## HE ACADEMIC APPEAL FORM

This form should be used by students enrolled on **ABC validated programmes** only.

Before completing this form, you should familiarise yourself with the HE Appeals policy and Procedure – see Academic Regulations and Assessment - [Higher Education - Policies and Guidance](https://www.askham-bryan.ac.uk/publication-scheme-higher-education/)

Please complete this form in full – this should be word processed, clear and concise and provide all required information.

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| Section One: Personal Information |

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| Student Name |  |
| Student ID Number |  |
| Course Title and Level of Study |  |
| Personal Email Address (Should not be your University email address) |  |
| College Email Address |  |

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| Section Two: Student Support Information |

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| Do you feel that you require specific disability related support with the appeals process? If yes, please give details below. |
| If yes to the above, are you happy for this information to be shared with your course team. | [ ]  Yes | [ ]  No |

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| Section Three: The Appeal |

3a) Please indicate the Progression and Award Board (PAB) decision that you wish to appeal against. If you are unsure what this is please refer to your results letter regarding the outcome of the board. For example, degree classification, fail and withdraw, or reassessment requirements.

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3b) Please specify what you would like the outcome of your appeal to be.

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| Section Four: Grounds for Appeal |

**Please refer to the policy and procedure for academic appeal and the HE Academic Regulations for Askham Bryan College, when completing these sections.**

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| 4a) | [ ]  | There were circumstances unknown to the PAB that affected your academic performance and you can present appropriate reason(s) for these circumstances not being made known prior to the meeting of the board.  |
| 4b) | [ ]  | There was an administrative issue or failure in procedure of the relevant assessment(s) which leads to reasonable doubt as to whether the board decision would have been different if that had not occurred. |

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| 4c) Please provide full details of your case below. You must include the module(s) and assessment(s) that have been affected and the date(s) on which any associated incident(s) may have occurred (if relevant). Please ensure that you make direct reference to the grounds that you are appealing on and ensure that you only give information that is relevant to your specific case. |
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| 4d) Did you seek any additional support in relation to the reasons for your appeal or with the appeals process itself? If so, please indicate where your sought this support from:[ ]  Learning Support[ ]  Student Wellbeing Support[ ]  None[ ]  Other (please specify)  |

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| Section Five: Supporting Evidence |

Circumstances which are cited in an appeal must be supported by independent documentary evidence. When submitted this form must be accompanied by all evidence that you wish to be considered within your case. Evidence can only be accepted after your appeal deadline in exceptional circumstances, which must be agreed with the investigating staff member.

Evidence submitted with your appeal will be shared with relevant employees of the College who will process and review your appeal. Therefore, you should ensure that where evidence relates to third parties you have their permission for this information to be disclosed.

If at the conclusion of these processes you are unhappy with the appeal outcome, then details will be provided of the next steps available to you.

**5a)** Please **list** below the evidence that you are submitting. Please submit your evidence as a separate document(s), where relevant. All documentation must be in English or be accompanied by certified translations in required.

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| **5b) If you are appealing on the grounds stated in Point 4a, please provide details of why you did not bring this information to the attention of the PAB through the standard mitigating circumstances process. Note N/A if this is not applicable to your case.**  |
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* Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to he@askham-bryan.ac.uk.
* Failure to complete this form correctly and submit evidence promptly will likely delay the process of your appeal.

**Next Steps:**

Once we have received your form, this will be acknowledged via email.

The HE Academic Registrar (or nominee) will investigate your case and one of the following decisions will be communicated to your, normally with 20 working days of receipt of the appeal.

1. Reject the appeal, if there is evidence that the decision-making boards and panels have applied their procedures correctly, and/or there is no sound reason why mitigating circumstances were not made available to the board before the decision-making body convened;
2. Uphold the appeal, if there is clear evidence, following investigation, that there has been material irregularity or error without referral back to the decision-making body;
3. Refer the appeal back to the relevant decision-making body to consider its original decision, subject to the evidence gathered during the investigation;
4. Request additional information from the appellant, and/or relevant decision-making body and/or Chair, and/or any representative from the Higher Education department to assist in making a judgement.

**Section 6. Appeal Outcome (to be completed by the HE Academic Registrar or nominee).**

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**Outcome confirmed: Reject / Upheld / Referred / Further Information Required**

**Signed:**

**Dated:**