## Academic Appeal Form

##### For Undergraduate and Postgraduate Students studying at the University of Essex to appeal against the decision of a Board of Examiners

Completed forms can be sent by email to [appeals@essex.ac.uk](mailto:appeals@essex.ac.uk) or submitted at the [Student Services Hub](https://www.essex.ac.uk/student/advice-and-support) at your campus. Please do not send your form to your Department.

#### Section 1: About You

Please provide us with your information so that we can identify you and know how to contact you about your appeal.

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| PRID / Registration Number: | **Click or tap here to enter text.** |
| Your Name: | **Click or tap here to enter text.** |
| Your Course: | **Click or tap here to enter text.** |
| Your Department: | **Click or tap here to enter text.** |

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| Please confirm the date that your results were released to you: | **Click or tap to enter a date.** |

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| Email address: | **Click or tap here to enter text.** |
| Telephone Number: | **Click or tap here to enter text.** |
| Postal address: | **Click or tap here to enter text.** |

#### Section 2: Grounds for Appeal

An appeal will only be upheld if it has valid grounds, which are outlined below, and if it is agreed that this has had a detrimental effect on the Board of Examiner’s decision about your academic progress.

**Please mark an X next to the grounds upon which your appeal is based:**

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| **Extenuating circumstances** that you were not able to claim for by the published deadline for your course OR new evidence for an existing claim that you were previously unable to submit.  Your extenuating circumstances and reasons for not submitting them by the deadline must be valid and should normally be substantiated with evidence. You cannot self-certify for illness after the extenuating circumstances deadline has already passed. |  |

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| **Procedural irregularities,** such asadministrative errors, that meant that the University did not correctly follow its assessment, marking or examination procedures (including the Rules of Assessment).  Appeals will only be considered if there is substantiated doubt that the Board of Examiner’s decision might have been different had the error(s) not occurred. |  |

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| **Concerns of prejudice and/or bias** during your assessment and/or the consideration of your progress by the Board of Examiners.  Appeals will only be considered if you have provided a full account of how you have been prejudiced against or treated unfairly. In some cases, your appeal may be administered as a [student complaint](https://www.essex.ac.uk/student/voice/complaints). |  |

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| **The following are examples of appeals that are commonly dismissed:**   * A request for a higher class of degree, where there is no evidence of a procedural irregularity; * A request for a higher mark, or disagreement with a mark or grade and/or appeals against the academic judgement, where there is no evidence of a procedural irregularity; * Disagreement with the Board of Examiners’ consideration of extenuating circumstances that were previously declared; * A new extenuating circumstances claim or new evidence that could have been disclosed before the published deadline |

#### Section 3: Your Appeal

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| **Please provide a statement explaining the reasons for your appeal and include any other information that you would like to be considered:** |
| Click or tap here to enter text |

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| Please outline the what aspect of your academic progress you are appealing about: |
| Click or tap here to enter text |

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| Please state the outcome that you are seeking after your appeal: |
| Click or tap here to enter text |

#### Supporting Evidence

You should provide evidence to support your appeal. The more evidence that you are able to provide, the more likely it is that your appeal may be upheld. If you have the evidence available now, then it must be submitted alongside your appeal and will not be requested at a later date.

Appropriate evidence may include, but is not limited to:

* Medical certificate/hospital letter
* Death certificate/order of service
* Copies of written correspondence with the University or external organisations
* An evidence pro-forma from Student Wellbeing & Inclusivity Service

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| **Please let us know what evidence, if any, you are submitting alongside your appeal:** |
| Click or tap here to enter text |

#### Section 4: Declaration and Signature

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| **Please confirm the accuracy of this form:**  Please tick this box to confirm that all the information given in this form is true to the best of your knowledge, and that you understand that any false claims / evidence may lead to you being penalised under the [Code of Student Conduct](https://www.essex.ac.uk/student/values/code-of-student-conduct). |  |

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| **Are you a sponsored international student?**  If so, please tick this box to confirm that you understand that any decision made in relation to your appeal will not necessarily take into account the impact it will have on your immigration permission, but that you can contact [International Services](https://www1.essex.ac.uk/immigration/enquiry/default.aspx) for any advice about immigration permission if required. |  |

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| **Have you received any advice or support from the Student Wellbeing and Inclusivity Service (SWIS) about any of the issues discussed in your appeal this year, including disability support?**  If so, please tick this box if you would like to give us permission to request information from SWIS as part of our consideration of your appeal. |  |

**Please add your signature below. If you submit this form by email, please type “submitted electronically” to the signature box.**

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| Signature: | **Click or tap here to enter text.** |
| Date: | **Click or tap here to enter text.** |