

Office use only:

CASE NO	
RECEIVED	

Notice of appeal under Senate Regulation 6 (Appeals Against Assessment)

You should read Senate Regulation 6 and 'Academic Appeals: A Guide for Students' before completing this form (both are available at <http://intranet.brunel.ac.uk/registry/appeals/home.shtml>).

Answer all questions, as your appeal may be delayed or rejected if information is missing.

Please complete the form clearly, typed or in black ink. Continue on additional sheets if necessary.

I, the undersigned, wish to appeal against the assessment of my academic progress, as announced at the last Board of Examiners. I understand that any award for which I have been recommended will not be awarded whilst my appeal is being considered, and I will not be able to attend a degree congregation until my appeal is resolved. If I choose to attend a degree congregation or accept my award I will not be able to submit or proceed with an appeal.

Name		Student ID no.	
Signature		Date	

Postal address (at which you can be contacted quickly over the next two months. If you would like correspondence to be sent to you electronically please specify an email address AS WELL AS a postal address)	
Email address	
Telephone number	

Before proceeding with your appeal you are advised to carefully consider the following notes:

1. Many students will have various distractions and responsibilities during their course, which will, at times, interfere with their studies. These may include financial and housing problems, relationship problems and minor illnesses. Mitigating circumstances are taken into account in cases where they have prevented a student from demonstrating their learning in formal assessments: they cannot be used as a justification for your failure to master the subjects you are studying, or to achieve the results you might have obtained had you been able to attend and/or study more effectively.
2. You cannot appeal solely because the result is worse than you would have wished or worse than you feel you deserve. You cannot challenge academic judgment. For example, if a project has been awarded a lower mark than you feel is justified, you do not have valid grounds for an appeal unless you can identify a procedural error in the assessment process.

Date results received	
If you are submitting this form more than 21 days after the completion of internal resolution, please account for the delay here. You should note that appeals received after 21 days without good reason may be rejected at the earliest stage.	

Title of course	
School	

Are you: (please delete as appropriate)
Undergraduate / Postgraduate
Full-time / Part-time / Distance learning
Foundation level / Level 1 / Level 2 / Level 3 / Masters level / Research

1. SR 6.4 states that a case will not normally be considered by the Academic Appeals Committee until the possibility of School internal resolution has been exhausted.

YES – I have sought internal resolution and attach a copy of the formal ‘conclusion of internal resolution’ provided by the School.

NO – please state below why you have not sought an internal resolution. Please note that the Committee is not obliged to consider appeals that have not been considered at a local level first.

Please state below who you have spoken to and what the outcome was.

2. SR 6.5 states the grounds upon which a student may appeal against their assessment. Please mark below to indicate which of the grounds are relevant to your appeal; it is possible that more than one may apply. (Your appeal may be rejected at the earliest stage if you do not clearly state the grounds upon which you are appealing. Disputes against academic judgement will not be accepted as grounds for appeal; for example, the Committee will not consider requests for assessments to be remarked if you think a piece of work deserved a higher mark than it was given. The University has in place rigorous internal and external moderation procedures to assure the standard of its marking.)

- A That there exist circumstances materially affecting your performance which were not known to the Board of Examiners when its decision was taken and which it was not reasonably practicable for you to make known to the Board beforehand.
- B That there were procedural irregularities in the conduct of the examinations and/or assessment procedures, including assessment of coursework, of such a nature as to create a reasonable possibility that the result might have been different had they not occurred.
- C (i) That there is evidence of prejudice or bias on the part of one or more examiners
(ii) That there is evidence of inadequate assessment on the part of one or more examiners.

3. What is the decision of the Board of Examiners that you wish to appeal against? (Please attach a copy of the letter informing you of the decision)

4. Please explain (i) why you think this decision should have been different, and (ii) what you think the decision should have been. This is your opportunity to explain in full your grounds for appeal and tell us what outcome you think would be fair (eg. to be allowed to resit failed modules).

5. If you believe that mitigating circumstances affected your performance, and these were not made known to the Board of Examiners within seven days of the assessment, please explain here why it was not possible for you to have submitted the mitigation in accordance with University rules. (Please attach any supporting evidence, eg. medical certificates).

6. Please list here any documentation you are submitting in support of your appeal. (Please attach any supporting evidence, eg. medical certificates, correspondence with the department, extract from the course handbook, etc.).

You should keep a copy of your appeal and all supporting documentary evidence for your own records.

Please send this form, and any supporting documentary evidence to:
Secretary to the Academic Appeals Committee, Quality and Standards Office
Room 216 Wilfred Brown Building, Brunel University, Uxbridge, Middx. UB8 3PH

Please ensure that you get proof of postage if you are posting your appeal form. If you do not receive an email confirming receipt of your appeal with 10 days please contact the Quality and Standards Office at academic-appeals@brunel.ac.uk

The Committee will endeavour to consider cases promptly but please be aware that each case is investigated thoroughly and sometimes this can take several weeks. The Committee's decision can only be communicated to you in writing, so it is very important that you provide the Secretary with your current address details.