**CONFIDENTIAL**

**FORM for APPEAL AGAINST AN ASSESSMENT BOARD’S DECISION**

**Important**: Before making an appeal, please read the guidance notes and deadlines for submission of your appeal at <http://unihub.mdx.ac.uk/your-study/assessment-and-regulations/appeals>

If you have a **complaint** concerning the management or organisation of the module or programme, or about poor teaching, supervision or guidance during your studies, please refer to the Complaint and Grievance Procedures <http://unihub.mdx.ac.uk/your-middlesex/student-feedback/formal-complaints-procedure> before submitting an appeal.

**PLEASE TYPE OR WRITE CLEARLY IN DARK INK**

**Your Personal Details:**

|  |  |
| --- | --- |
| **Surname/Family name** |  |
| **First name** |  |
| **Student ID number** |  |
| **Name and address of your Partner Institution if it is not Middlesex University** |  |
| **Your Base campus** |  |
| **Email address (all correspondence will be by email)** | Please inform the Appeals Officer of any change during the appeal process |

**Your Appeal:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Modules you are appealing against** | **Module code** | **Grade awarded** | **Tutor** |
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|  |  |  |
|  |  |  |
| **And/or the Classification of degree you are appealing against (eg, 2.2, 3rd class, Merit)** |  |
| **And/or the Title of award you are appealing against (eg, Certificate of Higher Education, BA Business Studies)** |  |
| **Date result was published** |  |

**Read the appeal FAQS on UniHub and put an X in one or more boxes:**

|  |
| --- |
| **Why are you appealing?** |
| * **My ability in the assessments was affected by extenuating or mitigating circumstances which, for good reason, the Assessment Board was not made aware of when it made its decision.**
 |  |  |
| * **There was a material error, either in the conduct of the assessment or in the proceedings of the Assessment Board, which significantly affected the Assessment Board’s decision.**
 |  |
| * **I have grounds for appeal listed in the Academic Misconduct regulations F8.4 (this is only for students who have been awarded a penalty for plagiarism, collusion or cheating in examinations)**
 |  |

**Read the FAQS on UniHub and put an X in one or more boxes:**

|  |
| --- |
| **What outcome/s are you seeking from your appeal?** |
| * **Classification of degree reconsidered**
 |  |  |
| * **Work to be remarked**
 |  |
| * **Numerical module grade to replace administrative grade or**

**Administrative module grade to replace numerical grade** |  |
| * **Compensation of the module (can only be if a reassessment is graded 17 or 18)**
 |  |
| * **A retrospective deferral of the assessments and/or**

**An exceptional further attempt of the assessment/s** |  |
| * **To retake (with full attendance and fee) the whole module**
 |  |
| * **To remain in full-time (or sandwich) mode**
 |  |
| * **To be reinstated on the original award programme of study**
 |  |
| * **To be allowed reassessment where attendance has not met the required minimum**
 |  |
| * **A penalty for academic misconduct is reviewed**
 |  |
| * **Other outcome (please specify in your attached Statement)**
 |  |

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| **List here the documents you are including as evidence to support your appeal statement:** |
|  |

**Please put an X in each box and then sign the Declaration:**

|  |  |
| --- | --- |
| * **I have read the relevant sections of the Appeal FAQS before making this appeal** <http://unihub.mdx.ac.uk/your-study/assessment-and-regulations/appeals>
 |  |
| * **I am aware of the University’s Appeal regulations** <http://www.mdx.ac.uk/__data/assets/pdf_file/0029/197615/Section-G-v1.pdf>
 |  |
| * **I understand that the information given in my Statement of appeal will be treated as the definitive statement of my case and that any information given later could be disregarded**
 |  |
| * **I am submitting**
	+ **This form**
	+ **A statement of my appeal**
	+ **Relevant evidence to support my statement**
 |  |
| **My signature:****.................................................................................................................................** |
| **Today’s date:****.................................................................................................................................** |

**Send this form, with your statement and relevant evidence to** **acappeal@mdx.ac.uk**

**Or by post to The Appeals Officer, Academic Registry, Middlesex University, The Burroughs, Hendon, London NW4 4BT. You can also submit by hand to The Appeals Officer in Fenella Building.**