|  |  |  |
| --- | --- | --- |
|  | 0C:\Users\pike_j\Desktop\Logo.png B **ACADEMIC APPEAL FORM** |  |
|  | Please read the University ‘Academic Appeals Procedure’ before completing this form. An appeal must be made within 10 working days of the formal publication date of your results by making a written request on this form, supported by appropriate signed and dated evidence. This form should be sent to the Registry Services Manager (Please mark your envelope “Academic Appeal”), Student Registry, Policy, Governance and Information, Solent University, East Park Terrace, Southampton SO14 0YN or emailed to: student.registry@solent.ac.uk with a subject title of ‘ACADEMIC APPEAL’.If you wish to expand on your information at any stage, continue on a separate sheet, follow the section numbering of this form, and make sure the extension sheet is signed and dated. It is your responsibility to make sure this form is:* **Properly completed**
* **Has the appropriate evidence attached**
* **Is filed within the allowed timeframe**
 |  |
|  | **IMPORTANT: Rights of appeal in relation to the Boards decisions are limited to the grounds listed below.** There is no right of appeal by students against the academic judgements of lecturing staff or of recognised committees of the Academic Board, e.g. you cannot appeal mark(s) awarded to you, unless you believe that a mark(s) has been affected by one of the instances outlined below. |  |
|  |  |
|  | **Please indicate (click the box) upon which grounds your appeal is based** |  |
|  | [ ]  New, relevant, written extenuating circumstances are presented (see University Extenuating Circumstances policy),  supported by appropriate evidence, that for good reason were not originally made available to the Extenuating  Circumstances panel, and therefore were not considered at the time of the decision of the Board.  **Please complete sections 1, 2, 3 and 4**. |  |
|  | [ ]  Processes were not conducted in accordance with current approved policies and procedures or other irregularity  concerned with the assessment process. **Please complete sections 1, 2 and 4.** |  |
|  | [ ]  Where there has been a material and significant error in the recording and/or processing of assessments/results.  **Please complete sections 1, 2 and 4.** |  |
|  | [ ]  Where there has been a procedural error in the calculation of the award/progression decision.  **Please complete sections 1, 2 and 4.** |  |
|  | [ ]  Where academic penalties were not applied in accordance with current approved policies and procedures.  **Please complete sections 1, 2 and 4.** |  |
| **Section 1. Personal Information** |
| 2BName |  |  |
| 3BStudent No. |  |  |
| 4BCourse |  | 5BYear/Level: |  |  |
| **Section 2. Assessment details** |
|  | Full Module Title | Module Code | Assessment Type | Assessment Deadline |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
|  | **Section 3. If you are submitting new extenuating circumstances please say why you were not able to submit these before the deadline.** |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
|  | **Section 4. Use this space to outline your appeal.** |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
|  | An answer to your appeal should, wherever possible, be made within ten working days. If circumstances do not permit a reply to be made within the normal ten working day period, you should be informed of the likely delay that will be involved. **All correspondence will be emailed to your University email address.** |  |
|  | **I understand that these circumstances may be disclosed in confidence to the assessment board** |  |
|  | Student Signature |  | Date | D | D | M | M | Y | Y |  |
|  |  |  |
|  |  |  |
|  | Date received by the Student Hub/Student Registry | D | D | M | M | Y | Y |  |
|  |  |  |
|  | **Action Taken/Outcome** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |