# FORM FOR SUBMISSION OF AN APPEAL A logo for a university  Description automatically generated with low confidence

**FOR TAUGHT COURSE PROGRAMMES**

**Academic Registry**

Before completing this form you must read the guidance notes on ‘How to complete the appeals submission form’ found in the section below, [here.](https://www.keele.ac.uk/students/academiclife/appeals-complaints-conduct/appeals/academicappeals-taught/#guidance-for-completing-appeals-form) Failure to do this may mean that the form is incorrectly completed and could result in your appeal being turned down. This guidance includes information on who will see the information given on this form and any supporting evidence you give.

###### SECTION A Personal and Programme Information

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| **FAMILY NAME(S):** |
| **FORENAME(S):** |
| **STUDENT NUMBER** (as shown on Keele card): |
| **PROGRAMME OF STUDY:** |
| **UNDERGRADUATE OR POSTGRADUATE:** |
| **LEVEL OF STUDY:** |
| **LOCATION OF STUDY** (Please tell us if you are studying at a partner University. Leave blank if you are studying at Keele University itself)**:** |

**SECTION B - GROUNDS OF APPEAL Please tick below the grounds for your appeal**

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|  | **Procedural irregularity** in the conduct of the assessment or examination board processes, or the application of the Student Attendance Monitoring Procedure.If you complete this box please complete Sections C, E and F |
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|  | **Exceptional circumstances**, providing that these circumstances were not already considered by an Exceptional Circumstances Panel; the circumstances can be verified by appropriate evidence (see University guidelines); and there is a valid reason for not submitting an Exceptional Circumstances claim relating to these circumstances (and/or appropriate evidence) by the specified deadline (see Regulation B3). If you complete this box please complete Sections C, D and F. |
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| **Date of publication of results to which your appeal relates:** |  |
| **Date of submission of your appeal:** |  |
| **If you are submitting your appeal after the 10-day deadline, you must give a reason as to why it should be accepted late:** |  |
| **Please indicate if you have been put on Support to Study by your School or Student Services:** |  |

**SECTION C - NATURE OF APPEAL**

Please indicate in the box below **exactly** what you are appealing against. You should note that appeals can only be made against recommendations of a Board of Examiners, or any action(s) taken under Regulation B8.1 to B.8.4 (Non-engagement with studies or assessments, academic failure, failure to progress, failure to enrol or re-register and exceeding the maximum period of registration). You should read the guidance for more information regarding this.

| **Module Code & Title:** | **Assessment component you are appealing (for example, examination, essay submission):** | **Original submission deadline, or examination date:** | **Please explain briefly what result or decision you are appealing against. The full details and grounds are covered in later sections of this form.** |
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**SECTION D – DETAILS OF APPEAL CASE RELATING TO EXCEPTIONAL CIRCUMSTANCES**

**If your appeal is related to exceptional circumstances, you must answer the following questions:**

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| **Did you make these circumstances known via the EC process by the relevant deadline, and was this for an extension or further assessment attempt? Please indicate what documents you submitted.** |
| **If you did make these circumstances known, why do you believe that they have not been considered?** |
| **If you did not submit an EC claim, please state why you did not do this.** (If you do not give a valid reason your appeal will be turned down.) |

**Please indicate by ticking the relevant box(es) below the circumstances that you believe affected your academic performance. You should also indicate the time period during which you have been affected by these circumstances. Your claim must be supported by relevant independent evidence.**

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| **Type of Circumstances** | **🗸** | **Dates affected** | **List the evidence that you are submitting in support of your claim. If it is not attached, please indicate when it will be available.** |
| Medical  |  |  |  |
| Serious personal or emotional circumstances |  |  |  |
| Death of family member or close friend |  |  |  |
| Serious Family illness |  |  |  |
| Victim of crime |  |  |  |
| Other (please specify) |  |  |  |

**SECTION D – DETAILS OF APPEAL CASE RELATING TO EXCEPTIONAL CIRCUMSTANCES(cont’d)**

In the box below, please provide a clear and concise statement of the circumstances. Do not exceed the space provided, unless absolutely necessary. You are advised to seek help from Advice and Support at Keele (ASK) within the Students’ Union or the Student Services Centre in completing this, especially if there are circumstances that you do not wish to reveal to your School. Please include the dates of when the circumstances of your appeal occurred.

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**SECTION E – DETAILS OF APPEAL CASE RELATING TO PROCEDURAL IRREGULARITY**

Please state below in a clear and concise matter what you believe went wrong during the assessment process, examination board process, or student attendance monitoring procedure. You should indicate what evidence you have for this and how you believe this has had an adverse effect on your assessment. Please include the dates of when relevant issues occurred.

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Please list below the items of supporting evidence you are submitting to substantiate your claim of procedural irregularity.

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| 1.2.3. |

**SECTION F REMEDIAL ACTION**

Please indicate by ticking the appropriate box(es) what you are requesting as the outcome of your appeal

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|  | Reconsideration of progression decision/final award recommendation by examiners in light of evidence of exceptional circumstances or procedural irregularity. |
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|  | Further opportunity for assessment or reassessment, at the next available opportunity. This includes a resubmission of a postgraduate course dissertation. |
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|  | A repeat period of study. Please give further information below on how much of the course you believe you need to repeat and how you will be able to fund the tuition fee due for the repeat period. |
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|  | Extension for submission of outstanding work (including dissertation). |
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|  | Transfer to alternative course. Please give your preferred choice in the space provided below. |
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|  | Other (Please state below under supplementary information) |

Supplementary information (for example preferred course transfer)

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[ ]  **Please tick here to consent to the University processing any *sensitive personal data* you have provided in your appeal in accordance with the accompanying guidance and privacy notice.**

[ ]  **Please tick here to confirm that where you are providing personal and/or sensitive information *about another person*, you have told that person you are doing this and have told them how the information will be processed.**

I declare that the information that I have given on this form and the accompanying documents is true.

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| Signed |  | Date |  |

**This form, with any evidence or supplementary statement that you have attached, must be sent by email to:**

appeals@keele.ac.uk**. If your Keele IT account is active you must submit this form using your Keele email address. If your Keele IT account is not active please submit this form using the non-Keele email address you added to your student record.**