



ACADEMIC APPEAL FORM

Appeals may only be made against a final decision of an academic body and must be submitted within **30 working days** of notification of that decision. The appeals process is open to all students of the University of Nottingham, who are currently a fully registered student of the university or were previously fully registered as a student of the university.

Before submitting an appeal please read carefully the University's Academic [Appeals Code of Practice](#), [Procedure](#) and [guidance](#) documents which can be found on the University's webpages. The [Students' Union Education Advisers](#) are available for help and advice.

- Complete all sections of the form.
- Remain within the word count (1200 words) and limit your submission to the facts of the case. You may attach supplementary documentation to support your appeal.
- If your submission is unclear, you will be asked to resubmit the form in a manner that enables proper consideration of the appeal to take place.
- **Important Note:** Students cannot use the Extenuating Circumstances or Academic Appeals Policies, to request an outcome that would change a penalty for academic misconduct imposed by a School/Department or an Academic Misconduct Committee. Any assessment which has a finding of academic misconduct will be discounted from the Appeal being considered.

Title:	Forename(s):
Family name / Surname:	
Student ID Number:	
Contact telephone number(s):	
Email Address (<i>please include your University email address as well as any personal email address, all correspondence will be by email, unless otherwise instructed</i>):	
Undergraduate/Postgraduate:	Year of study:
Home Department/School:	Programme of Study:
Student Route visa holder? (Y/N):	Personal Tutor:

If any contact details change during the course of the appeal, you must inform the Investigations and Resolution Team by email academic-appeals@nottingham.ac.uk

Timeframe for the Submission of an Appeal

The appeal form must be signed and dated and returned no later than **30 working days** after receiving notification of the decision against which you are appealing.

As per the [Academic Appeals Code of Practice](#) appeals submitted outside the timescales prescribed in the procedure will only be considered in the most exceptional circumstances and where there is good reason, supported by evidence, for the late submission.

I am submitting this appeal within the 30 working days - please **proceed straight to Section 1 of this form.**

I am submitting this appeal outside of the 30 working days - **please complete the below:**

Reason as to why this appeal is submitted outside of the 30 working days period:	List the evidence you are supplying as to provide reason for not being able to submit within the 30 working days:

Late submission of appeals: If the above is not completed and/or there is no supporting evidence, your appeal may not be accepted for consideration.

Section 1 – The Right to Appeal – this is the decision/ outcome which you are appealing.

Remember that you may only appeal a final decision of an academic body charged with making decisions on assessment, progression, and awards. You are not able to appeal a provisional outcome. Please refer to the [Academic Appeals Code of Practice](#) for guidance and information on the ‘right’ to appeal:

1.a Notification of the decision:

When did you receive notification of this decision:	DATE:
I have included a copy of the letter/ email that confirms this decision:	YES <input type="checkbox"/> NO <input type="checkbox"/>
If ‘No’ please explain why you do not have a copy to supply:	
If your notification outcome is not submitted alongside your appeal form, (or an adequate reason as to why you are not able to provide a copy is not provided), your appeal may not be accepted for consideration.	
Acceptable ‘notifications’ include: <ul style="list-style-type: none"> An Outcome Letter from a Board of Examiners confirming a course termination decision or confirmation that you need to undertake reassessment prior to being able to progress to the next stage of your studies. 	

- An Outcome Letter from an Extenuating Circumstance (EC) panel which advises you on the outcome of an EC claim
- A Blue Castle screen shot may be accepted for those outcomes that do not receive a formal letter, such as a classification decision.

1.b – Which ‘Right’ are you appealing under:

<input type="checkbox"/>	<p>The conditions imposed and/or the requirement to take reassessment(s) to progress to the next stage of a taught course/phase of research study.</p> <ul style="list-style-type: none"> • You must have received a decision that has recommended you undertake reassessment, to tick this box.
<input type="checkbox"/>	<p>A decision to terminate a student’s current programme of study.</p> <ul style="list-style-type: none"> • This includes students whose programme of study is terminated but who are offered a transfer to another taught course or research degree.
<input type="checkbox"/>	<p>A classification decision.</p> <ul style="list-style-type: none"> • In addition to appeals against the class of Honours degree awarded, this also includes appeals against the classification of postgraduate awards and of other undergraduate awards. For impact on future classification decisions, please refer to the Academic Appeals Policy, section 4. • A classification decision does NOT mean the mark awarded for an individual assessment.
<input type="checkbox"/>	<p>A decision not to award the qualification for which a student is registered.</p> <ul style="list-style-type: none"> • This relates to decisions made at the end of a student's taught course or research degree; and includes appeals against decisions not to award any qualification or to award a lower qualification.
<input type="checkbox"/>	<p>A decision of a University Fitness to Practise Committee or Practice Assessment Panel.</p> <ul style="list-style-type: none"> • This is relevant to students on professional courses who have been the subject of Fitness to Practise procedures.
<input type="checkbox"/>	<p>The outcome of an Extenuating Circumstances Claim.</p> <ul style="list-style-type: none"> • You must have received an outcome, in writing, from an EC panel, to select this option. • You must supply a copy of the EC form and the outcome when submitting your appeal form. <p>If your EC form and outcome is not submitted alongside your appeal form, your appeal may not be accepted for consideration.</p> <p><input type="checkbox"/> I have supplied a copy of the EC form and outcome.</p> <p>What was the date of this EC outcome: <input style="width: 100px; height: 20px;" type="text"/></p>

Section 2 - Grounds for appeal- these are the reasons why you are appealing the decision

Please refer to the [Academic Appeals Code of Practice](#) for guidance and information on the ‘**grounds**’ for appeal:

Please note: Challenges to academic judgement do not provide grounds for appeal. To establish grounds to appeal, you must be able to demonstrate that one (or more) of the following circumstances apply.

Experiences with which you are dissatisfied but which do not fit the grounds listed below should not be pursued under the academic appeals procedure.

<input type="checkbox"/>	<p>Procedural irregularity:</p> <ul style="list-style-type: none"> • That parts of the documented assessment procedure were not applied correctly, and this disadvantaged the student significantly enough to have materially affected the decision made, rendering it unsound. • You must state the name of the documented assessment procedure and where it is published • Please state this below: <p><i>ADD TEXT HERE</i></p>
<input type="checkbox"/>	<p>Prejudice or bias:</p> <ul style="list-style-type: none"> • That prejudice or bias on the part of one or more of the Examiners took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias. • You must provide detail and/or evidence as to why you believe the above applies to the decision you are appealing against in the case in the 'Student Summary' box in Section 3.
<input type="checkbox"/>	<p>Manifestly unreasonable:</p> <ul style="list-style-type: none"> • That the decision-making body took a decision which no reasonable person would find comprehensible. • You must provide substantive argument as to why this in the case in the 'Student Summary' box in Section 3.

<p>The following ground is usually only applicable if you have not already submitted an Extenuating Circumstances claim.</p>	
<input type="checkbox"/>	<p>Performance in assessment was affected by extenuating circumstances:</p> <ul style="list-style-type: none"> • Performance was materially affected by circumstances and there is new evidence of these circumstances which was not, and could not have been, made available to the Board of Examiners at the time of its original decision. Any matters which could have been raised before the meeting of the Board, but, without good reason, were not raised, will not be considered in the event of an Appeal
<ul style="list-style-type: none"> • Please provide a brief explanation as to why the evidence of the circumstances could not have been made available to the Board of Examiners (i.e., your School) prior to the decision that has now been taken on your studies: <p><i>ADD TEXT HERE</i></p> <p><i>If this section is left blank, your appeal may not be accepted for consideration.</i></p>	

Section 3 – Student’s summary

This section is critical. Please ensure you include **all** relevant information and evidence in your submission.

- Please summarise your reason(s) for appealing.
- Do not exceed **1200** words. Appeals exceeding this word limit will be rejected.
- The information will be used to make an initial consideration of your appeal.

In your summary you should include:

- A concise explanation of the circumstances in chronological order, including the key points to support the ground (or grounds) you believe apply. Please note that your Appeal will be considered, in the first instance, by someone with no knowledge of your circumstances. Your Appeal may not be considered if your account is unclear and/or you may be asked to revise and resubmit your appeal.

In accordance with General Data Protection Regulations 2018, you should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please do not include other people’s data if it is not relevant. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish, they can contact the University to object to that data being held.

Please add your summary here:

Section 4 - Desired outcome

Please note, it may not be possible to achieve the outcome you seek if it is not permissible under University Regulations or if the remedy sought is beyond the power of the University to deliver.

The University cannot increase the marks you were awarded for a piece of work (other than by removing a late submission penalty if appropriate).

Should your appeal request a degree ‘uplift’ or a ‘change of marks,’ your appeal may not be accepted for consideration

If your form requests an outcome that is beyond what the University can reasonably provide or what is in its power to provide, you will be notified of this and provided with an opportunity to revise the requested outcome. If a revision does not occur, your appeal may be closed without consideration.

4.a: Select your Desired Outcome:

Please tick below to advise on the outcome/s you are looking for.

All outcomes below are those outcomes that are available under the [Extenuating Circumstances Procedure](#) and the [Academic Regulations available under the University's Quality Manual](#)

<input type="checkbox"/>	<p>I have submitted an extenuating circumstance which requested an extension to the submission date of my coursework, but this has been declined (rejected) by an EC panel (<i>you must include a copy of the EC Outcome as to be able to select this option</i>). I am dissatisfied with this outcome and am requesting a review of the EC panel's decision within one month of the date upon which I received the notification of the rejected EC claim.</p> <ul style="list-style-type: none"> • Provide further details/ list the assessment/s: <i>Add text here</i>
<input type="checkbox"/>	<p>I would like another attempt at the assessment/s.</p> <ul style="list-style-type: none"> • Provide further details/ list the assessment/s: <i>Add text here</i>
<input type="checkbox"/>	<p>I would like my resit mark/s to count as my first sit mark/s.</p> <ul style="list-style-type: none"> • Provide further details/ list the assessment/s: <i>Add text here</i>
<input type="checkbox"/>	<p>I would like to resit the whole academic year.</p>
<input type="checkbox"/>	<p>I would like to request that an element of an assessment is disregarded, and the module mark recomputed based on completed components (note the disregarded assessment must be worth 50% or less of the overall module mark).</p> <ul style="list-style-type: none"> • Provide further details/ list the assessment/s: <i>Add text here</i>
<input type="checkbox"/>	<p>FOR FINAL YEAR STUDENTS ONLY: (regulation 26b, EC application) When a student has approved experienced circumstances affecting their ability to study/take assessments in their final year of study, a request can be made to allow modules attracting no more than 20 credits, taken in the final year/stage of studies, to be excluded from the calculation of the final average (<i>subject to meeting all additional conditions for application of this outcome under the UG Regulations</i>)</p> <ul style="list-style-type: none"> • Provide further details as to why you believe your circumstances meet with the above clause and attached supporting evidence and list the assessment/s: <i>Add text here</i>
<input type="checkbox"/>	<p>FOR FINAL YEAR STUDENTS ONLY: (regulation 26b, EC application) When a student has approved experienced circumstances affecting their ability to study/take assessments in their final year of study, Examination Boards may recommend that a case be made to QSC to revisit performance in earlier years for the purposes of recommending a degree classification outside regulations. This recommendation should only be used in exceptional circumstances for cases where there is no prospect of the student undertaking first attempts within a reasonable period of time, for example, in the case of chronic or terminal illness of the student or the dependent of a student.</p> <ul style="list-style-type: none"> • Provide details as to why you believe your circumstances meet with the above clause and attach appropriate supporting evidence: <i>Add text into here</i>

□	<p>OTHER: Please list below any other outcome that you believe may be reasonable in the circumstances. This cannot be an increase to the marks you were awarded for a piece of work or something which is not permissible under University Regulations. <i>Add text into here</i></p>
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Section 5 - Supporting documentation

If evidence is not supplied to substantiate the matters raised by you, your appeal may not be accepted for consideration.

Any evidence relevant to the appeal must be submitted at the same time as the form and clearly referenced and labelled. All documentation should be in English, and the translation of any documents should be done by an accredited translator.

<p>List the evidence you are enclosing:</p>

Section 6 – Signature

I confirm that this my full account of the matters I wish to raise as part of an academic appeal. I understand that new arguments or criteria known to me now but not included in this appeal will not be considered as part of a review request or revised appeal.

In submitting this form, I give my consent for this information to be disclosed to relevant University staff responsible for the investigation and consideration of my appeal. I understand that the form and associated documentation and correspondence will be kept on my University record.

Signature	
Date	

The appeal form must be signed and dated and returned no later than 30 working days after receiving notification of the decision against which you are appealing.

Please return this form to:
academic-appeals@nottingham.ac.uk

It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.