



## ACADEMIC APPEAL FORM

Before completing this form please ensure that you have read and understood the policies and regulations relating to academic appeals found in the Institute-wide Policies, Regulations and Guidelines (IPRG) which can be found on the Institute website.

This process cannot be used to challenge an academic judgement.

You must have made an attempt to resolve your query through informal means, as described in the IPRG, before submitting a formal academic appeal.

(Please note boxes will expand as you type)

Section 1: Student details			
First name		Surname	
Student ID number		Contact email	
Address for correspondence about your appeal			
Telephone number			
Mobile number			
Course of study			
Year group		Postcode	
Section 2: Informal stage (Stage 1)			
Have you tried to resolve your query by informal means? YES / NO delete as applicable			
YES		NO	
With whom		Please indicate below your reason(s) for not following the procedure as described in the IPRG	
Date			
Outcome			
Why do you remain dissatisfied with the outcome (please explain below)			
Section 3: Details of academic appeal			
Academic appeals may only be submitted on the grounds of:			
<input type="checkbox"/> a) material administrative error or procedural irregularity			
<input type="checkbox"/> b) personal extenuating circumstances not previously divulged			
Please indicate <input checked="" type="checkbox"/> under which grounds you are submitting your academic appeal (refer to the IPRG for full definition) and enter the details under section 3a) or 3b) below			
3a) material administrative error or procedural irregularity			
Which assessment was affected? (Module title, form of assessment and date)			
Describe the error or irregularity			

	How did this affect the outcome of the assessment?		
	Have you provided evidence to support your appeal	YES / NO (see section 4)	

### 3b) personal extenuating circumstances

	Which assessment was affected? (Module title, form of assessment and date)		
	Have you provided evidence to support claim of extenuating circumstances	YES / NO (see section 4)	
	Why was this detail and evidence not provided prior to the assessment?		

### Section 4: Evidence

Please list any documentary evidence you have supplied to support your academic appeal with a brief explanation of how it supports the case. Ensure each document is labelled with the item letter (Item A, Item B and so on). If you have just one or two items of evidence leave the other rows blank. If you have more than five items of evidence please include a supplementary list.

Item	Title of document	How it supports your appeal
Item A		
Item B		
Item C		
Item D		
Item E		

### Section 5: Resolution

Please explain below what resolution you are seeking?

### Section 6: Declaration

I have read and understood the policies and regulations relating to academic appeals found in the Institute-wide Policies, Regulations and Guidelines (IPRG).

I confirm that the information given on this form and the supporting evidence is true and accurate. I understand that if my academic appeal is believed to be frivolous, vexatious, or non-meritorious the Institute will terminate its consideration of this appeal and will write to me to explain the reasons.

I understand that the Institute may need to share information with other persons as part of any investigation to resolve my academic appeal.

By submitting this form I authorise the Institute to investigate my academic appeal.

Signed		Date	
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Please send your completed form and all accompanying evidence to:

The Academic Registrar  
Complaints and Appeals  
Maryvale Institute  
Old Oscott Hill  
Kingstanding

Birmingham

B44 9AG

(Please keep a copy of this form for your reference)

You should receive an acknowledgement of your academic appeal within 5 working days of receipt at Maryvale. The Institute will aim to provide a response to your complaint within 28 working days, or up to 40 working days if a panel needs to be convened.