UNIVERSITY OF EXETER

SUBMISSION OF REQUEST FOR REVIEW OF AN 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/>).

If your appeal has not been resolved at the formal stage and you wish to request a review, you should complete this form. The completed form with any relevant attachments (including a copy of your formal stage appeal and outcome) 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 note the time constraints stipulated in the appeal procedure.

**This form must be submitted within 10 working days of the date of the Formal Appeal outcome letter**

Please complete this form clearly.

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>

***ABOUT YOU***

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

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

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| --- | --- |
| 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 |  |

Indicate with a tick in the relevant box(es) the ground(s) of appeal (see para 7.1 of the procedure):

|  |  |  |
| --- | --- | --- |
| 7.1.a\* | Material circumstances which could not reasonably have been expected to have been  submitted for consideration during the Formal Appeal process |  |
| 7.1.b | Evidence of procedural irregularities during Formal Appeal process |  |
| 7.1.c | Evidence of bias during Formal Appeal process |  |
| 7.1.d | Decision reached during Formal Appeal Stage 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 which could not reasonably have been expected to have been submitted for consideration during the Formal Appeal process you must explain* ***why*** *this information was not provided at the Formal Appeal Stage* ***and*** *provide independent, verifiable evidence (eg medical evidence)* |
|  |

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| *Describe here why you believe you have grounds for appeal, providing specific evidence with reference to a) b) or c) & d) as ticked*  *Please include module codes as relevant* |
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| *Please indicate what remedy you are seeking from you appeal* |
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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 |  |

September 2018