

FORM A1

APPEAL FORM

- Please ensure that you have read Explanatory Notes on the last page of this form as well as the Appeal Regulations before you complete this form: <https://www.uwl.ac.uk/about-us/policies-and-regulations>
- Advice on completion of the form can be obtained from the Students' Union, and we recommend that you contact them by e-mail uwl.su@uwl.ac.uk or telephone 020 8231 2276. You are also encouraged to seek academic advice from your Module/Course Leader or Personal tutor before completing this form.
- **It is important to complete EACH section of this form and submit full supporting evidence to avoid your appeal being rejected. If possible, please complete this form by typing in. If completing by hand, please make sure your handwriting is easy to read.**
- **Once completed, please submit this form with all relevant evidence to appeals@uwl.ac.uk.** Alternatively, you can submit a paper copy (remember to keep a copy) to the Administration Centre desks at Paragon House, Brentford Campus or the Heart Space, St Mary's Road Campus, clearly addressing the envelope with 'Appeal'. *If you would prefer your claim to be confidential, please place the form and supporting evidence in a sealed envelope with your name, student ID number, and write 'Appeal – FOR THE ATTENTION OF THE CHAIR ONLY' on the envelope.*

Student's Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Student's Name	
Student's Surname	
Student's ID Number	
Student's Personal E-mail	
Student's Phone Number	
Are you on Tier 4/Other visa?	<input type="checkbox"/> NO <input type="checkbox"/> YES-Tier 4 <input type="checkbox"/> YES-Other: please specify

School/College Name at UWL	
Course Title	
Type of Study	<input type="checkbox"/> Foundation <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other _____
Course Start Date (Month/Year)	
Course Enrolment Status	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Deferred <input type="checkbox"/> Withdrawn <input type="checkbox"/> Course Completed

Course Leader's Full Name	
Admin Officer's Full Name	

If you have sought advice from the UWL Students' Union, please complete this part of the form:

Name of your SU advisor:	
Do you consent to us sharing the outcome of your appeal with your SU advisor?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please indicate which Panel/Board's decision you are appealing against (please tick)

<input type="checkbox"/> Mitigation Panel <input type="checkbox"/> Assessment Board <input type="checkbox"/> Academic Offences (AO) Panel <input type="checkbox"/> Disciplinary Panel	<input type="checkbox"/> Fitness to Practise (FTP) Panel <input type="checkbox"/> Fitness to Study (FTS) Panel <input type="checkbox"/> Course Withdrawal <input type="checkbox"/> Other (Please specify):
DATE of the Outcome letter from the above Panel/Board:	

Please indicate the grounds on which you are appealing the above Panel/Board's decision (please tick):

<input type="checkbox"/> Procedural Error (Where the process leading to the decision you are appealing against was not conducted in accordance with the relevant procedure, including clerical error, and bias in operation). <input type="checkbox"/> Extenuating Circumstances (Where exceptional circumstances, e.g. illness, were not made known at the time of the original procedure for a good reason, or were not properly taken into account). <input type="checkbox"/> Manifestly Unreasonable Panel's Decision (this only applies to the Board/Panel's outcomes based on their professional judgment, e.g. AO, FTP & FTS).
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Please complete this part of the form if you are appealing against the decision of the Assessment Board, Mitigation Panel or Academic Offences Panel:

(It is very important to provide the correct information in ALL parts below. If in doubt, please refer to the Module Study Guide (MSG) and/or consult your Course/Module leader, Personal Tutor or Admin Officer)

Assessments Affected (highlight or delete as appropriate)	Module Code	Module Title	Initial Submission or Extension Due Date	Was it your First sit, Resit or Extraordinary sit?	What is your desired outcome? e.g. First sit, Resit, Extraordinary sit, Module retake or Other?
A1; A2; A3; A4; A5					
A1; A2; A3; A4; A5					
A1; A2; A3; A4; A5					
A1; A2; A3; A4; A5					
A1; A2; A3; A4; A5					
A1; A2; A3; A4; A5					

SUPPORTING EVIDENCE:

- Evidence must be submitted with this form or within 5 working days after this form submission.
- Evidence must cover the points listed in your Appeal statement below) (e.g. medical certification).
- Evidence must include the initial case documents if applicable (e.g. mitigation form, evidence, outcome letter).
- Evidence must include your Individual Support Plan (ISP) if you have one.
- You may provide a statement from your Module/Course Leader or Tutor if this would support your appeal.
- **No appeal will be considered without supporting, documentary evidence.**

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

APPEAL STATEMENT

Please address the following A, B & C points:

A. Explain why you disagree with the Board/Panel’s decision you are appealing against.

- If appealing on the grounds of **Procedural Error**, please indicate which procedures have been breached and provide evidence if appropriate;
- If appealing on the grounds of **Extenuating Circumstances with new evidence**, please provide details, evidence and reasons why this evidence was not available at the time of the initial procedure.
- If appealing on the grounds of **Extenuating Circumstances not properly taken into account or Manifestly Unreasonable Panel’s Decision** , please indicate which findings/statements/actions detailed in the outcome letter of your initial procedure you disagree with and provide your full reasons why; include evidence where appropriate.

B. Describe your circumstances and how they affected the above decision.

C. Summarise why, in your opinion, your appeal request should be upheld.

(If you are completing this form by hand and require more space, continue on a separate sheet of paper, which you must attach to this form)

Please specify your desired outcome of this appeal request:

DECLARATION

- I confirm that I have read the guidance accompanying this form and the Appeals Regulations
- I confirm that the information I have given is true and accurate to the best of my knowledge. **I understand that any false information or deliberate omission will render invalid my appeal and any decision made by members of the Appeal Panel.**

Data Protection

- I understand and accept that personal data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained on my file. The University may use the information provided on this form to identify support or services which would be beneficial to me.
- I give the University permission to collect, hold and process my additional personal data for evaluation of my appeal.

Student's Signature	(Please type in your name if completing this form electronically)
Date	

EXPLANATORY NOTES:

1. Scope of the Appeal Process:

The Appeal Regulations provide a single process for students who wish to appeal against outcomes arising from the procedures set out in section 14.1.6 of the Appeals Regulations. The following circumstances fall outside the scope of the appeal process and are covered by separate regulations, as follows:

<ul style="list-style-type: none">• [Complaints regarding the] provision of academic services described in the University's publications, including teaching, content of courses, support for learning.• Incorrect or misleading information about services provided by the University.• Provision of other University services described in literature published by the University.• Complaints about the behaviour of other students.• Unacceptable behaviour of University staff.	Complaints Procedure
<ul style="list-style-type: none">• Complaints regarding the Admissions process	University Secretary

2. Grounds for Appeal

A student may appeal on one or more of the grounds set out in section 14.2 of the Appeals Regulation. The following are unacceptable grounds for appeal and any appeal founded exclusively on one or more of the following grounds shall be **rejected automatically**:

- appeals against the academic judgement of internal or external examiners;
- appeals against the professional judgment of Academic Offenses, Fitness to Practice and Fitness to Study Panels;
- appeals based upon the informal assessment of a student's work by members of academic staff;
- retrospective reporting of mitigating circumstances that might reasonably have been made known at the proper time;
- marginal failure to attain a higher classification of award;
- in the case of disciplinary matters, the provision of an apology by a student for their actions shall not be deemed the reason for an appeal to be heard;
- lack of awareness by a student of the relevant procedure or regulations;
- vexatious or frivolous appeals;
- where no fresh evidence is submitted or there has not been a material change of circumstances since the last decision on the matter.

3. Timescales for Submitting an Appeal and Notification of the Outcome:

An appeal must be received within **10 working days** of the formal notification of the decision being appealed against. This shall normally be the date given on the decision letter, or else the official publication of results date. The University Secretary may exercise discretion to consider and allow a late request where a student demonstrates a good reason for delay.

In all cases, the original Panel/Board's decision/outcome is final and not varied until and unless a successful appeal results in an alternative decision.

A student normally is notified of the outcome of their appeal within 25 working days from the receipt of the appeal form and supporting evidence. However, in more complex cases the process can take up to 50 working calendar days.

4. Further Information/Advice: Any enquiries should be addressed to appeals@uwl.ac.uk