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| **For QEO Use Only** | |
| Received |  |
| A&R |  |
| 4 wk |  |
| Late |  |
| Code |  |



**ACADEMIC APPEALS PRO-FORMA**

An academic appeal must be submitted within **10 working days** of publication of the Board’s decision (Assessment Board/Postgraduate Research Award Board) i.e. from the date on your results letter. If you do not have all relevant evidence, you may submit your intention to appeal within **10 working days** from the date on your results letter, but all additional information must be submitted within **20 working days** from the date on your results letter.

Independent help and advice about completing this form can be obtained from the Advice Centre in the Students' Union by emailing at [advicecentre-ussu@salford.ac.uk](mailto:advicecentre-ussu@salford.ac.uk). Further information on the Advice Centre can be found here: <https://www.salfordstudents.com/advice>

The Academic Appeals Procedure and information for students, is available at:

<https://www.salford.ac.uk/askus/academic-support/academic-appeals>

Your appeal will be considered on a ‘documents only’ basis so please ensure that you provide all relevant information. Appeal submission information can be found at the end of this form.

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| **SECTION 1** | | | | | | | | | | | | | | |
| Family Name: | | | | | Given Name: | | | | | | | | | | |
| Student Number: @ | | | | | School or Partner Institution: | | | | | | | | | | |
| Course: | | | | | Year of Study: | | | | | Level: | | | | | |
| Date of Results Letter (if PGR Student, PRAB Letter): | | | | | **YOU MUST ENCLOSE A COPY OF YOUR RESULTS LETTER WITH YOUR APPEAL** | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | |
| Address:  Postcode: Telephone Number: | | | | | | | | | | | | | | |
| Do you have a Student Support Plan / Reasonable Adjustment Plan?  Where it is deemed appropriate, the University may refer you to relevant support services offered by the University’s askUs service. Details of these services can be found at: <http://www.askus.salford.ac.uk/> | | | | | | | | | **Yes / No** (delete as appropriate) | | | | | |
| **SECTION 2** | | | | | | | | | | | | | | |
| An appeal can only be submitted on one or more of the following grounds. Please indicate the grounds for your appeal by ticking the appropriate box.  **The following DO NOT constitute grounds for appeal:**   * **disagreement with the academic judgement of the Assessment Board in confirming marks/grades** * **dissatisfaction with the degree classification awarded/outcome** | | | | | | | | | | | | | | |
| 1. Personal mitigating circumstances where, **for good reason**, the Assessment Board/Postgraduate Research Award Board was not made aware of a significant factor relating to the assessment of a student through the Personal Mitigating Circumstances Procedure when it made its original decision\*   \* you must ensure that you provide information and evidence to explain why you did not submit a PMC in line with the PMC Procedure at the time of your assessment. | | | | | | | | | | | | |  | |
| 1. there has been a procedural irregularity in the assessment process | | | | | | | | | | | | |  | |
| 1. the Assessment Board/Postgraduate Research Award Board has acted in a way which is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. the decision was not a possible conclusion that a similar meeting of the Assessment Board /Postgraduate Research Award Board might have reached. | | | | | | | | | | | | |  | |
| State clearly the decision of the Board against which you are appealing (e.g. degree classification, requirement to withdraw from the programme, unable to progress following interim assessment). If you are appealing in relation to a particular assessment, please complete the table below. | | | | | | | | | | | | | | |
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| **Module CRN** | **Module Title** | | **Assessment type (e.g. exam, coursework)** | **Submission Deadline/ Date of Assessment** | | | **Did you submit/take the assessment?**  **YES/NO** | | | | **If you submitted coursework, did you submit late?** | | | |
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| **SECTION 3a** | | | | | | | | | | | | | | |
| Explain why you have grounds for appeal, enclosing any documentary evidence to support your case (where appropriate). | | | | | | | | | | | | | | |
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| **SECTION 3b** | | | | | | | | | | | | | | |
| If you have cited ground A in Section 2 as the basis for your appeal but you did not submit a Personal Mitigating Circumstances (PMC) form at the relevant time of your assessments, please state clearly the reasons why you did not submit a PMC at that time. | | | | | | | | | | | | | | |
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| **SECTION 3c** | | | | | | | | | | | | | | |
| If you have missed the deadline to submit your appeal, you will need to provide reasons for the delay and include supporting evidence with your appeal form (e.g. if you were ill or incapacitated during the time period for submission, you should provide medical evidence). | | | | | | | | | | | | | | |
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| **SECTION 4** | | | | | | | | | | | | | | |
| Please indicate, without prejudice, what outcome or further action you are expecting from a successful appeal, e.g. “be offered a replacement assessment attempt” or “removal of late submission penalties”. | | | | | | | | | | | | | | |
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| **SECTION 5** | | | | | | | | | | | | | | |
| You **must** select **one** of the options below **(A or B):** | | | | | | | | | | | | | | |
| 1. Please indicate if you have submitted full particulars of your appeal and ask the Quality and Enhancement Office to take your appeal forward as it stands. | | | | | | | | | | | | |  | |
| 1. Please indicate if you do not wish your appeal to be considered until you have submitted full particulars of your appeal. If you do not submit any further information within 20 working days from the date on your Examination Board Results Letter, your appeal will not be processed and no further action will be taken. You may however contact the Quality and Enhancement Office to advise that you wish your appeal to be taken forward on the basis of information submitted. | | | | | | | | | | | | |  | |
| **Please list below the evidence which you have included with your appeal/intend to submit. You do not need to provide original versions of evidence, copies are sufficient. If you do submit original versions, please confirm if you require these to be returned to you in the box below.** | | | | | | | | | | | | | | |
| Evidence submitted/included with this form: | | | | | Evidence to follow (only complete this if you selected option B in Section 5). | | | | | | | | | |
| Have you completed the checklist at the end of this form? | | | | | | | | | | | | Yes/No | | |
| Signed: | |  | | | | Date: | |  | | | | | | |
| **Checklist** | | | | | | | | | | | | | | |
| Are you submitting your appeal or intention to appeal within 10 working days of the date your results were published? | | | | | | | | | | | | | |  |
| Have you enclosed a copy of your Examination Board Results Letter? (Note: feedback sheets or marks printed from Blackboard/Turnitin cannot be accepted as confirmation of your ratified results). | | | | | | | | | | | | | |  |
| Have you enclosed a copy of any relevant evidence to support your appeal? (please note that it is your responsibility to provide copies of any evidence, the University is unable to contact third parties on your behalf to obtain evidence.) | | | | | | | | | | | | | |  |
| Have you selected option A or B in Section 5? | | | | | | | | | | | | | |  |
| If you are submitting your appeal on the basis of:  *Personal mitigating circumstances where,* ***for good reason****, the Assessment Board was not made aware of a significant factor relating to the assessment of a student through the Personal Mitigating Circumstances Procedure when it made its original decision*  have you enclosed information about your mitigating circumstances **AND** explained why you did not submit your mitigating circumstances at the time of your assessment? | | | | | | | | | | | | | |  |
| **How to submit your Academic Appeal** | | | | | | | | | | | | | | |
| Please submit the form and other documentation electronically, using this e-mail address: [**academicappeals@salford.ac.uk**](mailto:academicappeals@salford.ac.uk) | | | | | | | | | | | | | | |