**Please fully complete this form electronically and return to:** [Academic Administration team](mailto:academic.admin@bil.ac.uk)

**All relevant boxes must be completed and all evidence attached in order for this appeal to be considered.**

**The Academic Appeals procedure can be found here:** [**https://students.glyndwr.ac.uk/home-2/student-administration/policies-and-procedures/**](https://students.glyndwr.ac.uk/home-2/student-administration/policies-and-procedures/)

**Grounds to submit an Academic Appeal:**

* + There were procedural errors or irregularities during the recording, transcription and/or reporting of results;
  + There were defects/irregularities in the application of the Academic Regulations during the Award/Progression Board which may have negatively impacted on the recorded outcome;
  + Bias or perception of bias;
  + The student had extenuating circumstances which may have adversely affected their performance and there is good reason why the extenuating circumstances were not submitted in accordance with the Extenuating Circumstances Procedure, prior to the Award/Progression Board;
  + There were defects/irregularities in the constitution of the viva voce panel (for Research degrees) and there is good reason why these defects/irregularities were not reported prior to the decision of the relevant board.

**A student is unable to submit an Academic Appeal in relation to the decision of an Award/Progression Board when:**

* The appeal is based on academic judgement i.e. it questions the decision made by academic staff on the quality of the work itself or the criteria being applied to mark the work (rather than the administrative marking process). The decisions made by the examiners about the academic value of a piece of work are academic judgements and cannot be overturned;
* The appeal is based on dissatisfaction with the outcome of an assessment;
* There is a lack of appropriate supporting evidence;
* The appeal is submitted outside of the stipulated timeframes without good reason;
* It is deemed that the appeal is of a frivolous or vexatious nature.
* **Students who are requesting a review of an Assessment Board decision are advised to ensure that they state clearly the decision against which they are appealing and the grounds for their appeal.**
* **It is the responsibility of the student to provide sufficient and appropriate evidence to support the matters raised in an academic appeal. A lack of substantial evidence is likely to impact the success of the appeal.**
* **Students are encouraged to seek impartial support and advice from the Students’ Union by emailing:** [**suadvice@glyndwr.ac.uk**](mailto:suadvice@glyndwr.ac.uk)

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| **SECTION 1 – STUDENT DETAILS** | | |
| **Full Name:** | **Student No:** | |
| **Address:** (at which you can be contacted over the next two months)  **Post Code:** | | |
| **e-mail address:** (at which you can be contacted over the next two months) | | |
| **Full Title of Programme of Study for which you are registered:**  **Year of Programme:** | | |
| **SECTION 2 ASSESSMENT BOARD DECISION APPEALED AGAINST** | |

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| **Please state clearly the decision of the Assessment Board against which you wish to Appeal:**  **Assessments the Academic Appeal relates to:**   |  |  |  |  | | --- | --- | --- | --- | | **Module code:** | **Module Title:** | **Element:** | **Assessment**  **deadline date:** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **SECTION 3 GROUNDS FOR APPEAL** | |
| **On what Grounds do you wish to appeal?**  **(Please tick. You may tick more than one box**.)   1. There were procedural errors or irregularities during the recording, transcription and reporting of results. **(Complete Section 4)** 2. There were defects/irregularities in the application of the Academic Regulations during the Award/Progression Board which may have negatively impacted on the recorded outcome. **(Complete Section 5)** 3. Bias or perception of bias. **(Complete Section 6)** 4. The student had extenuating circumstances which may have adversely affected their performance and there is good reason why the extenuating circumstances were not submitted in accordance with the Extenuating Circumstances Procedure, prior to the Award/Progression Board. **(Complete Section 7)** 5. There were defects/irregularities in the constitution of the viva voce panel (for Research degrees) and there is good reason why these defects/irregularities were not reported prior to the decision of the relevant board. **(Complete Section 8)** |  |

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| **SECTION 4 - PROCEDURAL ERRORS OR IRREGULARITIES** |
| *Please provide full details of the facts and circumstances of your appeal if you are appealing on these grounds. Please list supporting evidence in section 11.* |

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| **SECTION 5 – DEFECTS OR IRREGULARITIES IN THE APPLICATION OF THE ACADEMIC REGULATIONS.** |
| *Please provide full details of the facts and circumstances of your appeal if you are appealing on these grounds. Please list supporting evidence in section 11.* |

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| **SECTION 6 – BIAS OR PERCEPTION OF BIAS** |
| *Please provide full details of the facts and circumstances of your appeal if you are appealing on these grounds. Please list supporting evidence in section 11.* |

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| **SECTION 7 – EXTENUATING CIRCUMSTANCES** |
| *Please provide full details of the facts and circumstances of your appeal if you are appealing on these grounds. Please list supporting evidence in section 11.* |

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| **SECTION 8 – DEFECTS OR IRREGULARITIES IN THE CONSTITUTION OR THE VIVA VOCE PANEL** |
| *Please provide full details of the facts and circumstances of your appeal if you are appealing on these grounds.* |

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| **SECTION 9 - FURTHER EXPLANATION OF GROUNDS OF APPEAL** |
| **If necessary, you may provide further information in support of your appeal.** |

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| **SECTION 10 - OUTCOME SOUGHT** |
| **What outcome do you want from the appeal procedure?** |

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| **SECTION 11 - DOCUMENTATION ATTACHED** |
| **I attach the following documentation to support my appeal. (Please list the evidence enclosed)**   1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **SECTION 11 DECLARATION** |
| **I declare to the best of my knowledge that all of the information I have supplied is true, accurate and complete. I understand that:**   * **The University will need to decide whether my appeal is eligible** * **The University may send a copy of this form or the information I have provided and evidence to members of academic staff involved or named in the appeal as part of their investigation.**   **I give my consent for this information to be used for the purpose of investigating my appeal.**  **Signature of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |