

Academic Appeal - Early Resolution Form

An Academic Appeal can be made if you are not satisfied with one of the following Programme assessment board decisions:

- a) Classification of qualification
- b) Grades on Modules
- c) Progression Decisions

An appeal against these outcomes can be made on grounds of:

- a) Extenuating circumstances where, for good reason, the Assessment board was not made aware of a significant factor relating to the assessment of a student when it made its original decision.
- b) That there was a material error, either in the conduct of the assessment itself, or in the proceedings of the assessment board, which significantly affected the assessment boards' decision.
- c) Grounds listed in the Academic Integrity and Misconduct regulations following a penalty imposed for academic misconduct.

You may not challenge the academic judgement of the examiners and appeals made on this basis will be rejected.

In all cases, except those listed below, before you make a formal appeal you must make every effort to seek advice and guidance about your concerns (early resolution). In this way we hope that you may be able to resolve your problem quickly or receive advice that the appeals process is not the best way forward.

Early Resolution is not applicable to an appeal made following:

Student Complaint / Grievance procedures

or

Student Academic Misconduct procedures.

This is because you will not be able to resolve your problem without submitting a formal appeal.

Your Module Leader will be able to advise you if you have a query about your module grades, your Programme Leader or Director of Programmes will be able to advise you regarding progression decisions or degree outcomes, and the [Student Union](#) is an excellent source of independent guidance and support.

Early resolution can be used to update grades or classifications where appropriate (ie there has been a calculation error)

Early resolution cannot be used to amend decisions that were taken by the Programme Assessment Board if the decision was correct based on the information available at the time.

Early Resolution Form	
Date of meeting:	Time of meeting:
Student name:	Student number:
Staff or Student Union official/s name/s:	Position at Middlesex University:
Main issues discussed:	
Agreed Actions: (e.g., staff member to contact Assessment Officers OR the decision will not be changed, and referral to Formal Academic Appeal is appropriate)	
I confirm that these were the issues discussed and the actions agreed: Signatures:	
Student:	Staff:

If you do make a formal academic appeal, you must include a completed copy of this form with your appeal submission. [Appeals | UniHub \(mdx.ac.uk\)](https://www.middlesex.ac.uk/unihub/peopleservices/academicappeals)