

## Academic / Academic Misconduct Appeal Form

To be used by Undergraduate and Postgraduate Students on all HE programmes.

Before completing the form then please read the Procedure for Higher Education Academic Appeals that can be found on the college website.

Your appeal **MUST** be supported by all of the relevant evidence

Students are reminded that they cannot appeal against academic judgement (e.g. the award of an individual mark – See Appeal regulation 2.1).

Forms that are not completed fully will be returned for completion. The form must be legible and have ALL relevant evidence attached.

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Name (in full)			
Student ID number:		Year of programme (1st, 2nd, etc)	
Programme of study			
Your contact address			
Telephone no.			
E-mail address			

**Most contact with you will be by email and the outcome of your case will be communicated by email and so the address given should be one that you access frequently**



Provide a concise summary of:

- The decision/ outcome you are appealing against
- Your reasons for appealing
- The evidence which supports your case

Continue on additional sheets if necessary, and securely attach all supporting documentation. Please note that, other than in exceptional circumstances, this statement and supporting evidence will be copied to the curriculum area/Examiners concerned to enable them to respond.

ALL relevant evidence must be provided

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

Outline the contact you have had with your curriculum team on this issue, and with whom. What was the outcome of those discussions?

Please give a brief outline of your desired outcome of this appeal, for example: repeat of final year.

**Signature of Student** \_\_\_\_\_

**Date**      \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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You must now take a copy of this form and then send (or deliver personally) the original to the Director of Quality and Standards **no later than 10 working days** after receiving the decision against which you are appealing. The issues raised will then be investigated and a decision made on whether or not there are grounds for appeal.