

Academic Appeal Form

ADVICE AND SUPPORT

If you need advice or have difficulty with the form or do not understand the procedures, there are a range of sources available to help you:

- [Student Centres](#)
- [Greenwich Students' Union Advice Team](#)
- [Student Wellbeing Service \(Counselling & Mental Health\)](#)
- [Student Wellbeing Service \(Disability & Dyslexia\)](#)
- [Medical Services](#)
- [Wellbeing Hub](#)

1. IMPORTANT INFORMATION

Please tick here to confirm that you have read and understand the following:

- All sections of the Academic Appeal Form must be completed in full. 'Guidance on submitting an Academic Appeal' can be found [here](#). Consideration of your appeal may be delayed if you do not complete all sections of the form.
- All deadlines and periods of time are measured in 'calendar days'. This means every day of the week including Saturdays and Sundays, except for university closure days such as public holidays and Christmas closures. Full details of term dates and university closures days can be found here [Term Dates](#).
- You cannot submit an academic appeal solely on the grounds of questioning academic judgement. Decisions about grades, academic progression, degree classifications or assessment misconduct outcomes normally involve academic judgment – for example you can't challenge a grade just because you think you should have got a higher grade.
- You understand that you must continue to abide by the decision that you are appealing against, including completion of any reassessment requirements specified by the Progression and Award Board, pending the outcome of your appeal.

2. YOUR DETAILS

| | | | |
|----------------------|--|-------|--|
| FIRST NAME(S) | | TITLE | |
| FAMILY NAME | | | |
| UNIVERSITY ID NUMBER | | | |
| PROGRAMME OF STUDY | | | |
| YEAR/ACADEMIC STAGE | | | |
| FACULTY | | | |
| EMAIL ADDRESS | | | |

3. DEADLINES FOR SUBMITTING YOUR ACADEMIC APPEAL

Appeal forms must be submitted no later than **14 calendar days** after receiving notification of the decision that you are appealing against. Appeals submitted beyond the deadline will only be considered where there is good reason, supported by evidence, for the late submission.

Please tick below to confirm the timeline for your appeal submission:

- a) I am submitting this appeal within the 14 calendar day deadline – **please proceed to Section 4 of this form.**
- b) I am submitting this appeal outside of the 14 calendar day deadline – **please complete the remainder of this section below:**

| | |
|---|--|
| Reason(s) why your appeal is submitted outside of the 14 calendar day deadline: | |
| List the evidence you are providing to support your late submission: | |

- If your reason for late submission is accepted, we will then consider the remainder of your appeal submission.
- If we are unable to accept your appeal, you will be issued with a Completion of Procedures letter including details of the OIA Scheme explaining that your submission is out of time for consideration.

4. GROUNDS FOR APPEAL

Please ONLY tick the box next to the grounds (reason) that your appeal is based on:

4.1 Extenuating circumstances (EC) claim outcome

- a) You were unable to provide evidence by the given deadline.

You must show a good reason why the evidence to support your claim could not have been made available within the timescales in the [Extenuating Circumstances Procedure](#) and provide evidence to support the delay.

- b) Evidence and/or information provided in support of your extenuating circumstances claim was not properly considered when the decision was reached.

You must explain fully why you think the evidence or information you provided has not been properly considered.

- c) Inadequate explanation was provided for the extenuating circumstances decision.

4.2 Progression and Award Board (PAB) decision - your published results

- a) There were circumstances that significantly affected your assessment performance or your ability to undertake an assessment, but you were unable to submit an extenuating circumstances (EC) claim by the deadline.

You must provide a good reason why you could not submit your claim within the timescales in the [Extenuating Circumstances Procedure](#) and provide evidence to support the delay.

- b) One or more parts of the assessment procedure were not applied or were applied incorrectly, and the procedural error has had a significant negative impact on the decision reached.

You must make specific reference to the parts of the relevant procedure which were not applied or were applied incorrectly.

4.3 Assessment Offences Panel (AOP) outcome

- a) The Assessment Misconduct Procedure was not applied correctly or parts within it were applied incorrectly, and the resulting procedural error has had a significant negative impact on the decision made.

- b) Substantial new evidence has come to light.

You must provide a good reason why this new evidence could not have been made available before the decision of the AOP was made and provide supporting evidence.

- c) The decision reached was unreasonable based on the available evidence.

- d) The penalty imposed was disproportionate.

5. DETAILS OF YOUR APPEAL

Provide below the details of the decision that you are appealing against. This must match the grounds you have selected in Section 4.

* Please provide the Module title and code and details of the individual item(s) of assessment, for example essay or presentation.

5.1 Extenuating Circumstances (EC) outcome:

EC Claim Number:

Date of outcome email:

Module(s)*:

5.2 Progression and Award Board (PAB) decision:

Date of decision:

Date published:

Decision being appealed:

Module(s)*:

5.3 Assessment Offences Panel (AOP) decision:

Date of decision:

Date published:

Decision being appealed:

Module(s)*:

6. APPEAL CASE

Please use the space below to explain your appeal case as clearly and concisely as possible.

Where appropriate please include the date(s) of the examination or other assessments affected.

If you have discussed your appeal with a member of staff or the Greenwich Students' Union, please tell us who you spoke with and what advice they gave you.

This information and any supporting evidence that you submit may be made available to your Faculty as part of the initial consideration of your appeal.

Please continue on a separate page if necessary and attach to the email with your appeal form

7. EVIDENCE TO SUPPORT YOUR APPEAL

List below the evidence that you are providing in support of your appeal.

Electronic copies of your original evidence must be attached to the email with your appeal form. Our email system currently only accepts JPEG, PDF or Microsoft Office (Word, Excel etc) documents.

- a)
- b)
- c)
- d)
- e)

Evidence relevant to your appeal should be submitted at the same time as this form. All documentation should be in English, and the translation of any documents should be done by an accredited translator.

If you are unable to provide evidence with this form, you must provide a valid reason. If we agree to the delayed submission of your evidence, you will be given an extended deadline.

If you do not provide your evidence by this deadline, your academic appeal cannot be considered and the original decision will remain.

8. DESIRED OUTCOME

It may not be possible to achieve the outcome you are seeking if it is not permitted under University Regulations or if what you are asking for is beyond our power to deliver.

An academic appeal cannot increase the grade you were awarded for a piece of work (other than by removing a late submission penalty), nor can it lower a prescribed pass mark. Your case also needs to be considered in the context of any specific regulations that apply to your programme of study or of visa and immigration rules, if applicable.

As a result of this appeal I hope to...

9. DECLARATION TO BE SIGNED BY STUDENT

I declare that the information given in this Academic Appeal Form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.

I also acknowledge that, in accordance with i) the University's Student Privacy Notice, ii) the GDPR and iii) the Data Protection Act 2018, this form will be held on file by the Director of Student & Academic Services.

Signed:

Dated:

10. SUBMITTING YOUR FORM

Once you have filled out all the relevant sections of the form, please **SAVE A COPY** using your family name and student ID number as the file name e.g. MOHAMMAD 000123456.

Email the saved copy of the form to academicappealsoffice@gre.ac.uk.