

# Academic Appeal



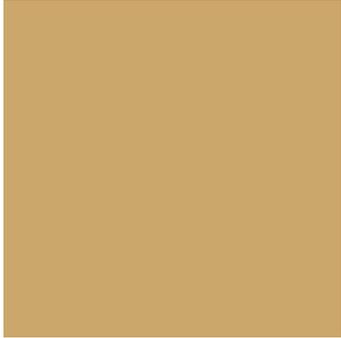
University of  
Chester

## (AA-1) Taught Programmes

This form is for students at Level 3, 4, 5, 6, 7 and 8 who wish to appeal against a decision of one of the following:

- Awards / Progression Assessment Board
- Mitigating Circumstances Board
- Academic Integrity Review Panel

This form is provided as PDF document which you can type into, save and print by downloading the file and opening it in Adobe Reader. You should not attempt to fill out this form in your web browser.



## Introduction

The University of Chester's Academic Appeal procedure is set out in section 10 of Handbook F of the Quality & Standards Manual. It is available to staff and students of the University on Portal.

If you need help to put your appeal together, you should contact the Chester Students' Union who can give confidential and impartial advice.

For guidance on the Academic Appeal procedure, you can contact the Student Affairs team in Academic Quality Support Services by email at [academicappeals@chester.ac.uk](mailto:academicappeals@chester.ac.uk).

If you have a disability (whether or not you have previously disclosed it) and need further help, you should contact Student Futures ([disability@chester.ac.uk](mailto:disability@chester.ac.uk)).

In all cases, appeals must be submitted within **10 days** of the decision that you are

appealing against. Failure to meet this deadline might mean that your appeal cannot be considered.

If you are submitting your appeal late, please use the blank space on page 17 to explain why. You should also provide additional evidence to show why you could not submit your appeal on time.

The University will try to deal with your appeal as quickly as possible, whilst ensuring that it is properly considered. We aim for a decision to be made by the Appeals Board within **60 days**. We will keep you updated throughout the process.

Whilst you are waiting for the Academic Appeals Board to hear your case, **the decision you are appealing against still stands.**

## Use this section to give us details about you

<b>Student number:</b>							
<b>Programme of study:</b>							
<b>Title:</b>	Mr	Mrs	Miss	Ms	Mx	Dr	Other
<b>Surname/Family name:</b>							
<b>First/Given name(s):</b>							
<b>Postal address:</b>							
<b>Post code:</b>				<b>Country:</b>			
<b>Landline:</b>			<b>Mobile:</b>				
<b>Email:</b>							

We will use your University of Chester email address to keep you informed about progress with your appeal, but if you provide us with a private email address, we will copy any messages to it. **If we send you a message before 4pm Monday – Friday, we will assume that you have received it on the same day.**

	YES	NO
Are you studying at a Partner college of the University of Chester?		
If yes, please state which college:		

To help us direct your appeal appropriately, please answer the following questions:

	YES	NO
<b>Have your studies at the University been terminated?</b>		
<b>If your studies have not been terminated, have you been prevented from progressing to the next level of study?</b>		
<b>Have you been sponsored by the University for a Tier 4 student visa?</b>		

## Use this section to tell us who you want us to discuss your appeal with

We will handle the information you provide on this form in accordance with our privacy statement. A copy of this is available on Portal and on the University's website. To ensure that you have access to appropriate support throughout the process, you might find it helpful to allow us to discuss your case with others. In this section, you can state whether you give your permission for us to do this.

	YES	NO	Not applicable				
<b>If you have previously disclosed a disability to the University, do you consent to us obtaining data that Student Futures might hold about you?</b>							
<b>If your appeal is about a decision of the Mitigating Circumstances Board, do you consent to us obtaining data that Registry hold about your original application?</b>							
<b>If you contact the Chester Students' Union for support with your appeal, do you consent to us sharing data and discussing your case with them?</b>							
<b>Do you give permission for us to discuss the details of your case with a third party?</b> If you want to give permission for us to talk to a friend or relative on your behalf, you should tick 'yes' and give their details below.							
<b>Title:</b>	Mr	Mrs	Miss	Ms	Mx	Dr	Other
<b>Surname/Family name:</b>							
<b>First/Given name(s):</b>							
<b>Relationship to you:</b>							

When your appeal is received by Academic Quality Support Services, you will receive an acknowledgement by email. This acknowledgement will contain a unique reference number for your case. If you have given permission for us to discuss your case with a third party, **it is your responsibility to ensure that they have your student number and the reference number of your case.**



## Use this section to tell us about the grounds for your appeal

Using this form, you can appeal against three types of decision:

1. Decisions of the Awards or Progression Assessment Board (box 1)
2. Decisions of the Mitigating Circumstances Board (box 2)
3. Decisions of the Academic Integrity Review Panel (box 3)

**You can only appeal one type of decision at a time.**

You must give the date that the decision was made. You will find this on the letter notifying you of the decision. You should also send us a copy of the letter with your appeal.

<b>1</b>	<b>AWARDS OR PROGRESSION ASSESSMENT BOARD</b>	
3.1.1.	There were procedural or administrative irregularities in the conduct of the assessment process. <b>[You will need to complete Parts E and I of this form]</b>	
3.1.2.	You were suffering from illness or had other personal circumstances which materially affected your performance, provided that these were not known to the Examiners <b>and</b> there are compelling reasons why you did not request an extension, a deferral or did not apply to the Mitigating Circumstances Board. <b>[You will need to complete Parts F, G and I of this form]</b>	
Please give the date of the decision:		
You can also appeal on the grounds that you were diagnosed as having a Specific Learning Difficulty during the course of the year if you did not have the reasonable adjustments you are entitled to. <b>Please contact Student Futures as soon as possible to do this.</b>		

<b>2</b>	<b>MITIGATING CIRCUMSTANCES BOARD</b>	
3.4.1.	There were procedural or administrative irregularities in the conduct of the Mitigating Circumstances Board. <b>[You will need to complete Parts E and I of this form]</b>	
3.4.2.	That there is <b>new</b> evidence which, for compelling reasons, could not be made available to the Mitigating Circumstances Board. <b>[You will need to complete Parts H and I of this form]</b>	
Please give the date of the decision:		

<b>3</b>	<b>ACADEMIC INTEGRITY REVIEW PANEL</b>	
3.5.1.	There were procedural or administrative irregularities in the conduct of the published academic integrity procedures. <b>[You will need to complete Parts E and I of this form]</b>	
3.5.2.	That there are compelling reasons, which can be substantiated, to explain why you were unable to mount a defence to the allegation of a breach of academic integrity. <b>[You will need to complete Parts F and I of this form]</b>	
Please give the date of the decision:		

- **The instruction shown next to the ground(s) you have ticked in one of the boxes above tells you which sections of the form you now need to complete from E – I.**
- **If you are typing information into this form, each section is limited to 3,100 characters (around 460 words). However, if you need more space, there is a blank page at the back of the form.**
- **Clear and concise appeals are easier to investigate and easier for the Academic Appeals Board to understand than ones that contain lots of irrelevant detail. Follow the guidance given at the top of each of the sections that you need to complete.**
- **When you have completed the sections that apply to you, go to Part J and continue to fill in the rest of the form.**

**Part E:  
Procedural or  
administrative  
irregularity**

If you think something has gone wrong either procedurally or administratively that might have affected the decision you are appealing against, use this section to tell us about it. **Try to explain your point as clearly and as briefly as possible. Try to explain things in the order in which they occurred. Explain what evidence you are providing to support your point and how you feel this problem affected you.**

**The information you provide in this section will normally be shared with the department(s) concerned.**

**Part F:  
Personal  
circumstances**

If you have been ill or had other personal circumstances which you think have affected the decision you are appealing against, use this section to tell us about it. **Try to explain your point as clearly and as briefly as possible. Try to explain things in the order in which they occurred. Explain what evidence you are providing to support your point and how you feel this problem affected you.**

**To help investigate your case thoroughly, we will share the information you include in this section with the department(s) concerned, unless you choose to restrict access to this in Part J of this form.**

**Part G:  
Use of other  
procedures**

The University expects that students who have been ill or had other personal circumstances will request an extension or a deferral or submit a claim for mitigating circumstances at the time that an assessment was due to be submitted. You should use this section to explain why you did not do this. **Try to explain your point as clearly and as briefly as possible.**

**To help investigate your case thoroughly, we will share the information you include in this section with the department(s) concerned, unless you choose to restrict access to this in Part J of this form.**

## Part H: New evidence

If you are appealing against a decision of the Mitigating Circumstances Board to reject your application, but you have new evidence, use this section to tell us about it. **Try to explain your point as clearly and as briefly as possible. Explain what the new evidence that you are providing is and why it could not have been made available to the Mitigating Circumstances Board when you submitted your application.**

**Information provided in this section will normally only be shared with the Academic Appeals Board.**



## Use this section to give details about how we can use your information

**We understand that when you submit an appeal, you might include information and data that is sensitive and personal to you.** Our privacy statement explains how we collect, use, share and keep information about you. A copy is available on Portal and on the University's website. You can also ask us for a copy by emailing [academicappeals@chester.ac.uk](mailto:academicappeals@chester.ac.uk).

On this page, you are asked to tell us how we can handle your information and who we can share it with.

Please choose one of the following:

<p><b>I give my consent for the information I have provided on this form and any supporting documents I have provided to be shared with members of staff who can assist in the investigation of my appeal.</b></p> <p>I understand that Academic Quality Support Services and the University of Chester will process my personal information in accordance with its academic appeals privacy statement and that I can withdraw consent for my personal information to be processed at any time, but that this might result in my appeal being withdrawn.</p>	
<p><b>I wish to restrict access to my appeal form and any supporting documents I have provided to Academic Quality Support Services and the Academic Appeals Board only.</b></p> <p>I understand that by restricting access to my personal information, the University of Chester may be limited in the amount of investigation it may be able to complete. I understand that my personal information will be processed in accordance with the academic appeals privacy statement and that I can withdraw consent for my personal information to be processed at any time, but that this might result in my appeal being withdrawn.</p>	

### **Important note about evidence that does not relate to you**

Appeals are normally only successful where there is evidence that relates specifically to you. Even if your appeal is based around the illness or personal circumstances of another person, you must still provide evidence to demonstrate the impact on you. Where you provide the personal information of a third party (relative, friend etc.), this cannot normally be considered as part of the academic appeals process. **We ask you not to send us evidence that isn't specifically about you.** If you do send us the personal information of a third party, we will normally erase it and inform you that it cannot be taken into account.

Guidance about the types of evidence that you might consider submitting to support your appeal is available on Portal and on the University's website. You can also ask us for a copy by emailing us.

**Part J:  
Confidentiality  
(continued)**

If you have chosen to restrict access to your appeal, it would be helpful if you could use this box to give a summary of anything you would be happy to share. **You may do this now, or after speaking with an Investigating Officer if your appeal is accepted for investigation.**

## Use this section to tell us about the evidence you are providing

It is important that you provide appropriate documentary evidence to support your appeal. Please use the table below to tell us what pieces of evidence you are providing. If you are emailing your appeal to us, please attach **full-colour scans** of your documents. We reserve the right to request the original copies of any evidence you provide in support of your appeal and failure to provide them will result in your appeal being invalidated.

**You must read the note about the use of third party evidence given in Part J of this form.** We cannot accept evidence that contains the personal information of another person. There is advice and guidance about the types of evidence that are acceptable on Portal and on the University's website.

The first line of the table is completed as an example. There are spaces for 6 pieces of evidence. Please label your evidence A-F etc. clearly. If you need more space, use the blank pages at the end of this form.

Label	Description of evidence	Date of evidence
	GP letter from Garden Lane Medical Centre	03/11/2015
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>E</b>		
<b>F</b>		

If you are unable to provide evidence at the time you are submitting this form, you must give an explanation in the box below and an expected date by which you will be able to supply the evidence (this must normally be within 10 days)

## You must complete and sign this section before submitting your appeal

Please go through the checklist below carefully and make sure that you have addressed all of the points. If you need help to compile your appeal, you should contact the Chester Students' Union. We will acknowledge receipt of your appeal normally within 7 days of the deadline for appeal submissions.

<p><b>Have you read the Academic Appeal Procedure and Notes for Guidance?</b> These documents explain how the University will deal with your appeal. If anything is unclear you can ask for assistance from the Chester Students' Union.</p>	
<p><b>Have you completed all of the relevant sections of this form?</b> The appeals form is long, but this is so that we can gather all of the information necessary to consider your case. Please make sure that you have completed all of the sections that are relevant to you.</p>	
<p><b>If you have restricted access to the information contained in your appeal, are you sure that you want to do this?</b> If you have restricted access to your appeal, it might limit the amount of investigation we can complete. Think about what information you are willing to share and ensure you have told us in part J of this form.</p>	
<p><b>Have you included evidence to support your appeal?</b> The Appeals Procedure is primarily evidence based. Although we will accept that any statements you make are truthful, you should provide solid evidence to support what you say in your appeal. In particular, you must make sure that evidence relates specifically to you.</p>	
<p><b>Are your contact details correct?</b> It can take up to 60 days for the Appeals Board to hear and decide your case and you must ensure that we can contact you throughout this period of time.</p>	
<p><b>Remember that the decision you are appealing against stands while a decision is being made.</b> This means that you must abide by the original decision until you receive confirmation that the decision has been changed. International students <u>must</u> also comply with any instruction from the visa compliance team and the Home Office.</p>	
<p><b>Declaration to be signed by the student</b></p>	
<p>I confirm that I have read and understood the Academic Appeal Procedure. I have read the academic appeal privacy statement and I am aware of how the University will process my personal information. I confirm that I am the student making the appeal, I agree to be bound by the terms of the Academic Appeal Procedure and confirm that I believe the facts stated in my appeal submission are true.</p>	
<p><b>Signature:</b></p>	<p><b>Date:</b></p>

You should save a copy of this form retain it for your records. Details of how to submit your form and accompanying evidence are given on the back page.

If you need further space for any part of your appeal, please use this page.

## How to submit your completed form and evidence

Once you have completed this form, you should submit to Academic Quality Support Services. You can do this in three ways:

### 1. **By email (preferred)**

If you submit your appeal by email, you must ensure that the documentary evidence you provide is attached as a full-colour scan. The University reserves the right to require original copies of any documents that you provide in support of your appeal. Failure to procedure the originals, if requested, will result in your appeal being invalidated.

You should send your completed form and evidence as attachments to [academicappeals@chester.ac.uk](mailto:academicappeals@chester.ac.uk). You are strongly advised to send your form from your University of Chester email account. If you are unable to do this, you should ensure that your email message contains your student ID number, the full title of the programme that you are registered on and your date of birth for verification purposes.

### 2. **In person to either Chester Students' Union or Student Welfare**

#### Chester Students' Union

Take your form and evidence to the Students' Union building on either the Parkgate Road campus in Chester or on the Warrington campus or at University Centre Shrewsbury. Please remember that the Students' Union can also offer you confidential and impartial advice about your appeal.

#### Student Welfare

Take your form and evidence to the Student Welfare Office in the Binks building (room CBK-113) on the Parkgate Road campus in Chester or to the Martin building (room WMA-012) on the Warrington campus.

If you submit your form in person, it will be recorded as having been received on that date. However, it might take a day or two to reach Academic Quality Support Services. If you have not received an acknowledgement within 72 hours of submitting your form, please contact us.

### 3. **By post**

You can post your appeal and evidence to the following address:

**Academic Quality Support Services (Appeals)**  
**University of Chester**  
**Parkgate Road**  
**Chester**  
**CH2 4BJ**

If you post your form, you are strongly advised to use an appropriate tracking service.