1. **PERSONAL DETAILS**

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| **Full Name** |  |
| **Student ID No.** |  |
| **University email Address** |  |
| **Programme of Study** |  |
| **Year of Study** |  |
| **International Student?** | Select Y or N |

1. **COMPLETING THIS FORM**

Prior to completing this form, you should ensure that you have read the [Academic Appeals Procedure](https://www.sgul.ac.uk/for-students/your-academic-life/student-conduct-and-compliance/student-procedures/academic-appeal-procedure). You may wish to obtain advice from the Students’ Union (presidentwelfare@su.sgul.ac.uk/lteija@sgul.ac.uk).

Please complete all sections, and provide documentary evidence to support your application. Failure to do so will likely result in your appeal being delayed or dismissed.

Please note that the University will not consider an academic appeal:

* Where it is against the **academic judgement** of a Board of Examiners or its members where this has been properly exercised in accordance with its constitution and established procedures;
	+ Academic judgement is the judgement made by a member of staff about a student’s performance in any assessment task (including coursework, essays, assignments, written examinations, reports, OSCEs, vivas and clinical attachments). The judgement derives its authority from the disciplinary, clinical and pedagogic expertise of the staff member exercising that judgement. Academic judgement also encompasses the collective decision of boards of examiners in relation to student progression and achievement.
* Where the substance of the appeal can be shown to relate to **a matter that has already been the subject of an academic appeal** by that student that is in progress or has been decided;
* Where the substantive matter of the appeal has already been, or is currently, the subject of **legal proceedings** in a court or tribunal unless those proceedings have been put on hold;
* Where the evidence put forward to support the appeal can be shown to have been **dishonestly acquired or is itself dishonest** and/or can be shown to be vexatious (the appeal can be shown to be malicious, or represent a way of harassing the university by consuming the time and resources of its staff or a way of harassing members of staff or other students), the appeal will be dismissed and the evidence submitted to either the Student Disciplinary Procedure, or the Procedure for Consideration of Fitness to Study or Practise.
* Where the **marks** or grades in question are **provisional** and have not yet been ratified by a Board of Examiners.
1. **DECISION BEING APPEALED**

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| **Please clearly state the decision you would like to appeal:** You should include in this section details of the relevant module and assessment against which you would like to appeal, the date on which the assessment took place, and the academic year in which the assessment took place. |
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| **Date of notification of decision:** |
| This should be the date that you were notified of the ratified outcome of the Board of Examiners. *Your academic appeal should be submitted no later than 10 working days after the date of notification of the decision.*  |
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1. **GROUNDS FOR APPEAL**

An academic appeal may be submitted on one or more of the following grounds as set out in section 6.1 of the Academic Appeals Procedure. If you believe multiple grounds may apply, please do not submit multiple appeals for each decision you are appealing.

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| **An academic appeal may be made on one or more of the following grounds. Please indicate which grounds are relevant to your appeal – it may be that more than one ground applies.** |
| 6.1.1 | that staff/bodies have failed to follow regulations/procedures or have failed to follow them with due care |  |
| 6.1.2 | that staff/bodies have shown bias or prejudice towards the student in the way they have made the relevant academic decision |  |
| 6.1.3a | that the student's performance was affected by Extenuating Circumstances (ECs) that they could not report at the time for valid reasons |  |
| 6.1.3b | that the student’s performance was affected by ECs that were reported at the time and relevant new evidence has since become available which has not been considered in making the relevant academic decision |  |

1. **CASE DETAILS**

Please set out the main points of your appealwith reference to the ground/s on which your appeal is based. Be clear,concise, and refer to specific pieces of evidence you have submitted.

If you are submitting an appeal on the ground set out in 6.1.3a and 6.1.3b, you must explain both how the ECs affected your performance, and the reasons why you were unable to make them, or the evidence you are submitting, known to the Board of Examiners in line with the expected timeframes of the University’s Extenuating Circumstances procedure.

Ensure that you include all information and evidence you wish to be considered to support your appeal. **We will not be able to collect or seek evidence for you!**

If you are submitting your academic appeal outside of the 10 working day timeframe specified in the procedure, you should include an explanation for not being able to submit in time. Please refer to section 10.2 of the Academic Appeals Procedure.

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1. SUMMARY OF DOCUMENTATION

Please indicate what evidence you have supplied to support your academic appeal. If you intend to supply further evidence but it is not yet available, please indicate when it will be provided.

Documentation may include (the below list is not exhaustive):

* Medical Evidence:
	+ Letter from medical professional (signed and dated)
	+ Record of medical appointments
	+ Prescription record (dated)
* Bereavements:
	+ Death Certificate
* Other:
	+ Records of Extenuating Circumstances submissions
	+ Screenshots of submission pages
1. OUTCOME OF YOUR APPLICATION

Please outline your desired academic appeal outcome. Please note that the appeal reviewers cannot simply award you a higher mark/degree classification. The only instance in which marks would be reviewed is if there had been a procedural error with the marking process itself. If that was the case, your work would be remarked. This means that your new mark would be the same, higher, or lower to your current mark. If your work is remarked, your original mark would be voided and would not be reinstated.

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1. DECLARATION

The University considers the deliberate submission of an untruthful application/evidence as a serious disciplinary offence and may investigate the matter under a relevant student procedure.

By submitting this form, I can confirm that:

* all the information I provided is true and accurate to the best of my knowledge.
* I understand that the Student Conduct and Compliance (SCC) Team will process personal details about me, which will include sensitive information, to deal with my appeal effectively
* If I submitted information about third parties, I can confirm that the third party is aware and has agreed that I can use their information for the purposes of my appeal
* I understand that the information provided in my appeal may be used as part of other University processes as outline in the Student Disciplinary Procedure and the Procedure for Consideration of Fitness to Study or Practice
* I understand that as part of the appeal process, the SCC team may need gather personal and sometimes sensitive information about me from different university departments such as the Disability Services, Examination and Programmes Team, Student Systems, IT Services, Accommodation Team and others.
* I understand that it is my responsibility to contact the SCC Team if I have any concerns about how my data will be handled.
* I understand that I can withdraw my consent for SCC to process my personal data at any time. I also understand that this is likely to mean that the SCC Team cannot process my appeal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Your academic appeal form & the evidence should be submitted by email to** **SCC@sgul.ac.uk****.**

**For UNIC MBBS students only:**

**Your academic appeal form & the evidence should be submitted by email to**

**registry.medical@unic.ac.cy**