

**ACADEMIC APPEAL FORM:
STAGE 1 (APPEAL TO HEAD OF SCHOOL)**



PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

PLEASE SAVE A COPY OF THIS FORM TO YOUR COMPUTER BEFORE COMPLETING

The completion and submission of this form initiates the formal University academic appeals procedure. Before submitting an appeal you are strongly advised to discuss the matter with your mentor or supervisor or other relevant member of staff in an attempt to resolve the matter informally. If the matter remains unresolved, you may invoke the formal appeals procedure. You may seek advice and guidance in preparing an appeal from the Student Union or from your School/Institute Office.

If you are submitting an appeal you should ensure that you have read and understand the Student Academic Appeal Policy and Procedures. The Procedures are available at: <http://www.hw.ac.uk/registry/appeals.htm>

This form must be completed by all students submitting an academic appeal and must be submitted to the Head of School not later than 10 working days after receipt of the information which forms the basis of the appeal coming to your knowledge.

A student appealing against an award will not be entitled to receive the award until the process of appeal has been concluded or the appeal has been withdrawn.

The appeal form requests specific information to assist the University in the consideration of the appeal, therefore it is essential that all relevant sections are completed, preferably in black type, as fully as possible and all relevant supporting documentation is submitted with the appeal form. Failure to fully complete all sections and/or submit all relevant supporting documentation may result in a delay in the consideration of the appeal or in the appeal being rejected.

PART 1: PERSONAL AND STUDY DETAILS

Name:	
ID number:	
Programme of study:	
Location of study: (e.g. Campus)	
School:	
Year of study:	
Postal address for correspondence on appeal:	
Telephone no:	
HWU email address:	

PART 2: ABOUT YOUR APPEAL

Informal Resolution		
Have you attempted to resolve informally the matter over which you are appealing as recommended in paragraph 4.1 of the Procedures (e.g. discussing the case with your Mentor or Supervisor)?		
Yes	<input type="checkbox"/>	Please provide further information below
No	<input type="checkbox"/>	Please indicate below why you have not attempted to resolve the matter informally

Grounds for Appeal	
You must state your grounds for appeal by ticking the following box(es) where applicable:	
i. There is evidence to suggest that approved regulations and procedures have not been followed, or have not been followed with due care.	<input type="checkbox"/>
ii. There is evidence to suggest that there has been a material lack of clarity on the part of the University which has affected performance.	<input type="checkbox"/>
iii. There is evidence to suggest that bias has been shown in the way that the relevant academic decisions have been made.	<input type="checkbox"/>
iv. My performance was affected by mitigating circumstances that could not be reported at the time for valid reasons and that mitigating circumstances have not been taken into account in making the relevant academic decision (if you choose this option you must be able to show good reason why such circumstances could not have been made known at the appropriate time under the Mitigating Circumstances Policy available at: http://www.hw.ac.uk/students/studies/examinations/mitigating-circumstances.htm)	<input type="checkbox"/>
<p>Please note that you are <u>not</u> permitted to appeal on any other grounds. There are a number of circumstances which are not grounds for appeal as detailed in Section 3.5 of the Student Academic Appeal Policy and Procedures. These include:</p> <ul style="list-style-type: none"> i. Questioning academic judgement of academic staff and Examiners; ii. Lack of awareness or understanding of relevant procedures and/or Regulations; iii. Retrospective reporting of extenuating circumstances that might have been reasonably made known at the time under the Mitigating Circumstances Policy 	

Decision to be Reviewed	
Please indicate which of the following decisions you wish to be reviewed by ticking one of the following boxes:	
i. A decision about transfer or progression.	<input type="checkbox"/>
ii. A decision to award what you believe to be incorrect marks/grades or an incorrect degree classification (an appeal cannot be submitted on a matter of academic judgement).	<input type="checkbox"/>
iii. A decision which means that you are unable to progress or meet requirements for award.	<input type="checkbox"/>
iv. A decision to terminate studies due to academic failure.	<input type="checkbox"/>
v. A decision by the University on mitigating circumstances considered under the Mitigating Circumstances Policy (there are prescribed procedures for students to report mitigating circumstances that they wish to be brought to the attention of a Board of Examiners).	<input type="checkbox"/>
vi. Where there have been procedural, organisational or other material irregularities in the conduct of an examination or assessment, or supervision which may have had an adverse effect on progress.	<input type="checkbox"/>
vii. Other: please state (please refer to the Procedures for guidance).	<input type="checkbox"/>

Case Details (up to a maximum of 500 words)

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. Your reasons will be treated as the definitive statement of your grounds for appeal so you should make sure that you include all information that you wish to be considered.

If your request is being submitted outside the 10 working day deadline then you must also include the reason why it is late.

Specify Supporting Documentation Submitted with Appeal

(e.g. medical or death certificates, counsellor's letter, crime report etc)

All supporting documentation should be submitted in English or with a certified translation.

Use the box below to list the supporting documentation you are submitting as part of your appeal. Please include any such documentation with the appeal. **You will not normally be permitted to submit additional evidence later in the process.** Please note that additional documentation may be requested by the University to assist with the consideration of the appeal.

Outcome of Your Appeal

Please outline below what you would like to happen as a result of a successful appeal (e.g. to be awarded a 2:1, to be permitted to progress, to be allowed a further examination opportunity).

PART 3: STUDENT DECLARATION

I confirm that the information given in this form and any additional documentation which I have provided is true, accurate and correct. I also confirm that I consent to having my personal data processed by such University staff as may be necessary for the purpose of consideration of my academic appeal. (please tick)	
I confirm that I have included all relevant information relating to my appeal including supporting documentation and I understand that the appeal will not be considered without the submission of all relevant supporting documentation. (please tick)	
I confirm that I have read and understand the Student Academic Appeal Policy and Procedures including the circumstances in which an appeal will not be considered by the University. (please tick)	
I confirm that I am aware of the deadline for the submission of an appeal. (please tick)	
Signature of Student (If you are unable to submit an image of your signature, please type your name. The University will consider the receipt of this form electronically, direct from you, as being equivalent to a signature)	
Typed Signature	
Date	

The completed form and all relevant supporting evidence should be submitted to your Head of School.

PLEASE SAVE WITH FILENAME: APPEAL1_Your Family Name, First Name Initial e.g. APPEAL1_Smith, J

Please save the completed form and send an electronic copy to your Head of School via email.