**TAUGHT DEGREE PROGRAMMES**

**Progress Appeal Form**

**For appealing the decisions of an Executive Dean or his/her deputy or a Progress Committee**

A student who wishes to appeal against the decision of an Executive Dean or his/her deputy or a Progress Committee must do by submitting a Progress Appeal Form to the Academic Registrar, stating fully the grounds of the appeal, **within ten working days** of which the decision was confirmed to the student in writing.

**Once completed, please submit this form by email to** **appeals@essex.ac.uk** **or by hand at the Student Services Hub, for the attention of the Student Progress Team.**

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| Further guidance, and the full Appeals Procedure for Taught Programmes of Study can be read online: [www.essex.ac.uk/see/appeals](http://www.essex.ac.uk/see/appeals) | You are strongly encouraged to seek support from SU Advice before submitting your complaint:[www.essexstudent.com/advice](http://www.essexstudent.com/advice) |

# Section 1: Your Details

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| **Registration Number** |  | **PRID** |  |
| **First Name** |  | **Title** |  |
| **Surname** |  |
| **Correspondence Address & Postcode** |  |
| **Telephone Contact** |  |
| **Email Contact**(please use University email address if possible) |  |
| **Department or School** |  |
| **Course Title** |  |
| **Year of Study** |  |
| **Tier 4 Visa Holder** | Yes | [ ]  | No | [ ]  |

# Section 2: Your Appeal

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| **A request for an internal review may be made on limited grounds, listed below.** **Please confirm the grounds upon which you are making your request by marking the relevant box:** |
| 1. There is new evidence, which for good reason was not previously available to the Executive Dean or their deputy or Progress Committee, which might have materially affected the outcome;
 | [ ]  |
| 1. The Executive Dean or their deputy or the Progress Committee did not follow this Procedure in a way which disadvantaged the student’s case
 | [ ]  |
| 1. There is evidence of prejudice and/or bias during the procedures
 | [ ]  |
| 1. On the balance of probabilities, the facts of the case did not justify the decision
 | [ ]  |
| 1. The penalty imposed was disproportionate with regard to all the circumstances of the case, or not permitted under this Procedure
 | [ ]  |

| **Please explain your grounds for appeal:** |
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| Depending on the grounds stated above, please explain:* The procedural irregularity that you think has occurred;
* The new evidence that is now available and the reasons why these were not previously submitted.
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| **Please state the outcome you are seeking:** |
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**Declaration**

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| I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary. | [ ]  |

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| --- | --- |
| **Signature:** |  |
| **Date:** |  |

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box*