

Regulations Governing Academic Appeals for Students

Academic Appeals Request Form

This form should be submitted to the Faculty Education Manager within 20 working days of notification of the decision giving rise to the appeal

In completing this form please refer to the Regulations Governing Academic Appeals <http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html> and the guidance notes attached to this form.

You are strongly encouraged to seek advice from the SUSU Advice Centre in preparing this documentation. Email advice@susu.org or telephone 023 8059 2085.

Section 1: About you

Student ID no				
Name				
Address for correspondence				
Telephone contact				
Email contact (please use university email address if possible)				
Faculty				
Year of Study				
Programme of study				
Date you first enrolled on your programme of study				
Year of regulations under which appeal is made (Please see attached guidance note)	Current Year	Tick ✓	Regulations in force at date of registration	Tick ✓
If not using current regulations please explain substantial disadvantage (see attached guidance notes)				

Section 2: Your request for appeal – Grounds for Appeal

(See Paragraph 2.1 of Regulations Governing Academic Appeals by Students)

2a) Students may only appeal against a decision made by one of the Relevant Bodies below. Please tick where applicable and record the date of the decision.

RELEVANT BODIES	Tick ✓	Date decision received
Academic Integrity Panel		
Board of Examiners		
Fitness to Practise Panel		
Faculty Programme Committee		
Upgrade Panel / Committee		
Senate		

2b) Students may only appeal against a decision made by one of the Relevant Bodies if they can produce evidence of one or more of the following grounds:

That they possess new evidence not available at the time the Relevant Body made its decision;	-----
That their performance had been adversely affected by illness or by other factors (e.g. family crisis) which, in exceptional circumstances, they were unable or for valid reason unwilling to disclose to the Relevant Body before it made its decision;	-----
That there had been a significant failure in the application of procedures which had affected the decision of the Relevant Body;	-----

<u>They possess new evidence not available at the time the Relevant Body made its decision</u>		Tick ✓
i. State the decision you are appealing against and briefly explain your reasons for making an appeal.		
ii. Title and / or code of module (s) and/or examination (s) concerned.		
iii. Describe the new evidence you are submitting and how it supports your appeal.		
iv. Date (s) on which the new evidence occurred/became available		
v. List documents you are submitting as evidence for your appeal. (Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed. Without consent, the documents cannot be accepted as forming part of the appeal).	Description of Documents	Signature
vi. Please state your preferred outcome(s).		

<p><u>That their performance had been adversely affected by illness or by other factors (e.g. family crisis) which, in exceptional circumstances, they were unable or for valid reason unwilling to disclose to the Relevant Body before it made its decision</u></p>		Tick ✓
<p>i. State the decision you are appealing against and briefly explain your reasons for making an appeal.</p>		
<p>ii. Title and / or code of module(s) and/or examination(s) concerned.</p>		
<p>iii. Describe the illness or other factors which have adversely affected your performance and give reasons why you did not disclose this information earlier to the Relevant Body.</p>		
<p>iv. Date(s) on which the illness or other factors occurred.</p>		
<p>v. List documents you are submitting as evidence for your appeal.</p> <p>(Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed, without consent, the documents cannot be accepted as forming part of the appeal).</p>	<p>Description of Documents</p>	<p>Signature</p>
<p>vi. Please state your preferred outcome (s).</p>		

<u>That there had been a significant failure in the application of procedures which had affected the decision of the Relevant Body</u>		Tick ✓
i. State the decision you are appealing against and briefly explain your reasons for making an appeal.		
ii. Title and / or code of module (s) and/or examination (s) concerned.		
iii. Describe the significant failure in the application of procedures and how this affected you.		
iv. Date (s) on which the significant failure occurred.		
v. List documents you are submitting as evidence for your appeal. (Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed, without consent, the documents cannot be accepted as forming part of the appeal).	Description of Documents	Signature
vi. Please state your preferred outcome (s).		

Section 3: Preliminary Discussions before making an Appeal

Details of preliminary discussions with your Faculty <i>(See Paragraph 3 of Regulations Governing Academic Appeals by Students)</i>			
I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary.			
Student signature:		Date:	

The Appeals Request Form should be submitted to the Faculty Education Manager of the Faculty in which you are enrolled **within 20 working days** of notification of the decision of the Relevant Body; or **within 5 workings days** of the publication of the results of supplementary examinations (these generally occur in July, August or September).

Please note: New information cannot be submitted at a later date, unless it was not known to you at the time of submitting this appeal. Please make sure you attach all relevant documents to this form.

The Faculty should complete the following box and forward copies of the form to the Head of Academic Appeals and Student Complaints, Vice-Chancellors Office.

Form Received by	
Date	

Guidance notes

Completion of the Appeals Request Form

Section 1: About you

- **Student ID** – enter your University ID number which can be found on your ID card
- **Name** – enter your full name
- **Address for correspondence** – Address you wish to be contacted at
- **Telephone contact** – enter all telephone numbers we may use to contact you e.g. Home, mobile/cell
- **Email contact** – Ideally this will be your university email address
- **Faculty** – enter the name of the Faculty you are enrolled to study in
- **Year of study** – enter the year you are currently in e.g. 1st, 2nd
- **Programme of study** – enter the title of the course you are studying
- **Date you first enrolled on your programme of study** – enter the month and year e.g. October 2007 in which you started your course
- **Year of regulations under which appeal is made** – Please tick to confirm if you are using the current appeal regulations, or those in force at the time you first registered. As explained in the Student Handbook, each year the University reviews and improves its regulations in order to provide clear robust procedures which are student centred with the intention that all appeals will be processed according to the regulations which have been approved for the current year. You may apply to use the Appeal Regulations in force when you first registered for your programme only if you can demonstrate that you will be substantially disadvantaged by having to use the current Appeal Regulations.
- **If not using current regulations please explain substantial disadvantage** – If you are using the current regulations then leave this box blank. If you are using the regulations in force at the time you registered, you must explain here why you believe you would be substantially disadvantaged by using the current regulations

Section 2: Your request for appeal – Grounds for Appeal

- 2a)** Please indicate in the table provided exactly which Relevant Body made the decision against which you wish to appeal. You should have received written confirmation of this decision and you will need to indicate the date on which you received this.
- 2b)** Please indicate in the table provided exactly which of the 3 grounds you are using to make your appeal (you may indicate more than one of the grounds if several apply)

In the next pages you must give more detail about the ground(s) you are appealing on

If you are appealing on the grounds that:

- **You possess new evidence not available at the time the Relevant Body made its decision - complete page 3**
- **Your performance had been adversely affected by illness or by other factors (e.g. family crisis) which, in exceptional circumstances, you were unable or for valid reason unwilling to disclose to the Relevant Body before it made its decision - complete page 4**
- **There had been a significant failure in the application of procedures which had affected the decision of the Relevant Body - complete page 5**

Place a tick in the top right hand corner of the relevant page(s) and respond to all 6 points on that page.

- i. Enter details of the decision which was made (e.g. termination of registration) and give reasons why you are making this appeal now.

- ii. Enter the type (e.g. Upgrade from MPhil to PhD) title (e.g. Research Methods) and / or module code (e.g. BIOL 2016) associated with the assessment which has been affected
- iii. Enter more information here about the grounds for your appeal. Describe in detail :
- **The new evidence not available at the time the Relevant Body made its decision.** Explain how this evidence supports your appeal and how it directly affected the assessment of your academic work referred to in point ii above. Examples of evidence may include emails, written feedback from lecturers/supervisors, dyslexia or disability assessments, documents received from the Faculty etc. Ensure that you give details of all evidence here as further evidence cannot be submitted at a later date, unless it was not known to you at the time of submitting your appeal.
- or
- **The illness or other factors that adversely affected your performance** in the academic work referred to in point ii above. Give valid reasons why you were unable or unwilling to make your Faculty aware of these factors through the Special Considerations process. Ensure that you give details of any evidence you are providing to support your appeal. Examples of evidence may include – doctor's certificate / medical evidence, support from disability / mentor / counselling service, relevant emails, dyslexia or disability assessments, documentation of family crisis etc. New information cannot be submitted at a later date, unless it was not known to you at the time of submitting this appeal.
- or
- **The significant failure in the application of procedures** and how this directly affected the assessment of the academic work you detailed in point ii above. New information cannot be submitted at a later date, unless it was not known to you at the time of submitting this appeal
- iv. Enter the date(s) or timeframe within which the new evidence/illness or other factors/significant failure occurred.
- v. List evidence in table and sign next to each document which you are submitting, so that the Academic Appeals Panel may view this information. All documentation must be in English or accompanied by attested translations. It is your responsibility to commission and supply all documentary evidence. The Academic Appeals Panel cannot give full weight to any circumstances cited in this appeal that are not accompanied by independent written verification.
- vi. State clearly your preferred outcome(s) in relation to your appeal – if there is more than one please lists them clearly.

Section 3: Details of preliminary discussion with you faculty

Enter the following information in to this section:

- Details of who you have contacted in the Faculty with respect to your appeal
- The dates on which this occurred
- The result of these discussions.

The Faculty should provide you with a brief written summary of what was discussed at the meeting. You should keep a written record of discussions, as evidence of the preliminary meeting will be required prior to any subsequent formal appeal process

Please sign the form to declare that the information you have given is true to the best of your knowledge and that you are willing to answer further questions relating to it if necessary.