error:** Where the process leading to the decision being appealed against was not conducted in accordance with the University’s procedure;[ ]  **Mitigating Circumstances:** 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;[ ]  **Academic Offences Procedural Error:** That the Stage II/Stage III of the Academic Offences Regulation was not conducted in accordance with the procedures set out**\*** Appropriate supporting evidence must be provided in **all** circumstances (If you have a current Individual Support Plan, please attach it as part of your evidence): |
| 7. | Please specify your desired outcome:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8 |  |
|  | Assessments Affected (circle the element you are mitigating for) | Module Code (as shown in your MSG) | Module Title (as shown in your Module Study Guide - MSG) | **Original submission date &/ or approved extension date** |
| a) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| b) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| c) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| d) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| e) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| f) | Exam/ Coursework A1; A2; A3; A4; A5 |  |  |  |
| 9. | Appeal Statement: Please provide your reasons for your appeal in the space provided below. **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:

Name of SU Caseworker……………………………………………………………………………………………..Signed………………………………………………………………………………………………..Date………………… |

**DECLARATION**

[ ]  I confirm that I have read the guidance accompanying this form and the relevant section of the University’s Regulations (the Academic Regulations are available online at: [uwl.ac.uk/policies](http://www.uwl.ac.uk/policies)).

[ ]  I confirm that the information I have given is true and accurate to the best of my knowledge. **I understand that any false information or deliberate omission will render invalid my appeal and any decision made by members of the Appeal Panel.**

☐ If you consent to us sharing the outcome of your claim with the Students’ Union please tick this box

**Data Protection**

Personal data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. By signing this form you will be giving the University permission to collect, hold and process additional personal data relating to you for evaluation of your appeal.

Signed………………………………………………………………………………………………..Date…………………………

*If you would prefer your claim to be confidential, please place the form and supporting evidence in a sealed envelope with your name, student ID number, and write ‘****Appeal – for the attention of the Chair only****” on the envelope.*

**Your completed claim along with the evidence must be emailed to*:*** appeals@uwl.ac.uk.You can submit a paper copy (remember to keep a copy) to the Student Administration desks at Paragon House, Brentford Campus or the Heart Space, St Mary’s Road Campus, clearly addressing the envelope with ‘Appeal’.

**SECTION B: EXPLANATORY NOTES**

1. **Scope of the Appeal Process**: The Appeal Regulations provide a single process for students who wish to appeal against outcomes arising from the procedures set out in section 5. of the Appeal Form (Form A). The following circumstances fall outside the scope of the appeal process and are covered by separate regulations, as follows:

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| --- | --- |
| * [Complaints regarding the] provision of academic services described in the University’s - publications including teaching, content of courses, support for learning
* Incorrect or misleading information about services provided by the University
* Provision of other University services described in literature published by the University
* Complaints about the behaviour of other students
* Unacceptable behaviour of University staff
 | Complaints Procedure |
| * Complaints regarding the Admissions process
 | University Secretary |

1. **Grounds for Appeal**

A student may appeal on one or more of the grounds set out in section 6. of the Appeal Form (Form A). The following are unacceptable grounds for appeal and any appeal founded exclusively on one or more of the following grounds shall be rejected automatically:

* appeals against the academic judgement of internal or External Examiners;
* appeals based upon the informal assessment of a student’s work by members of academic staff;
* retrospective reporting of mitigating circumstances that might reasonably have been made known at the proper time;
* marginal failure to attain a higher classification of award;
* 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;
* lack of awareness by a student of the relevant procedure or regulations;
* vexatious or frivolous appeals;
* where no fresh evidence is submitted or there has not been a material change of circumstances since the last decision on the matter.
1. **Timescales for Submitting an Appeal:** 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 University Secretary may exercise discretion to consider and allow a late request where a student demonstrates good reason for delay.

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

1. **Supporting Evidence:** 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 University Secretary may exercise discretion to allow late submission of evidence where a student demonstrates good reason for delay.
2. **Further Information/Advice:** Any enquiries should be addressed to **appeals@uwl.ac.uk**

The Academic Regulations and Appeal Forms can be found at the following link:

[**uwl.ac.uk/policies**](http://www.uwl.ac.uk/policies)

Advice can be sought from the Students’ Union Caseworkers via this link:

[**uwlsu.com/support**](http://www.uwlsu.com/support)