UNIVERSITY OF EXETER

SUBMISSION OF FORMAL ACADEMIC APPEAL

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.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/>).

Please complete this form clearly.

Under the formal stage academic appeal process, the completed form, with any relevant attachments, should be submitted to the appropriate Pro Vice Chancellor(s) of College or College Manager via the relevant contact emails which can be found [here](https://www.exeter.ac.uk/students/administration/complaintsandappeals/academicappeals/).

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 number: |  | 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 area(s) under which your appeal is being entered (see para 2.1 of the procedure):

|  |  |  |
| --- | --- | --- |
| 2.1.1 | A formal assessment result |  |
| 2.1.2 | A degree classification |  |
| 2.1.3 | A decision consequential to an academic failure |  |
| 2.1.4 | A decision relating to postgraduate registration status |  |
| 2.1.5 | The decision reached is one which no reasonable body, properly directing itself, could have arrived at (for Mitigation Appeals) |  |

Indicate with a tick in the relevant box(es) the ground(s) of appeal (see para 3.1 of the procedure):

|  |  |  |
| --- | --- | --- |
| 3.1.a\* | Material circumstances affecting your performance of which the Board of Examiners or Faculty Board had not been aware before reaching its decision (only if reasonable grounds can be presented by you why such circumstances had not been presented to the Board in advance of its meeting) |  |
| 3.1.b | Procedural irregularities in the formal conduct of an assessment or in reaching another academic decision |  |
| 3.1.c | Evidence of prejudice or bias on the part of one or more examiners |  |

*Continue overleaf*

|  |
| --- |
| *\*If you have ticked a) i.e. Material circumstances not presented in advance of the Board making its decision, you must explain* ***why*** *this was the case* |
|  |

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| *Describe here why you believe you have grounds for appeal, providing specific evidence with reference to a) b) or c) 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.* ***Please note that it is your responsibility to provide any evidence that you feel is relevant to your appeal, the University will not seek evidence on your behalf.*** |
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|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

July 2015