UNIVERSITY OF EXETER

**ACADEMIC APPEAL – UNSATISFACTORY PROGRESS**

Before completing this form, students of the University and those on programmes validated by the University should ensure that they consult the University's procedures relating to student academic appeals (<http://www.admin.exeter.ac.uk/calendar/live/ugfaculty/appeals.htm>).

The completed form should be sent to the Student Cases Office ([studentcases@exeter.ac.uk](mailto:studentcases@exeter.ac.uk)), Compliance, Governance and Risk, The University of Exeter, Lafrowda House, St German’s Road, Exeter, EX4 6TL.

Please complete this form clearly. To assist completion, an electronic version is available on the following web site: <http://www.admin.ex.ac.uk/academic/tls/tqa/appealfm.rtf> .

The University encourages you to seek help and advice with your appeal from the Student Guild Advice Unit see <http://www.exeterguild.org/support/advice/> or for students based at the Penryn Campus the FXU Advice Service <http://fxu.org.uk/content/746643>

**Please note the time constraints stipulated in the appeal procedure.**

***ABOUT YOU***

|  |  |
| --- | --- |
| Name (in full) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID no: |  | Year of programme (1st, 2nd, etc) |  |

|  |  |
| --- | --- |
| College/Institution |  |

|  |  |
| --- | --- |
| Programme of study |  |

|  |  |
| --- | --- |
| Your contact address |  |

|  |  |
| --- | --- |
| Telephone no. |  |

|  |  |
| --- | --- |
| E-mail address |  |

***ABOUT YOUR APPEAL***

Indicate with a tick in the relevant box(es) the ground(s) of appeal (see para 9.2 of the procedure):

|  |  |
| --- | --- |
| \*a) you submit further material circumstances which could not reasonably have been expected to have been submitted for consideration by the College at an earlier stage |  |
| b) Evidence of procedural irregularities |  |
| c) Evidence of bias |  |
| d) Decision reached is one that no reasonable body (properly directing itself and taking into account all relevant factors) could have arrived at |  |

*Continued overleaf*

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| *\*If you have ticked a) i.e. Material circumstances not presented to the College earlier you must explain* ***why*** *the material was not submitted earlier* |
|  |

|  |
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| *Describe here why you believe you have grounds for appeal, providing specific evidence with reference to a) b) or c) and d) as ticked* |
|  |

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| --- |
| *List here any documents that you are attaching to support your appeal and explain their significance to the appeal* |
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| --- | --- | --- | --- |
| Signed |  | Date |  |

July 2019