**ACADEMIC APPEAL FORM**

**(Stage 1: Review Stage)**

You should complete this form if you want to formally appeal the decision on your progress/results made by the Programme Assessment Board, and email it to [appeals@edacollege.co.uk](mailto:complaints-appeals@edacollege.co.uk), from your college email address if possible. Your application will be dated as the date we receive your form. Please see the end of the form for information and guidance. Click in the grey boxes to type/select.

## **Student Information**

Student Name:

Student Number:

Programme:

**What is your appeal or request to challenge/change?** (See [guidance](#_Key_Terms) for clarification of terms)

Continuing with your studies when your Board decision letter states that you cannot continue

Retake a module instead of resitting it

Resit a module instead of retaking it

Defer your resits to a resit date in the next academic year

A module/component result or the classification/qualification awarded

Other, please state:

**What grounds are you appealing on?** (See [guidance](#_Key_Terms) for clarification of terms)

Mitigating Circumstances that have affected my performance (If yes, complete Section A questions)

A Material Irregularity has occurred (If yes, complete Section B questions)

**Section A: Mitigating Circumstances - Please briefly explain the reason for your application:**

Include key events and dates/timescales, and the impact on your studies

**Section B: Material Irregularity – Please briefly explain the material irregularity that you feel has occurred:**

**Section B: State the Regulation, guidance, or other College/University information that you feel has not been followed.**

**Now please complete all remaining questions on the form:**

**Have you contacted your Personal Tutor (PT) for support with this issue?**

Yes:  No:  I don’t know who my PT is:

**What is your supporting evidence?**

**Please tell us the evidence you are including to support your application.** You can either insert pictures into this form, or attach files/images to your email. If the evidence is not currently available, state when it will be available.

*You must either send the evidence with your Appeal, or tell Assessments when it will be available. Not sending evidence may delay your appeal or affect the appeal outcome. Please ensure that all evidence includes the date it was created/sent, if possible. Please include your student number in your email if you are sending any additional evidence to Assessments after you have sent this form.*

**What is your preferred outcome?**

**Please state below how you would like your appeal to be resolved.** If you are asking to apply Mitigating Circumstances, resit/retake specific modules, or defer the due date for any components, please list all affected components in the table below, and type your desired outcome, e.g. “defer to November resit date”, “retake module”, or “apply Mitigating Circumstances to Semester 2 submission”.

| **Module Code** | **Assessment Item / Component Name** Exam/presentation/portfolio etc. as on assignment brief  **Please use one row per component** | **Original Submission/ Resit Date** | **Extension date, if applicable** | **Desired outcome** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Press tab in final cell to add more rows*

**Please state below details of why you think this outcome would be the most appropriate**, including any work already completed toward resits and/or how you plan to manage any additional workload that would arise, if applicable:

## **Declaration**

I understand that by submitting this form, I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief. I authorise the reviewer(s) of this Appeal to consider this form and any relevant academic information held by the University to the extent necessary for the consideration of my Appeal.

I agree with the above Declaration.

**Data Protection**

On this form you may have shared personal information about yourself or someone else, some of which may be ‘special category’ under data protection law. Please ensure you read the [privacy notice](https://newman.ac.uk/knowledge-base/privacy-notice-regarding-academic-appeals/) about who can see this information and how long we keep it. We need your permission to use any ‘special category’ personal information that you share with us as part of your Appeal.

I agree any personal information I have shared on this form may be used as part of my Appeal.

## **Guidance**

IMPORTANT: A copy of any communications in relation to this Appeal will be sent to your EDA College email address and copied to the external email address you have registered with us. Please ensure that your contact details are correct.

Information regarding the appeals process is available [www.edacollege.co.uk/policies](http://www.edacollege.co.uk/policies).

The student support officer can provide advice on how to appeal, how to fill out this form and what information may be relevant to include, the processes by which an appeal will be looked at and what your options are should you be unhappy with the outcome. If any support is needed to fill out the form, this is also available.

Your tutor or PT (Personal Tutor) may be able to provide advice on appealing and realistic options for the progression of your studies.

Please ensure that you have read the college’s Academic Appeals Procedure before completing the application.

If the Assessments team are concerned about your wellbeing due to information disclosed on this form, a safeguarding referral may be made, in line with the Safeguarding policy.

## **Key Terms**

**Resit:** A resit is where you complete the assignment or sit the exam again, but do not attend any classes, lectures etc. and do not incur any tuition fees.

**Retake:** A retake is where you start the module afresh, attending all classes, lectures etc. and incurring tuition fees. If you are requesting a re-take you should seek advice to ensure this can be funded.

**Mitigating Circumstances:** Circumstances outside of your control which have reasonably affected your ability to submit on time or affected your performance. You must clearly explain how you were impacted and provide supporting evidence.

**Material Irregularity:** A clerical or procedural error made by the college has reasonably affected your result. You must clearly explain what error has occurred with accompanying evidence and reference to the regulation or guidance that you feel this relates to.