|  |  |
| --- | --- |
| **For** **QMO Use Only** | |
| Intention Received |  |
| Full appeal received |  |

**ACADEMIC APPEAL FORM**

|  |
| --- |
| **Guidance** |
| Guidance: <https://www.salford.ac.uk/askus/admin-essentials/academic-appeals>.  For independent help and advice, contact the [Advice Centre in the Students' Union](https://www.salfordstudents.com/advice) via email at [advicecentre-ussu@salford.ac.uk](mailto:advicecentre-ussu@salford.ac.uk).  **Please read and complete all sections of this form.** |

|  |
| --- |
| **Timescale** |
| * Submit your academic appeal with evidence within **10 working days from the date on your results letter,** OR * If you do not have evidence yet, submit your intention to appeal using this form within **10 working days from the date on your results letter and send all further information within 20 working days from the date on your results letter.** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 - Your Details** | | | | | | | | | | | |
| First Name | | | |  | | | | | | | |
| Last Name | | | |  | | | | | | | |
| Student Number | | | | @ | | | | | | | |
| School/Partner Institution | | | |  | | | | | | | |
| Course/Programme | | | |  | | | | | | | |
| Are you a Degree Apprentice? | | | | **Yes / No** (delete as appropriate) | | | | | | | |
| Year of Study | | | |  | | | | Level: | | |  |
| Date of Results Letter/Postgraduate Research Award Board (PRAB) Outcome Email | | | |  | | | | | | | |
| Email Address  (University email preferred) | | | |  | | | | | | | |
| Do you have a Reasonable Adjustment Plan (RAP)? | | | | **Yes / No** (delete as appropriate) | | | | | | | |
| Do you have a Carer Support Plan? | | | | **Yes / No** (delete as appropriate) | | | | | | | |
| Name of Programme Leader | | | |  | | | | | | | |
| Name of Progress/Personal Tutor | | | |  | | | | | | | |
| **Section 2 - Grounds for Appeal** | | | | | | | | | | | |
| **An appeal must be submitted on one or more of the grounds listed below. You cannot appeal due to:**   * **disagreement with the academic judgement of the Assessment Board in confirming marks/grades** * **dissatisfaction with the degree classification awarded/outcome.** | | | | | | | | | | | |
| **A)** **For students on taught (undergraduate and masters) programmes only**  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  If you choose ground A, you must also complete Section 3b below. | | | | | | | | | | | **Yes/No** |
| **B)** **For students on postgraduate research (e.g., PhD) programmes only**  Exceptional circumstances affecting assessment candidates, which for good reason, have not been notified to the University through routes outlined in the Code of Practice for the Conduct of Postgraduate Research Degree Programmes | | | | | | | | | | | **Yes/No** |
| **C)** There has been a procedural irregularity in the assessment process. | | | | | | | | | | | **Yes/No** |
| **D)** 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. | | | | | | | | | | | **Yes/No** |
| **Which decision of the Board are you appealing?** | | | | | | | | | | | |
| This decision can be found on your results letter where it says YOUR RESULTS. It will be a short statement such as ‘Repeat with attendance’ in bold. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Details of all module outcomes you wish to appeal** (not required for research students) | | | | | | | | | | | |
| **CRN**  **(See results letter)** | **Module Title**  **(See results letter)** | | **Assessment type?** For example, ‘Exam’ or ‘Coursework’  **(See results letter)** | | | **Submission Deadline/ Date of Assessment**  **(See Blackboard)** | | | **Did you submit the assessment?** | **Did you submit late?** | |
|  |  | |  | | |  | | | **Yes/No** | **Yes/No** | |
|  |  | |  | | |  | | |  |  | |
|  |  | |  | | |  | | |  |  | |
|  |  | |  | | |  | | |  |  | |
|  |  | |  | | |  | | |  |  | |
|  |  | |  | | |  | | |  |  | |
| **Section 3 – Appeal details** | | | | | | | | | | | |
| **Explain why you have grounds for appeal.** You will need to provide evidence to support your case.Please do not paste pictures into this document, send them as separate attachments. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **If your appeal is based on Personal Mitigating Circumstances (PMC), explain why you did not submit a PMC request at the time of your assessments.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **If you are submitting your appeal after the deadline (beyond 10 working days from the date on your results letter), explain why and ensure you provide evidence to support your reason for delay.**  If you were ill or incapacitated during the timescale to submit an appeal, you should provide medical evidence. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 4 – Outcome Requested** | | | | | | | | | | | |
| Explain what outcome you are seeking if your appeal is successful. For example:   * a replacement assessment attempt * removal of late submission penalties   If you ask for an outcome that is not possible, the University may offer you a different outcome. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Section 5 – Evidence** | | | | | | | | | | | |
| You must choose option A OR option B | | | | | | | | | | | |
| 1. **I have submitted everything, including all my evidence** | | | | | | | | | | | **Yes/No** |
| 1. **I am waiting for evidence and require extra time to submit my full appeal**  * You have 20 working days from the date on your results letter to submit additional evidence. * If you do not contact us within this period, your appeal will not be processed, and no further action will be taken. | | | | | | | | | | | **Yes/No** |
| Please list below the evidence which you will send with your appeal and any you intend to submit.  Your appeal will be considered on a ‘documents only’ basis so ensure that you provide all relevant information. This means that we can only consider the appeal based on what is submitted. If evidence is not submitted, it cannot be considered. | | | | | | | | | | | |
| **List evidence submitted with this form** | | | | | **List evidence to follow** | | | | | | |
| Complete this section if you selected option A above | | | | | Only complete this if you selected option B above | | | | | | |
|  | | | | |  | | | | | | |
| If you wish to provide evidence that includes the personal data of individuals other than yourself, please confirm that you have discussed this with the third party and have their permission to share their personal data with us. | | | | | | | | | | | **Yes/No** |
| Have you completed the checklist at the end of this form? | | | | | | | | | | | **Yes/No** |
| **By signing this appeal form I confirm the above information and supporting evidence is true and accurate. I understand that failure to submit supporting evidence may result in this application being rejected regardless of the subject of the appeal. I have read and understand the academic appeal guidance notes. I understand that advice and guidance is available from the Students’ Union**. | | | | | | | | | | | |
| Signed: | |  | | | Date: | |  | | | | |

|  |  |
| --- | --- |
| **Checklist** | |
| Are you submitting your appeal or intention to appeal within 10 working days of the date your results were published? | **Yes/No** |
| Have you enclosed a copy of your Assessment Board Results Letter? | **Yes/No** |
| Have you attached a copy of all relevant evidence to support your appeal? | **Yes/No** |

|  |
| --- |
| **How to submit your Academic Appeal and Evidence** |
| * Your appeal will be considered on a ‘documents only’ basis so please ensure that you provide all relevant information. This means that we can only consider the appeal based on what is submitted. If evidence is not submitted, it cannot be considered * Submit this form, your results letter and evidence by email to [**academicappeals@salford.ac.uk**](mailto:academicappeals@salford.ac.uk) * If you need to submit several pictures, you can add them to a separate word document and attach that to the email. * **You will always be required to submit your results letter**. Feedback sheets or marks printed from Blackboard/Turnitin cannot be accepted as confirmation of your results. * There are several types of information that can be submitted as evidence, and you should read the information on academic appeals here: <https://www.salford.ac.uk/askus/admin-essentials/academic-appeals>. * If you are asked ‘How do you want to attach this file?’ when adding a file to your email, please do not share a link. We will not be able to open files shared in this way. Please choose ‘Attach as a copy’ instead. * The University is unable to obtain documents on your behalf. * Information you provide will be shared with your School, or the institution you are registered with if you are studying at a partner institution. * The University may refer you to relevant support services offered by askUs: <https://salford.ac.uk/askus> |