

Academic Appeal



Guidance notes for an appeal using form AA-1

The academic appeal procedure is designed to enable students to raise concerns about their academic progress in the light of decisions made relating to their assessments. The University is keen to ensure that any concerns are fully considered and that, where appropriate, action is taken to deal with them.

Students may have concerns about assessment decisions for a number of reasons; but it is important to remember that simply being unhappy with the marks or outcomes that have been decided is not, in itself, sufficient grounds for an appeal. It is always in the student's best interest to raise concerns with the department(s) concerned before submitting an academic appeal. Doing so gives an opportunity for dialogue about the reasons behind a decision or, if there has been a mistake, provides an opportunity for it to be put right without having to go through the appeal process.

The academic appeal procedure does not allow students to challenge the marks that they have been awarded for a particular piece of assessment. Even where an appeal is upheld, unless there has been an administrative error in processing a mark, the usual outcome is to allow another opportunity for an assessment to be undertaken again.

These notes are intended to act as a guide to the appeals procedure. They explain what students can expect of the University, how to complete the academic appeal form and provide some information about what evidence students may wish to consider submitting. If the answer to your query cannot be found in this guide, please either contact the Chester Students' Union for confidential or impartial advice, or contact academicappeals@chester.ac.uk.

Academic Quality Support Services
December 2015

Quick Guide

There are 3 stages to the University's academic appeal procedure:

1. The Preliminary Stage

Students must submit an appeal within 10 (calendar) days of receiving confirmation of a decision they want to appeal against. The preliminary stage is intended to be an initial review of the submission to check that the appeal can be accepted according to the procedure.

2. The Investigatory Stage

If your appeal is accepted for investigation at the preliminary stage, an Officer in the Student Affairs team of Academic Quality Support Services will undertake the investigation. The points that you have raised will be considered and the department(s) concerned will be asked to respond. This will enable the Academic Appeal Board to take a balanced view of your appeal.

3. The Academic Appeal Board

Your case will be heard by the Academic Appeal Board. You won't be expected to attend the meeting, but you will receive a copy of the response(s) provided to your appeal and you will be able to make any further comments prior to the hearing. The Board will make a decision on whether or not to uphold your appeal and you will receive a letter from the Officer who investigated your case to explain the outcome.

There are some other parts to the academic appeal procedure, but not all cases will go through these:

- **Preliminary stage review:** if your appeal is rejected at the preliminary stage, you might be entitled to ask for a review of that decision.
- **Resolution:** if during the course of investigating your appeal, it becomes clear that an error has been made, we might try to resolve your appeal before it goes to the Appeals Board. We will keep you updated if this applies in your case and you will be able to comment on the proposed resolution.
- **Appeal review:** if your appeal is rejected by the Academic Appeal Board, as with the preliminary stage, you might be entitled to ask for a review of that decision.

Academic Appeal Form

You may submit an academic appeal using the form available on Portal up to 10 days after receiving confirmation of a decision that you want to appeal against. This guidance is specifically for appeals using form **AA-1**. Below is an explanation of each section of the form and how to complete it:

Part A: About you

This section of the form gathers some basic information about you and your programme of study. To speed up communication, we will normally only send you letters about your appeal via email. By default, we will use your University of Chester email account, but you can specify a private email address as well. If you want to receive letters by post as well as email, you can indicate this on the form.

There are three important questions in this section that you must answer. They are:

- Have your studies been terminated? You should tick 'yes' only if the effect of the decision you are appealing against means that you are no longer a student of the University.
- Have you been prevented from progressing to the next level of study? If you are an undergraduate student and the effect of the decision you are appealing against means that you cannot progress to the next year (i.e. from Level 4 to Level 5 or from Level 5 to Level 6), then you should tick 'yes'.
- Have you been sponsored by the University for a Tier 4 student visa? Most students who have come to the UK to study from outside the European Economic Area will require a Tier 4 visa.

Part B: Talking to others

You might find it helpful to allow us to talk to other people about your appeal. This section asks whether you want to give your permission to discuss your case with the Chester Students' Union and/or with a third party. This might be a spouse, parent, guardian or friend. For security, if you, or anyone else, contacts us about your appeal, they must be able to give us the unique reference number of your case that you will receive once we acknowledge your appeal.

Academic Appeal Form

Part C: Assessments to be appealed

Your appeal must be about the individual marks you have received for each component of assessment. You should refer to your module handbook, Moodle page or results letter to see how each assessment component is described:

- Module code: this will be made up for two letters and four numbers. For example, CD4291.
- Module title: this is the 'name' given to the module by the department.
- Component title: each component of assessment in a module will have a different title.
- Attempt number: students are permitted up to three attempts at each assessment component. You will be able to see which attempt you are on by referring to your results letter.
- Submission deadline: this is the date that you were due to submit the piece of work. If you were given an extension or deferral, your submission date will likely be different to the one published in the module handbook or on the Moodle page.

Examples:

- ***I have completed my programme of study and have been awarded a 2.i degree. I was unwell when I sat my final exams and think that I should have got a first class degree.***

You cannot simply appeal the classification of the degree that you have been awarded. However, you can appeal against the marks awarded for the exams you took whilst you were unwell. You will have to explain why you did not use another procedure (e.g. apply for a deferral or submit an application for mitigating circumstances) at the time.

- ***I have finished my first year, but have not passed all of my modules. I have been prevented from progressing to the second year.***

A decision on whether to allow you to progress to the next level of study with outstanding modules is governed by the progression rules and is an academic judgement which cannot be appealed. However, you might be able to appeal against the outcomes of some or all of the assessment components you have not passed if you have grounds to do so. In limited circumstances, if your appeal is upheld, you may be allowed to conditionally progress.

Academic Appeal Form

Part D: Grounds for your appeal

The AA-1 form can be used for appeals against decisions of either the Awards/Progress Assessment Board, the Mitigating Circumstances Board or one of the committees setup to deal with cases of Academic Malpractice. **However, your appeal must relate to only one of those Boards/committees.**

Examples:

- ***I submitted an application for mitigating circumstances which was rejected. My results have not yet been published and I am dissatisfied with the decision.***

In this case you must submit an appeal against the decision of the Mitigating Circumstances Board.

- ***I submitted an application for mitigating circumstances which was rejected. My results have now been published and I want to submit an appeal.***

In this case, you must submit an appeal against the decision of the Awards/Progression Assessment Board because your results have now been published.

Parts E-H: Your appeal

Once you have selected the grounds for your appeal, information on the form tells you which part(s) to complete. There is some information at the top of each part which suggests what you might want to write. Please keep in mind the following:

- Typing your appeal is probably better than handwriting it! Our forms are designed to be completed using Adobe Reader. You can print and save a copy of your completed form too.
- Although it might be tempting to include lots and lots of information, think about the things that are relevant to your case. Focus on those and leave out other irrelevant detail. If your appeal is concise it is often easier for us to see what needs to be investigated and easier for the Appeals Board to understand.
- You can type around 460 words into each section. If you want to type more than this, you should think carefully about whether you are including too much unnecessary detail. There are two blank pages at the back of the form if you need a little more space.

Academic Appeal Form

Parts E-H: Your appeal (continued)

- Explain things in the order in which they happened. Appeals which jump forward and back between events are difficult to understand. Remember that the Appeals Board will have lots of cases to read and understand. They will treat each one carefully, but it is in your interest to be clear about the points you're making.
- Refer to the evidence you are providing to support your appeal. It is important to say how you believe that the evidence you have submitted backs up the points that you want to make.

Part I: Confidentiality

It is always in your best interests to allow the University investigate your case thoroughly. Anyone who handles your appeal must abide by strict rules of confidentiality. In addition, the regulations provide a safeguard: you will not be academically disadvantaged for having submitted an appeal. However, you do have the right to restrict who can see your appeal. If you want to do this, follow the instructions in Part I of the form.

Part J: Supporting evidence

Your appeal must be accompanied by evidence which supports the claims that you make. You must provide us with original copies of your evidence, but we will return this to you as soon as possible:

- If you submit your appeal by post, we will return your original evidence via recorded delivery once we have taken a copy.
- If you submit your appeal in person either to the Students' Union or Student Welfare, a photocopy can be taken there and your evidence will be handed back to you straight away.

Suggestions for the types of evidence you might want to provide with your appeal are given on page 8 of this guidance. However, you can submit anything you feel is relevant to your case.

If you're unable to provide your evidence at the time you submit the appeal form (for example if you're waiting for a letter from your GP), you should tell us on the form when you expect to be able to send it on.

Academic Appeal Form

Part K: Checklist and declaration

You should read through each of the statements in the checklist and ensure that you have read and understood each. When you have completed the form, save a copy for your records and then print a copy and sign it. You can then submit your appeal in two ways:

1. 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. 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, you should contact academicappeals@chester.ac.uk

2. By post

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

Academic Quality Support Services (Appeals)
University of Chester
Parkgate Road
Chester
CH1 4BJ

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

Guidance for evidence

You are responsible for the evidence that you decide to submit with your appeal. However, the following gives some useful guidance for the type of evidence that the Appeals Board would expect to see (remember, you must submit originals as photocopies cannot be accepted).

If your appeal relates to illness or other exceptional personal circumstances:

- You should provide medical, professional or other independent evidence. This should clearly show what your circumstances were and how they affected you around the time you were due to submit your assessments.
- Your evidence must also be sufficient to explain why you didn't follow the procedures for requesting an extension or deferral or submit an application to the Mitigating Circumstances Board.
- If you have a long term condition, and you don't have evidence that relates specifically to the time that you were due to submit your assessments, an appropriate medical diagnosis might be sufficient. This will especially be the case where it is reasonable for the Appeals Board to assume that you had been suffering for a significant period of time prior to being diagnosed. **However, this will normally only be acceptable on one occasion as the appeals procedure cannot be used as a substitute for requesting extensions, deferrals or for using the mitigating circumstances procedures at the appropriate time.**
- If you provide medical evidence it should contain a clear medical diagnosis or the opinion of an appropriately qualified healthcare professional. It must not simply report that you told the healthcare professional that you were feeling unwell. **Please be clear on this point when you request a letter from your GP or other healthcare provider.**
- The evidence you provide must relate to you. Therefore, if you are submitting an appeal based on the illness or personal circumstances relating to another person, you must provide evidence of your relationship to that person and the impact that their illness or personal circumstances had upon you. This might include:
 - Evidence of journeys taken
 - Confirmation of time taken off work
 - Letters confirming caring responsibilities from independent bodies

If you are unable to provide this type of evidence, you should explain why.

Guidance for evidence

You are responsible for the evidence that you decide to submit with your appeal. However, the following gives some useful guidance for the type of evidence that the Appeals Board would expect to see (remember, you must submit originals as photocopies cannot be accepted).

If your appeal relates to illness or other exceptional personal circumstances:

- The evidence you provide must be wholly independent. This means that letters of support from family members, friends or others who are not acting in a professional capacity cannot be accepted.
- The evidence you provide must be in English. Where documentation is in another language, you must arrange for it to be professionally translated and provide a certified copy.

If your appeal relates to procedural or administrative irregularity:

- Your statement must be clear enough for the Appeals Board to understand the point that you make. Wherever possible, you should provide evidence to support your claims.

Examples might include:

- Copies of relevant emails between you and members of staff
- Copies of statements made in the module handbook/Moodle page
- Copies of marked work and/or feedback sheets

The information given here is not exhaustive and is guidance only. You can choose what documentation to submit to support your appeal. The Chester Students' Union can give you confidential and impartial advice. However, if you are in any doubt, it is always likely to be better to provide more, rather than less documentary evidence.

Academic Appeal



Specific Learning Differences

One of the grounds on which an academic appeal can be submitted is related to students who have received a diagnosis of a Specific Learning Difference, but who did not receive the reasonable adjustments (for assessment) which are indicated in their Inclusion Plan. In order to appeal on that ground, the following conditions have to be met:

- You must have been diagnosed with a Specific Learning Difference in the **current** academic session and before the meeting of the relevant Awards Assessment Board or Progression Assessment Board; **and**
- The Disability Support Service must have received a report compiled by an Education Psychologist or other person who is qualified to diagnose Specific Learning Differences; **and**
- It must be clear that you were not given all of the reasonable adjustments (for assessment) which are described in your Inclusion Plan.

If all of these conditions can be met then your appeal might be upheld without it having to be heard by the Academic Appeals Board.

If these conditions have not been met, then an appeal on this ground is unlikely to be possible. You might want to consider whether you can submit an appeal on different grounds instead. The Chester Students' Union will be able to advise you.

If you decide that you want to submit an appeal on this ground, these you should contact the Disability Support Service within 10 days of receiving your results. You can do this by email at disabilitysupport@chester.ac.uk or by calling one of the following numbers:

Academic Appeal

- At Chester, call 01244 511059
- At Warrington, call 01925 534282

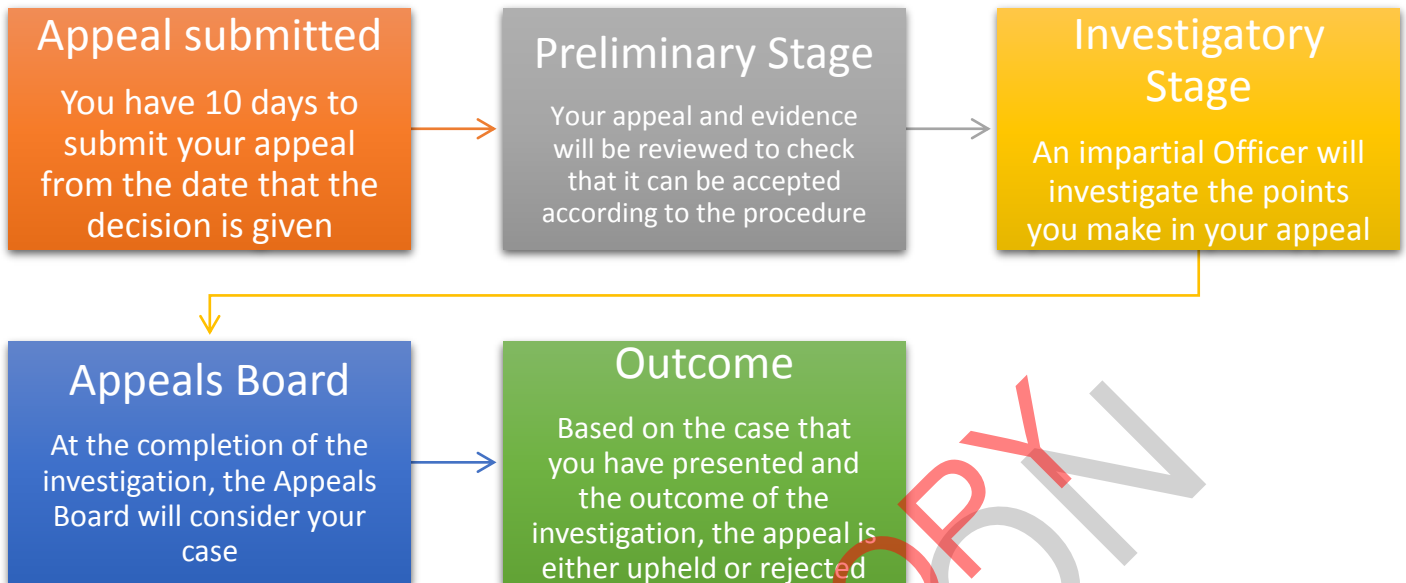
The Disability Support Service will check that all of the conditions needed to make an appeal on this ground have been met. If so, they will send you a copy of the form that you will need to complete. You will need to fill in:

- Part A – which asks for information about you
- Part B – which asks whether you want us to be able to discuss your case with others
- Part C – which asks you to list the assessment decisions that you want to appeal

You should then sign and date the form in Part F (typing your name into the signature box is fine if you want to email the form back to Disability Support). When you've finished, email the form back to Disability Support who will complete parts D and E and send it to AQSS.

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UNIVERSITY OF CHESTER Academic Appeal flowchart



This chart shows the basic stages to each academic appeal. Most cases will pass through each of these steps, but there are some other things you should know:

- **Preliminary stage review:** if your appeal is rejected at the preliminary stage, you might be entitled to ask for a review of that decision.
- **Resolution:** if during the course of investigating your appeal, it becomes clear that an error has been made, we might try to resolve your appeal before it goes to the Appeals Board. We will keep you updated if this applies in your case and you will be able to comment on the proposed resolution.
- **Appeal review:** if your appeal is rejected by the Academic Appeal Board, as with the preliminary stage, you might be entitled to ask for a review of that decision.
- **Assessment Review Board:** If the Academic Appeals Board decides to uphold your appeal, the usual outcome is for the case to be sent to the Assessment Review Board which is responsible for agreeing a new outcome.

We aim to be able to notify you of the outcome of your appeal within 60 days. However, if the process is delayed (either by you or for some other reason that we notify you of), it might take up to 90 days.

Academic Appeal



University of
Chester

(AA-1) Taught Programmes

This form is for students at Level Z, 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 Malpractice Panel
- Subgroup on Academic Malpractice Penalties



University of
Chester

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.

If you have a disability (whether or not you have previously disclosed it) and need further help, you should contact Student Support & Guidance.

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 16 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. It can take up to **60 days** for a decision to be made by the Appeals Board. 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.**

**Part A:
About you**

Use this section to give us details about you

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

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.**

If you would also like us to send letters to your postal address, please tick this box:	<input type="checkbox"/>
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To help us direct your appeal appropriately, please answer the following questions:

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

**Part B:
Talking to
others**

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 Confidentiality Statement. 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
Have you previously disclosed a disability to the University and/or been issued with an inclusion plan? If you tick 'yes' we will automatically contact the Disability Support Service for details.			
If you contact the Chester Students' Union for support with your appeal, can we discuss your case with them? If you tick 'yes' we will only discuss details of your case with the SU if you ask them to contact us on your behalf.			
Do you give permission for us to discuss the details of your case with a third party? 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.			
Title:	Mr Mrs Miss Ms Mx Dr Other		
Surname/Family name:			
First/Given name(s):			
Relationship to you:			

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 Malpractice Panel or Subgroup on Academic Malpractice Penalties (box 3)

Normally you will 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.

1	AWARDS OR PROGRESSION ASSESSMENT BOARD	
3.1.1.	There were procedural or administrative irregularities in the conduct of the assessment process. [You will need to complete Part E of this form]	
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 and there are compelling reasons why you did not request an extension, a deferral or did not apply to the Mitigating Circumstances Board. [You will need to complete Part F and G of this form]	
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. Please contact the Disability Support Service as soon as possible to do this.		

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

3	ACADEMIC MALPRACTICE PANEL / SUBGROUP ON ACADEMIC MALPRACTICE PENALTIES	
3.5.1.	There were procedural or administrative irregularities in the conduct of the published academic malpractice procedures. [You will need to complete Part E of this form]	
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 academic malpractice. [You will need to complete Part F of this form]	
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 – H.**
- **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 are some blank pages 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 I 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.**

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The information you provide in this section will 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.**

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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 I 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.**

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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 I 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.**

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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

Only complete this section if you want to restrict access to information in your appeal. Otherwise, continue to Part J.

Normally, the contents of your appeal will be disclosed to the relevant Head of Department for a response. They might ask others to provide information as part of that response. Anyone who receives information relating to your appeal must abide by the University's rules on confidentiality.

In some cases, you can restrict who has access to the information you have provided. **If you choose to do this, you must be aware that this might limit our ability to thoroughly investigate your case.**

You cannot restrict access to information provided on this form if your appeal relates to a procedural or administrative irregularity. Under the provisions of the Data Protection Act (Schedule 3) if you disclose a disability to any member of University staff, we have to take notice of this information and we will inform the Disability Support Service accordingly.

You must tell us what information we may share by completing the following:

I wish to restrict access to the information provided in Parts F & G. I understand that by doing so, it may not be possible for the University to investigate my case thoroughly.			
Tick all those that apply and give dates where appropriate:		From	To
<input type="checkbox"/>	I was suffering from illness/other personal circumstances which affected my performance in assessment between these dates:		
<input type="checkbox"/>	I disclosed information to the department around the following dates:		
<input type="checkbox"/>	I did not disclose information to the department		
<input type="checkbox"/>	I requested an extension/deferral around the following dates:		
<input type="checkbox"/>	I requested/was given advice on the procedure for requesting an extension or deferral of assessment.		

In order that the department can provide some response to your appeal, it would be helpful if you could provide a summary of the factors that were affecting you that 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.**

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**Part J:
Supporting
evidence**

Use this section to tell us about the evidence your 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. **Please remember that you must submit original evidence as photocopies cannot be accepted.** We will return the original copies to you as soon as possible.

The first line of the table is completed as an example. There are spaces for 8 pieces of evidence. Please label your evidence A-H 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
A		
B		
C		
D		
E		
F		
G		
H		

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>Have you read the Academic Appeal Procedure and Notes for Guidance? 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>Have you completed all of the relevant sections of this form? 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>If you have restricted access to the information contained in your appeal, are you sure that you want to do this? If you have completed Part I of this form, you have restricted who we can share information with. This will limit the amount of investigation we can undertake. You are advised only to do this in exceptional circumstances.</p>	
<p>Have you included evidence to support your appeal? 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>Are your contact details correct? 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>Remember that the decision you are appealing against stands while a decision is being made. 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>Declaration to be signed by the student</p>	
<p>I confirm that I have read and understood the Academic Appeal Procedure. 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>Signature:</p>	<p>Date:</p>

You must print and sign a copy of this form as email copies cannot be accepted. Retain a copy for your records. Details of how to submit your form and accompanying evidence are given on the back page.

**Further
information**

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

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

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How to submit your completed form and evidence

Once you have completed this form, you should print it out and submit it along with **original copies of the evidence you are providing**. We are unable to accept photocopies, but we will return your documents to you as quickly as possible. You can submit your appeal in two ways:

1. 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. 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, you should contact academicappeals@chester.ac.uk

2. By post

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

Academic Quality Support Services (Appeals)
University of Chester
Parkgate Road
Chester
CH1 4BJ

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

Academic Appeal



University of
Chester

(AA-3) Postgraduate Research Degrees

This form is for students at Level 8 who wish to appeal against a decision of one of the following:

- Postgraduate Research Degree Awards Board
- Progress Review Board

Students on an MRes or Professional Doctorate programme who wish to appeal the outcome of one or more of the taught modules they have been registered for should use form AA-1 instead.



University of
Chester

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.

If you have a disability (whether or not you have previously disclosed it) and need further help, you should contact Student Support & Guidance.

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 12 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. It can take up to **60 days** for a decision to be made by the Appeals Board. 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.**

**Part A:
About you**

Use this section to give us details about you

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

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.**

If you would also like us to send letters to your postal address, please tick this box:	<input type="checkbox"/>
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To help us direct your appeal appropriately, please answer the following questions:

	YES	NO
Have your studies at the University been terminated?		
Have you been sponsored by the University for a Tier 4 student visa?		

Part B: Talking to others

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 Confidentiality Statement. 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
Have you previously disclosed a disability to the University and/or been issued with an inclusion plan? If you tick 'yes' we will automatically contact the Disability Support Service for details.			
If you contact the Chester Students' Union for support with your appeal, can we discuss your case with them? If you tick 'yes' we will only discuss details of your case with the SU if you ask them to contact us on your behalf.			
Do you give permission for us to discuss the details of your case with a third party? 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.			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/> Dr <input type="checkbox"/> Other		
Surname/Family name:			
First/Given name(s):			
Relationship to you:			

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 two types of decision:

1. Decisions of the Postgraduate Research Degree Awards Board (box 1)
2. Decisions of the Progress Review Board (box 2)

Normally you may 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.

1	POSTGRADUATE RESEARCH DEGREE AWARDS BOARD	
3.2.1.	There were procedural or administrative irregularities the conduct of the examination process. (This may include evidence of bias or unlawful discrimination on the part of one or more of the Examiners) [You will need to complete Part D of this form]	
3.2.2.	You were suffering from illness or had other personal circumstances which materially affected your performance, provided that these were not known to the Examiners and there are compelling reasons why you did not notify the Examiners beforehand [You will need to complete Part E of this form]	
Please give the date of the decision:		

2	PROGRESS REVIEW BOARD	
3.3.1.	There were procedural or administrative irregularities in the conduct of the progress review process. [You will need to complete Part D of this form]	
3.3.2.	That there is new evidence which, for compelling reasons, could not be made available to the Progress Review Board. [You will need to complete Part F of this form]	
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 D – F.
- 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 are some blank pages 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 I and continue to fill in the rest of the form.

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**Part D:
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.**

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**Part E:
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.**

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**Part F:
New evidence**

If you are appealing against a decision of the Progress Review Board, and you have new evidence that was not previously considered, 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 Progress Review Board when you submitted your application.**

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**Part G:
Supporting
evidence**

Use this section to tell us about any supporting evidence your are providing

Please use the table below to list any supporting evidence you are providing.

The first line of the table is completed as an example. There are spaces for 8 pieces of evidence. Please label your evidence A-H 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
A		
B		
C		
D		
E		
F		
G		
H		

If you are unable to provide evidence at the time you are submitting this form, but intend to do so, please use the box below to state what evidence you intend to provide and give a date by which you expect to be able to submit it.

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.

Have you read the Academic Appeal Procedure and Notes for Guidance? 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.		
Have you completed all of the relevant sections of this form? Please make sure that you have completed all of the sections that are relevant to you.		
Are your contact details correct? 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.		
Remember that the decision you are appealing against stands while a decision is being made. 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.		
Declaration to be signed by the student		
I confirm that I have read and understood the Academic Appeal Procedure. 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.		
Signature:		Date:

You must print and sign a copy of this form as email copies cannot be accepted. Retain a copy for your records. You must submit your form to the **Director of the Graduate School** at the following address:

**University of Chester
Parkgate Road
Chester
CH1 4BJ**

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

**Further
information**

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

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information**

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