

## ACADEMIC APPEAL FORM (Formal Stage)

You should complete this form if you want to formally raise concerns about an academic decision, including your ratified academic results or any circumstances that you believe may have affected your academic results. If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Student Complaints Procedure (available on MySuffolk and the University of Suffolk website).

Before completing this form and beginning formal procedures, you should first have attempted to resolve the matter informally (also referred to as early resolution). Support and advice is available from a number of sources – try speaking to your tutor, personal tutor, or supervisor. Student Services and/or the Students' Union Advice Service will also provide confidential and independent advice.

To begin the formal procedure, complete this form as indicated in each section. You will need to provide details of your attempts at early resolution and attach all evidence relevant to your appeal. If you have any concerns or queries about filling in the form, the people mentioned above will be pleased to discuss these with you.

### SECTION A – YOUR PERSONAL DETAILS

Full Name			
Student Number			
Preferred address for postal correspondence			
		Post Code	
Telephone number			
Email address			
<p><b>NOTE:</b> Acknowledgement of receipt of your form and any progress updates will be sent to your University of Suffolk email address, and copied to the address provided above.</p> <p>If the contact details above are different to those held by the University please update your contact details as soon as possible on OASIS.</p>			

### SECTION B – YOUR COURSE DETAILS

School or Partner College/Institution	
Course title	
Level/Year of study	
Full-time or Part-time	

**SECTION C – YOUR APPEAL**

**C1: What does your appeal relate to?** *(tick all that apply and provide details below)*

	A module result (or component thereof)
	Required withdrawal from your course
	A verdict of, or penalty applied in respect of, academic misconduct
	A refusal to permit an extension or deferral in accordance with the Extenuating Circumstances Policy

**Please provide below details of the academic result(s) or decision being appealed**

To which pieces of work does the academic result or decision relate? (Please provide module title and component where appropriate)

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What was the submission date/examination date for each piece of work noted above?

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On what date did you apply for the extension or deferral of submission (if applicable)?

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When were you informed about the academic result or decision?

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How were you informed of the academic result or decision?

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**C2: What are the grounds for your appeal?** *(tick all that apply and provide details below)*

	<u>Procedural irregularity</u> which undermined the validity of the academic result or decision
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	<u>Extenuating circumstances</u> where, for good reason, the Assessment Board was not made aware of a significant factor relating to the assessment of the student when it made its decision
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**Please explain below the reason for your appeal** *(continue overleaf if necessary)*

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**C3: What attempts have you made at early resolution?**

**Please provide below details of the action you have taken to try to resolve your appeal informally.**

**C4: How would you like your appeal to be resolved?**

**SECTION D – SUPPORTING EVIDENCE**

**Please list below the evidence you are attaching to support your appeal**

**NOTE:** *Your appeal will be considered on paper evidence only so please ensure you submit all evidence and supporting documentation relevant to your appeal.*

**SECTION E – DECLARATION**

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of the University to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the University to the extent necessary for the consideration of my appeal.

Signed	
Date	

***Where to submit your formal appeal***

Once completed, this form and your supporting evidence should be submitted to the Office for Student Appeals, Complaints and Conduct (OSACC)

Email: [osacc@uos.ac.uk](mailto:osacc@uos.ac.uk)

Post: Office for Student Appeals, Complaints and Conduct  
University of Suffolk  
Waterfront Building  
Neptune Quay  
IPSWICH, IP4 1QJ

For more information about academic appeals and how your appeal will be processed, please see the Academic Appeals Procedure and associated guide on MySuffolk.