Academic Appeal Form

# Purpose and Scope

This form is used to initiate the [Academic Appeals Policy and Procedures](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-appeals-policy-and-procedures/), whereby a student may appeal against the decision of an academic body regarding student progress, assessment, and awards, based on the grounds listed in Grounds for Appeal.

This form is not used to appeal against a decision or recommendation made through any of the following policies and associated procedures: Academic Misconduct, Complaints, Declarations of Criminal Conviction, Extenuating Circumstances, Disciplinary Procedures, Support to Study, and Undergraduate Student Attendance.

# Instructions

Submit this form, fully completed and accompanied by supporting evidence, to the Academic Registrar via [appeals@nu](mailto:appeals@nchlondon.ac.uk)[london.ac.uk](mailto:appeals@nulondon.ac.uk) within 14 calendar days of the date of the publication of results following a Progression and Award Board (PAB).

[Purpose and Scope 1](#_Toc150934571)

[Instructions 1](#_Toc150934572)

[Section 1: Student Information 2](#_Toc150934573)

[Section 2: What is being appealed? 2](#_Toc150934574)

[Section 3: Grounds for Appeal 2](#_Toc150934575)

[Section 4: Evidence 3](#_Toc150934576)

[Section 4: Certification of Form 3](#_Toc150934577)

[Version History 5](#_Toc150934578)

# Section 1: Student Information

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| --- | --- | --- | --- |
| Student ID Number: |  | | |
| First Name: |  | Surname: |  |
| NU London Email Address: |  | | |
| Programme: |  | Level of Study: |  |

# Section 2: What is being appealed?

| **Please tick the relevant box and provide the information requested.** | | |
| --- | --- | --- |
|  | Appeal against a course(s) grade | Course name & number: |
|  | Appeal against requirement to retrieve or repeat a course(s) | Course name & number: |
|  | Appeal against a progression decision  (progression to next level/stage of programme) | |
|  | Appeal against final award or classification | |
|  | Appeal against decision to withdraw | |

# Section 3: Grounds for Appeal

| **On which grounds are you appealing (choose one or more of the following):** | |
| --- | --- |
|  | 1. New, relevant, written extenuating circumstances are presented (see the Extenuating Circumstances Policy), supported by appropriate evidence, that for good reason were not originally made available to the ECP, and therefore were not considered at the time of the decision of the PAB. |
|  | 1. Processes were not conducted in accordance with current approved policies and procedures, or other irregularity concerned with the assessment process. |
|  | 1. There has been a material and significant error in the recording and/or processing of assessments/results. |
|  | 1. There has been a procedural error in the calculation of the award/progression decision. |
|  | 1. There is evidence of a bias. |
|  | 1. Academic penalties were not applied in accordance with current approved policies and procedures. |
| *Write a statement to support your grounds for appeal.* | |

# Section 4: Evidence

| **Please list all the supporting evidence you have included with your appeal.**  **Please ensure you provide all the evidence you wish to be considered in support of your appeal.** |
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|  |

# Section 5: Certification of Form

| **By signing below, you confirm that you agree with the above statements and give your consent for the information provided to be used as detailed above.** |
| --- |
| 1. Confidentiality   In accordance with the General Data Protection Regulations 2018 we require your consent to:   * Hold elements of the information you have provided on an electronic database. * Disclose the information to authorised members of the University staff for purposes connected with the investigation of your case.  1. False claims   Submission of false or fraudulent documentation is an offence, which will be dealt with under the Disciplinary Procedure for Students. The University reserves the right to check on the validity of the document(s) submitted by contacting any relevant third parties directly. |
| Name: |
| Signature: |
| Date: |

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Academic Appeal Form**  **Approved by: The Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ Academic Policies and Procedures** | | | | |
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| 1.0 | May 2021 | May 2021 | Registrar | April 2023 |
|  | | | | |
| Referenced documents | Academic Appeals Policy | | | |
| External Reference Point(s) | None | | | |