**C O N F I D E N T I A L**

**ACADEMIC APPEAL**

#

## Instructions

## Complete all sections of this form, including signature and date. It is very important that you provide all the requested information and provide all the relevant evidence available to you.

## The form must be submitted to the Registrar no later than ten working days after you were informed of the decision against which you are now appealing. Requests received after this deadline will not normally be considered.

## Send your completed form to the Registrar.

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| **1. Your Details** |
| **Title:** |  | **Student number:** |  |
| **First Name:** |  | **Surname:** |  |
| **Contact address (during term time)** | **Alternative contact address (outside of term time)** |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel (Landline):** |  | **Tel (Landline):** |  |
| **Tel (Mobile):** |  | **Tel (Mobile):** |  |
| **Term time email:** |  | [ ]  | **Home email:** |  | [ ]  |
| *Please indicate which email address you would prefer the Faculty of Education to use to communicate with you during the course of the Academic Appeal by ticking the appropriate box above. If you would prefer us to communicate by letter to your postal address rather than by email, do not enter email addresses in the boxes above.* |
| **Programme of Study** | **Year of Programme:** |
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| **2. Friend or Adviser’s contact details** |
| **Title:** |  | **Postal Address:** |  |
| **Full Name:** |  |
| **E-mail address:** |  |
| **Telephone/mobile number:** |  |

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| 1. **The decision you are appealing**
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| I wish to appeal the following decision: |
|  |
| **Taken by:** |  |
| *(Please remember that dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an Academic Appeal)* |

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| 1. **The grounds for your Academic Appeal**
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| On what grounds is your appeal based? Tick all the boxes that apply to your case.  |
| [ ]  | There have been procedural irregularities in respect of Progression and Continuation, the Award and/or the Award Classification. |
| [ ]  | There were circumstances affecting the student that were not known to the student or applicant in time for them to advise the Faculty of Education before a decision was made and that the circumstances could provide reasonable doubt that the same decision would have been made in light of this new evidence. |
| [ ]  | There was evidence of bias or prejudice on the part of a member or members of Faculty of Education staff or External Examiners. |

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| 1. **The details of your Academic Appeal**
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| **Set out below the main point(s) of your case for Academic Appeal, making direct reference to the grounds you indicated in section 4 of this form. You can continue on a separate sheet if necessary.**Please include all supporting documentary evidence available to you. The evidence you supply will form the basis of the decision taken by the Registrar if the appeal is based on admissible grounds.If your Appeal is based on previously undisclosed circumstances, you must provide documentary evidence (such as medical certificates) of the circumstances, specify the extent of the impact on your studies, identify which module(s) and assessment(s) were affected and explain fully, with appropriate supporting evidence, why you were unable to disclose this information previously as required by the Extenuating Circumstances Policy*If you are participating in a group Academic Appeal, please tick this box:* [ ]

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| If this Appeal relates to specific module(s)/assessment(s), please list them here, including the module codes: |

**Statement:** |

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| 1. **Your desired action following consideration of your Academic Appeal**
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| The action(s) which may be taken following consideration of an Academic Appeal are subject to the relevant assessment regulations, and can vary according to the programme and the stage you have reached. Some desired actions/outcomes may not be possible, dependent on your overall academic performance to date and the assessment regulations for your programme of study. **Desired outcome:** |

Any personal information which is received in the course of dealing with your Academic Appeal will be treated as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of Faculty of Education staff, only for the purpose of investigating and determining the outcome of your Appeal.

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| **Signature:** | **Date:** |
|  |  |

This completed form should be submitted with all documentary evidence and personal statement to the Registrar at registry@rad.org.uk

Receipt of the form will be acknowledged by email.

# **DOCUMENTATION LIST (for use in conjunction with this form)**

**Supporting Evidence (tick the boxes of all that apply)**

In order for the assessment of your case to be carried out it is ESSENTIAL that you provide all the evidence which is available to you.

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| [ ]  | Medical certificate(s), including translation into English if relevant  |
| [ ]  | Police case/incident number  |
| [ ]  | Death certificate(s) |
| [ ]  | Email or other correspondence |
| [ ]  | Module reports |
| [ ]  | Programme documentation |
| [ ]  | Other (please specify below). |
| Click here to enter text. |

If you are unable to supply official or medical documentation within the timescale required for appeal, please give details of the evidence you wish to submit at a later date, the reasons for the delay and the expected date of submission. You will be informed of the Registrar’s decision whether this late documentation will be accepted as part of your submitted case.