# APPLICATION FOR ACADEMIC APPEAL 2023-24

Please submit this form with your supporting documentation via email to the Academic Registrar at REG.AcademicAppeals@ntu.ac.uk or via post to the Academic Registrar care of the Policy and Regulations Team, Academic Registry, Nottingham Trent University, 50 Shakespeare Street, Nottingham, NG1 4FQ.

**Important:** Once you have received an outcome from your Request for Reconsideration (R4R) you have **10 working days** under the 2023-24 regulations to submit an Academic Appeal. You must complete the first stage of the appeals process (i.e., the R4R) before you can submit an Academic Appeal. If you have not completed an R4R, we cannot consider your Academic Appeal application. For more information on appeals, please see the Academic Appeals Policy and Process webpage: <https://www4.ntu.ac.uk/current_students/resources/student_handbook/appeals/index.html>

For further support or clarification on any aspect of the appeals process, please speak with your Subject Administrator in the first instance. You can also seek independent advice from the NTSU Information and Advice Service here: <http://www.trentstudents.org/ias>

For additional support you can contact the University’s Student Support Services at student.support@ntu.ac.uk or 0115 848 6880. A wide range of services, including Health and Wellbeing support, is available to all students. See here for more details: <http://www4.ntu.ac.uk/student_services/health_wellbeing/index.html>

1. **Personal Details**

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| **NAME:** |  |
| **NTU STUDENT ID:** |  |
| **EMAIL ADDRESS:** |  |
| **SCHOOL:** |  |
| **LEVEL OF STUDY** (undergraduate or postgraduate): |  |
| **COURSE TITLE/CODE:** |  |
| **YEAR OF STUDY:** |  |
| **RESIDENCY STATUS** (home or overseas): |  |
| **ACADEMIC YEAR YOU ARE APPEALING:** |  |

1. **Grounds for Submission**

On which grounds are you appealing? There are two permitted grounds on which you can make this application. Please select one or both if applicable.

Please note that dissatisfaction with your result in an assessment, module, or final award is not grounds for submitting an appeal because it constitutes disagreement with academic judgement.

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| **Ground A:** You believe the University failed materially to follow its procedures at an earlier stage within this Procedure.  |  |
| **Ground B:** You now have new material information which could not have previously been made available for consideration by the Notification of Extenuating Circumstances Contact, the Notification of Extenuating Circumstances Panel, the Board of Examiners, or the Reconsideration Panel. |  |

1. **Appeal Details**

**Key Points of Appeal**

Please set out the key points of your appeal and explain how they meet the ground(s) under which you are appealing.

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**Describe your circumstances**

Please describe the issues that have led to you making this submission.

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**Describe the outcome you are seeking**

Please outline the outcome you would like from this request. Please describe all relevant details that relate to this request.

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1. **Further Circumstances**

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| **Are your circumstances due to a disability or long term health condition which has occurred for 12 months or more?**  | Yes | No |
| **When did your circumstances affect your studies?** | Start dateDD/MM/YYYY | End dateDD/MM/YYYY |
| **Is this an ongoing issue?** | Yes | No |

**Is there any more information that you have previously submitted to us, or which is missing, that you would like us to consider alongside this Academic Appeal?**

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**Your Academic Appeal must be submitted within the timescale set out in the University’s regulations. Under the 2023-24 regulations you have 10 working days from the date of your Request for Reconsideration outcome to submit an application. If you have not met this deadline, please explain why.**

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1. **Assessments in the selected year of study**

Please list the assessments you would like included in this Academic Appeal.

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| **Module title** | **Assessment name** (eg, coursework, exam, phase test etc. Not the title of an essay) | **Due date or exam date** | **Did you submit the work or complete the exam?** (yes or no) | **Any further details?** |
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1. **Supporting Documents**

Please give a brief description of each document you are attaching with your application. Include the documents you submitted as evidence at the earlier stage of the appeals process (e.g. with your R4R). Please ensure you submit these documents with this form.

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| **1.** |  |
| **2.** |  |
| **3.** |  |
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| **7.** |  |
| **8.** |  |

(Continue on an additional sheet if necessary)

1. **Statements of Consent**

False Claims

The following statement is mandatory: Submission of false or fraudulent documentation is an offence which will be dealt with under the University’s Academic Irregularities and/or the Student Code of Behaviour regulations. The University reserves the right to check on the validity of the evidence and document(s) submitted by contacting third parties directly.

I confirm that the information I have provided in this application is true and accurate.

Confidentiality Statement

The following statement is mandatory: I give the University permission to share the information in this application with the following parties:

* The Academic Registrar and their representatives and/or nominees
* The Chair of the Board of Examiners or Progression Board
* Any University staff required for the proper consideration of this application

By submitting this application you confirm that all information is correct and all relevant documents have been attached.

I agree to the above.

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| **Signature:** |  |
| **Date:** |  |

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**FOR OFFICE USE ONLY**

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| **Date Application Received** |  |
| **Received by (Staff Member Name)** |  |
| **Signature of Staff Member** |  |