**University of Roehampton - Academic Appeal Form**

Before completing this form, please ensure that you have read the the [Academic Regulations](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/academic-regulations/) or Research Degree Regulations (as appropriate) and the [Academic Appeals Guidance for Students](https://www.roehampton.ac.uk/current-students/appeals/).

When you submit the form you should include copies of any evidence you intend to rely on, including medical certificates, correspondence or other documents. The University will be unable to return these documents to you, so please do not submit originals.

The University may dismiss your appeal if the form is incomplete or if you have not attached appropriate evidence. The form must be submitted within 10 working days of you being sent formal notice of the decision in question. If you need to request an extension, please contact the Student Casework Team immediately at [StudentCasework@roehampton.ac.uk](mailto:StudentCasework@roehampton.ac.uk). You can obtain advice from [Roehampton Students’ Union](https://www.roehamptonstudent.com/adviceandsupport/academicadvice/) before submitting the form.

If you need to receive a copy of this form in an alternative format, please contact the Student Casework Team at [StudentCasework@roehampton.ac.uk](mailto:StudentCasework@roehampton.ac.uk).

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| **Section 1 – Your Details** | |
| Surname |  |
| Forename(s) |  |
| Student ID |  |
| Department |  |
| Programme title and year of study |  |
| Name of your programme convenor |  |
| Your correspondence (postal) address |  |
| Your University email address |  |
| Your personal email address[[1]](#footnote-1) |  |

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| **Section 2 – Details of Your Appeal** | | | |
| Date that your results were sent to you: | |  | |
| **2.1 Grounds for appeal**  Please indicate the grounds on which you wish to appeal by ticking one or more of the following. Please only tick those grounds that apply to your case. | | | Tick |
| i) | That a procedural irregularity or administrative error has occurred in the process of an assessment which is of such a nature as to create a reasonable possibility that in the absence of the procedural irregularity or administrative error the decision in question would have been different; | |  |
| ii) | That the student’s academic performance was materially affected by significant, relevant and uncontrollable circumstances that were unknown to the decision-maker, and which were of such a nature that the student could not with reasonable diligence have disclosed to them before the decision was made; | |  |
| iii) | That there is evidence of prejudice or bias on the part of the decision-maker, which is of such a nature as to create a reasonable possibility that in the absence of any prejudice or bias the decision in question would have been different; | |  |

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| **2.2 Please state the academic decision that you would like to appeal against**  E.g. Programme termination, decision about progression, degree classification, module outcome (including decisions to apply a resit penalty)  Please also list all relevant module titles and codes that were affected and the dates of any relevant coursework submission(s) or examination(s). |
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| **2.3 Mitigating Circumstances**  (Only complete this section if you are quoting ground (ii) in Section 2.1)  If you had mitigating circumstances at the time of your submission or examination, please indicate whether you submitted a mitigating circumstances claim prior to submission or examination:  Yes No |

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| If you answered yes, please confirm in the box below:   1. the modules/assessments for which you submitted a mitigating circumstances claim 2. the date when you submitted the claim 3. the outcome of the claim and the date this was confirmed to you |
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| **2.4 Your appeal statement**    Please provide full details of:   * Why you believe you have grounds for appeal * Why you disagree with the decision of the relevant assessment board   Please ensure that all the issues that you wish to be considered are detailed in your statement. |
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| **2.5 Evidence to support your appeal**  Please attach copies to this form and list below the evidence which you are providing in support of your appeal. This may include medical certificates, correspondence or other documents. |
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| **Section 3 – Declaration** | | | |
| I have read and understood the [Academic Regulations](https://www.roehampton.ac.uk/corporate-information/quality-and-standards/academic-regulations/) or Research Degree Regulations (as appropriate) and the [Academic Appeals Guidance for Students](https://www.roehampton.ac.uk/current-students/appeals/).  I confirm that all statements and evidence submitted are true and accurate. I understand that presenting any misleading information will result in my appeal being rejected and may result in the University taking further action. I understand that the University reserves the right to confirm the authenticity of any evidence submitted.  I understand that the personal data contained within this form, within any evidence submitted or which forms part of any other University record may be used in consideration of my appeal, and that all of the abovementioned personal data may be shared internally with relevant staff as appropriate (or with third party staff in the case of students studying with partner institutions). I understand that this personal data will be used in accordance with the University’s [privacy notice for students](https://www.roehampton.ac.uk/site/privacy/students/). | | | |
| Print Name: |  | | |
| Signed: |  | Date: |  |

1. The University will normally use a student’s University email address to correspond with them. Where a student has been programme terminated or has withdrawn, the University will use the student’s personal email address. [↑](#footnote-ref-1)