Academic Appeal Form

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# Purpose and Scope

This form is used to submit an Academic Appeal only.

An Academic Appeal is considered in accordance with the [Academic Appeals Policy and Procedures](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-appeals-policy-and-procedures/). You are strongly advised to read this policy and procedure before submitting an appeal. This is to ensure that you are in the best position to understand the process, what is (or is not) a valid reason for an appeal, the evidence/information required, deadlines and available outcomes.

If you require any support or assistance with the appeal process, please contact Student Support and Development.

An Academic Appeal can be submitted concerning a decision of the Progression and Award Board regarding:

1. Student progress
2. Assessment and/or
3. An award or
4. Any grounds listed in Grounds for Appeal.

There are five grounds for an Academic Appeal to be considered, which in summary relate to:

1. Extenuating circumstances not previously known by the academic body, which could not be presented earlier;
2. Procedural irregularity; and/or
3. Evidence of bias.

A different appeal form should be used if you are not appealing a Progression and Award Board decision.

# Instructions

Submit this form, fully completed and accompanied by supporting evidence, to the Student Regulatory Resolution Office (SRRO) via [appeals@nu](mailto:appeals@nchlondon.ac.uk)[london.ac.uk](mailto:appeals@nulondon.ac.uk) within 14 calendar days of the date of the publication of the applicable decision of the Progression and Award Board.

# Section 1: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID Number: |  | | |
| First Name: |  | Surname: |  |
| NU London Email Address: |  | | |
| Programme: |  | Level of Study: |  |
| Are you an international student on a student visa sponsored by the University? | Yes/No |  |  |

# Section 2: What is Being Appealed?

| **Please tick the relevant box and provide the information requested.** | | |
| --- | --- | --- |
| ☐ | Appeal against an assessment |  |
| ☐ | Appeal against a Progression decision  (progress to the next level/stage, repeat/retrieve a stage or withdraw | |
| ☐ | Appeal against final award or classification | |

Section 2(a): Does your appeal relate to a specific assessment and/or course? If so, please state which:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Course Name | Course Code | Assessment |
| 1 |  |  |  |
| 2 |  |  |  |

# Section 3: Grounds for Appeal

| **On which grounds are you appealing (choose one or more of the following):** | |
| --- | --- |
| ☐ | 1. New, relevant, written extenuating circumstances are presented (see the Extenuating Circumstances Policy), supported by appropriate evidence, that for good reason were not originally made available to the EC Panel, and therefore were not considered at the time of the decision of the Progression and Award Board. |
| ☐ | 1. Marking and/or moderation processes were not conducted in accordance with current approved policies and procedures, or other irregularity concerned with the assessment process. |
| ☐ | 1. There has been a material and significant error in the recording and/or processing of assessments/results. |
| ☐ | 1. There has been a procedural error in the calculation of the award/progression decision. |
| ☐ | 1. There is evidence of bias. |
| *Write a statement to support your grounds for appeal.*  *Clearly confirm any specific assessments/courses being referred to in your statement.* | |

# Section 4: Evidence

| **Please list all the supporting evidence you have included with your appeal.**  **Please ensure you provide all the evidence you wish to be considered in support of your appeal.** |
| --- |
|  |

# Outcome

|  |
| --- |
| **Should your appeal be successful, how would you like this matter to be resolved?**  *Please note, your preferred remedy may not always be possible but will be taken into account.* |
|  |

# Section 5: Certification of Form

| **By signing below, you confirm that you agree with the above statements and give your consent for the information provided to be used as detailed above.** |
| --- |
| 1. Confidentiality   In accordance with the [General Data Protection Regulations 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted) we require your consent to:   * Hold elements of the information you have provided on an electronic database. * Disclose the information to authorised members of the University staff for purposes connected with the investigation of your case.  1. False claims   Submission of false or fraudulent documentation is an offence, which will be dealt with under the [Disciplinary Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/disciplinary-procedure-for-students/). The University reserves the right to check on the validity of the document(s) submitted by contacting any relevant third parties directly.  9. Confirmation  By submitting this appeal. you are confirming that you have read and understood the Academic Appeal Policy and Procedures. |
| Name: |
| Signature: |
| Date: |

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Academic Appeal Form**  **Approved by: Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ Academic Policies and Procedures** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review** |
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|  | | | | |
| Referenced documents | [Academic Appeals Policy and Procedures](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-appeals-policy-and-procedures/); [Disciplinary Procedure for Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/disciplinary-procedure-for-students/); [Extenuating Circumstances Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/). | | | |
| External Reference Point(s) | [Data Protection Act 2018](https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted). | | | |