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ACADEMIC APPEAL FORM

Appeals may only be made against a final decision of an academic body and must be submitted within **one calendar month** of notification of that decision. The appeals process is open to all students of the University of Nottingham, except for those who have had their registration suspended by the University, other than at their own request under the Voluntary Suspension of Registration procedure.

Before submitting an appeal please read carefully the [University’s Academic Appeals Policy and Procedure documents which can be found on the University’s webpages](https://www.nottingham.edu.my/CurrentStudents/StudentRegistry/Academic-Appeals-and-Academic-Misconduct/index.aspx). You may contact the Education Officer in the Students’ Association for help and advice.

* Complete all sections of the form.
* Remain within the word limit (1200 words) and limit your submission to the facts of the case. You may attach supplementary documentation to support your appeal.
* If your submission is unclear you will be asked to resubmit the form in a manner that enables proper consideration of the appeal to take place.
* Experiences with which you are dissatisfied but which do not fit the grounds listed in Section 2 below should not be pursued under the academic appeals procedure.

|  |  |  |
| --- | --- | --- |
| Title: | Forename(s): | |
| Family name / Surname: | | |
| Student ID Number: | | |
| Contact telephone number(s): | | |
| Contact telephone number(s): | | |
| Email Address (*please include your University email address as well as any personal email address, all correspondence will be by email, unless otherwise instructed*): | | |
| Undergraduate/Postgraduate: | | |
| Home Department/School: | | Programme of Study: |
| Year of Study: | | Personal Tutor: |

*If any contact details change during the course of the appeal you must inform the Academic Appeal Team*

**Section 1 – The Right to Appeal**

Please check the type of decision that you wish to appeal against.

Remember that you may only appeal a final decision, not a provisional outcome.

|  |  |
| --- | --- |
|  | **The conditions imposed and/or the requirement to take reassessment(s) to progress to the next stage of a taught course/phase of research study.** |
|  | **A decision to terminate a student’s current programme of study.** This includes students whose programme of study is terminated but who are offered a transfer to another taught course or research degree. |
|  | **A classification decision.** In addition to appeals against the class of Honours degree awarded, this also includes appeals against the classification of postgraduate awards and of other undergraduate awards. For impact on future classification decisions, please refer to the Academic Appeals Policy, section 4. |
|  | **A decision not to award the qualification for which a student is registered.** This relates to decisions made at the end of a student's taught course or research degree; and includes appeals against decisions not to award any qualification or to award a lower qualification. |
|  | **A decision of a University Fitness to Practise Committee or Practice Assessment Panel.** This is relevant to students on professional courses who have been the subject of Fitness to Practise procedures. |
|  | **The outcome of an Extenuating Circumstances Claim.** |

**Section 2** **- Grounds for appeal**

To appeal against one of the types of decision listed above, you must be able to demonstrate that one (or more) of the following circumstances apply.

|  |  |
| --- | --- |
|  | **Procedural irregularity**: That parts of the documented assessment procedure were not applied correctly and this disadvantaged the student significantly enough to have materially affected the decision made, rendering it unsound.  *Please state the name of the documented assessment procedure and where it is published:* |
|  | **Prejudice or bias:** That prejudice or bias on the part of one or more of the Examiners took place and can be proven or there are reasonable grounds to support the perception of prejudice or bias. |
|  | **Manifestly unreasonable**: the decision making body took a decision which no reasonable person would find comprehensible. You must provide substantive argument as to why this is the case. |
| The following ground is usually only applicable if you have not already submitted an Extenuating Circumstances claim. | |
|  | **Performance in assessment was affected by extenuating circumstances:** Performance was materially affected by circumstances and there is new evidence of these circumstances which was not, and could not have been, made available to the Board of Examiners at the time of its original decision. Any matters which could have been raised before the meeting of the Board, but, without good reason, were not raised, will not be considered in the event of an Appeal |
| **Please provide a brief explanation as to why the evidence of the circumstances could not have been made available to the Board of Examiners at the time of the original decision** |

**Section 3 – Student’s summary**

This section is critical. Please ensure you include **all** relevant information and evidence in your submission.

* Please summarise your reason(s) for appealing.
* Do not exceed **1200** words. Appeals exceeding this word limit will be rejected.
* The information will be used to make an initial consideration of your appeal.

**In your summary you should include**:

* Details of the decision you wish to appeal against;
* When you received notification of the decision;
* A concise explanation of the circumstances in chronological order, including the key points to support the ground (or grounds) you believe apply.

In accordance with General Data Protection Regulations, you should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please don’t include other people’s data if it’s not relevant. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish, they can contact the University to object to that data being held.

Please ensure that any additional information is relevant and meets the Policy and Procedure requirements for the presentation of a written case.

**Section 4** **- What outcome are you hoping for as a result of this appeal?**

Please note, it may not be possible to achieve the outcome you seek if it is not permissible under University Regulations or if the remedy sought is beyond the power of the University to deliver.

**Section 5** - **Supporting documentation**

Any evidence relevant to the appeal must be submitted at the same time as the form and clearly referenced and labelled. All documentation should be in English and the translation of any documents should be done by an accredited translator.

1. If available, please attach a copy of the decision letter/email you are appealing e.g. termination, requirement to take reassessments
2. Please list any documentation you have attached in support of your appeal. The case presented in your appeal must be supported by **all** available and relevant information
3. If you are submitting an appeal against the outcome of an Extenuating Circumstances claim, please ensure that you include:

* A copy of the form you submitted and supporting evidence, including submission dates;
* A copy of the outcome letter/email in respect of the claim; and
* Any additional correspondence regarding the claim.

**Section 6 – Signature**

I confirm that this my full account of the matters I wish to raise as part of an academic appeal. I understand that new arguments or criteria known to me now but not included in this appeal will not be considered as part of a review request or revised appeal.

In submitting this form I give my consent for this information to be disclosed to relevant University staff responsible for the investigation and consideration of my appeal. I understand that the form and associated documentation and correspondence will be kept on my University record.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

## The appeal form must be signed and dated and returned no later than one calendar month after receiving notification of the decision against which you are appealing.

## Please return this form to:

[Academic.Appeals@nottingham.edu.my](mailto:Academic.Appeals@nottingham.edu.my)

*It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.*