

ACADEMIC APPEAL FORM

(Review Stage)

You should complete this form if you have been notified of the outcome of your Formal Stage Academic Appeal and are still not satisfied. If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Student Complaints Procedure available on the College website.

Before completing this form, it may help to seek advice about your concerns. Support and advice is available from a number of sources – try speaking to your tutor, your course leader and student support.

If you have any concerns or queries about filling in any part of the form, the people mentioned above will be pleased to discuss these with you.

SECTION A – YOUR PERSONAL DETAILS

Full Name			
Student ID			
Preferred address for postal correspondence			
		Post Code	
Telephone number			
Your College email address			

NOTE: Acknowledgement of receipt of your form and any progress updates will be sent to your College email address, and copied to the address provided above.

If the contact details above are different to those held by the College please update your contact details as soon as possible..

SECTION B – YOUR COURSE DETAILS

UKMC Location	
Course title	
Level/Year of study	
Full-time or Part-time	

SECTION C – YOUR FORMAL STAGE APPEAL

When did you submit your formal stage appeal?

What was the outcome of your formal stage appeal?

When were you informed about the outcome of your formal stage appeal?

SECTION D – YOUR REVIEW STAGE APPEAL

D1: What academic result/decision do you want to appeal at review stage? *(tick all that apply)*

- A module result (or component thereof)
- Required withdrawal from your course
- A verdict of, or penalty applied in respect of, academic misconduct
- A refusal to permit an extension or deferral in accordance with the Extenuating Circumstances Policy

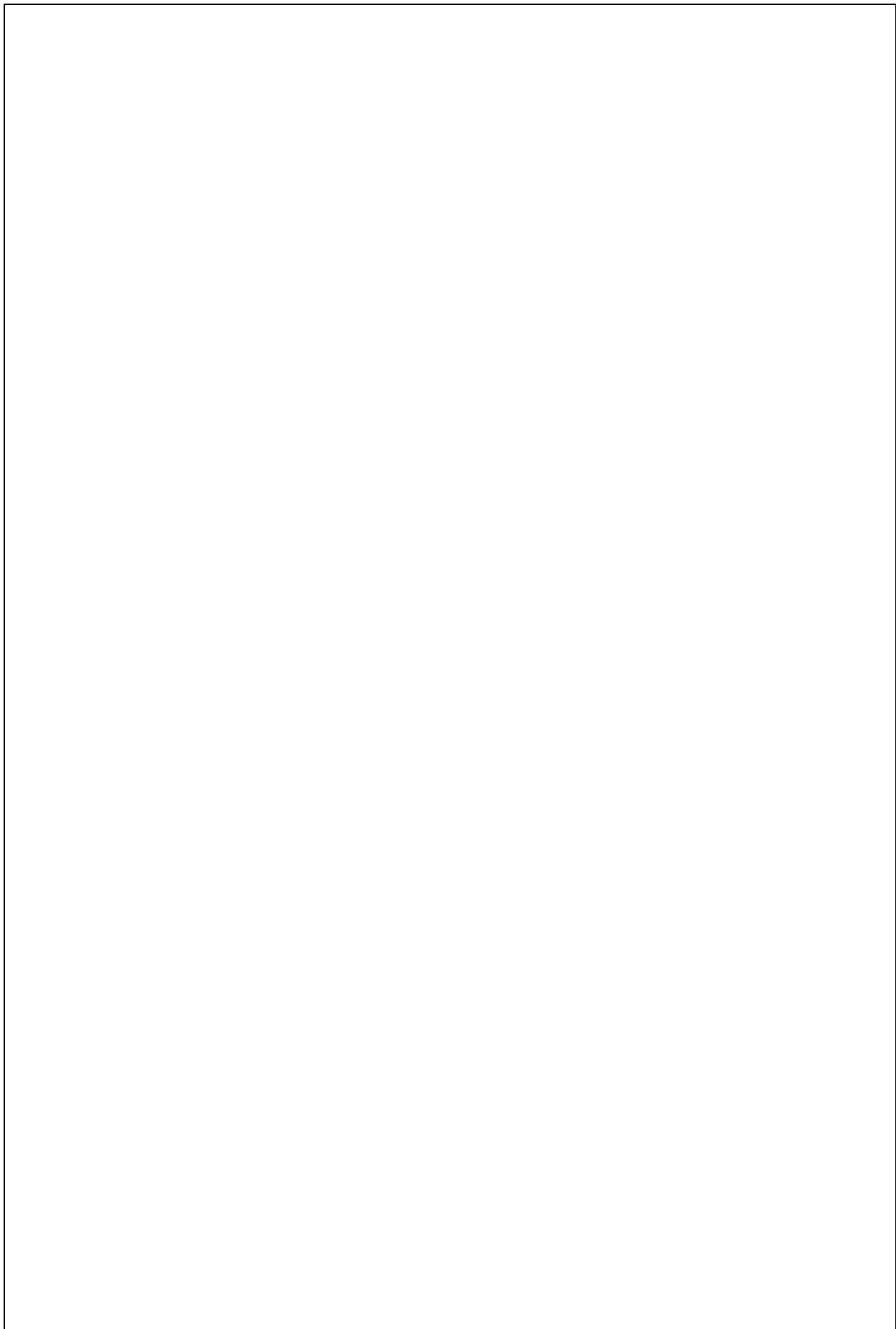
Please provide brief details of the academic result(s) or decision being appealed

Empty text area for providing details of the appeal.

D2: What are the grounds for your review stage appeal? *(tick all that apply and provide details below)*

<input type="checkbox"/>	You have new information to put forward that, for good reason, could not have been provided earlier in the process
<input type="checkbox"/>	There was procedural irregularity in the conduct of the formal stage
<input type="checkbox"/>	There was prejudice and/or bias, or the appearance of prejudice and/or bias, in the conduct of the formal stage
<input type="checkbox"/>	Evidence put forward at the formal stage was not fully and properly considered meaning the outcome was not reasonable in all the circumstances

Please explain the reason for your review stage appeal *(continue overleaf if necessary)*



D4: How would you like your appeal to be resolved?

SECTION E – SUPPORTING EVIDENCE

Please list below the evidence you are attaching to support your appeal

NOTE: *Your appeal will be considered on paper evidence only so ensure you submit all evidence and supporting documentation relevant to your appeal.*

SECTION F – DECLARATION

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal.

Signed	
Date	

Where to submit your review stage appeal

Once completed, this form and your supporting evidence should be submitted to the Student Academic Office (SAO)

Email: [sao@](mailto:sao@ukmc.ac.uk)

For more information about academic appeals and how your appeal will be processed, please see the Academic Appeals Procedure and associated guide on the College website.