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**ACADEMIC APPEAL APPLICATION FORM 2021-2022**

Before completing this form, please refer to the University’s Appeals Regulations and Procedures:

<https://www.bolton.ac.uk/assets/Uploads/Academic-Appeals-Regulations-and-Procedures-2021-22.pdf>

**SECTION 1: PERSONAL INFORMATION**

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| **TITLE** (e.g., Mr, Mrs, Ms, Miss)**:** |  |
| **FAMILY NAME(S):** |  |
| **GIVEN NAME(S):** |  |
| **STUDENT NUMBER:** (as shown on University of Bolton student card) |  |
| **PROGRAMME OF STUDY:** |  |
| **PLACE OF STUDY:** (University of Bolton or Partner Institution) |  |
| **NAME OF PROGRAMME LEADER:** |  |
| **NAME OF PERSONAL TUTOR:** |  |
| **CORRESPONDENCE EMAIL ADDRESS:** (To be used to acknowledge your appeal and, if applicable, request further information. Your University email will also be used.) |  |

**SECTION 2: ASSESSMENT INFORMATION** Assessments to which the appeal relates:

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| --- | --- | --- | --- |
| **Module code** | **Module Name** | **Assessment No. and Type** | **Assessment Deadline Date\*** |
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**\* Please ensure you include evidence of submission deadlines with your appeal.**

**SECTION 3: GROUNDS FOR APPEAL.**

You should read the following permissible grounds for appeal carefully. You are not permitted to appeal on any other grounds. In particular, **appeals will not be accepted simply because you are dissatisfied with an assessment mark or grade.**

**STATEMENT: I wish to appeal against the decision of the Assessment Board on the grounds that:**

(*Tick one or more of the relevant boxes below*):

1. **Circumstances affected my performance which, for good reason, the Assessment Board may not have been made aware of when making assessment decisions.**
2. **There was a material administrative error or procedural irregularity in the assessment process or application of the regulations for the programme of study.**
3. **There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the tutors/assessors.**
4. **Research Degree candidates only: My supervision or training in respect of research for a thesis or equivalent work was unsatisfactory to the point that your performance was seriously affected**.

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| **SECTION 4: CIRCUMSTANCES AFFECTING ASSESSMENT OUTCOMES**  *Please provide brief details of the circumstances affecting your performance in the assessments specified under section 2 here or in a separate statement. Please refer to any relevant evidence.* |

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| **SECTION 5: ACTION**  **If you are appealing on the basis of Reason 1:** *Circumstances affected my performance which, for good reason, the Assessment Board may not have been made aware of when making assessment decisions****,* please state why you did not submit a successful Mitigating Circumstances application**  **If you are appealing on the basis of any other reason, please outline any previous attempts to resolve the issue.** |

**SECTION 6: DECLARATIONS. All applicants MUST complete this section**.

If you have included information as part of this appeal about an illness, physical or learning disability or mental health condition, which may be classed as a disability (e.g., lasting more than twelve months) and have not already disclosed this to the University, it may be in your best interests to do so (irrespective of the outcome of your appeal).  Disability Services may then be able to offer you advice and guidance and potentially longer term adjustments to the way you are taught and/or assessed. If you do **not** wish us to share this information with the Disability Service and for them to contact you, then please tick the box below.

I do **NOT** wish to have any details disclosed on this form shared with the University’s disability office.

I declare that the information I have provided on this form is a true statement of the facts to the best of my knowledge and belief. I also declare that the attached documentary evidence (if any) is a true reflection of my circumstances/bona fide evidence from an approved third party.

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| **Signed (Candidate):** |  | **Date:** |  |

**SECTION 7: SUPPORTING EVIDENCE**

In order for your appeal to be considered, **you must provide evidence of your assessment deadlines** (for example, copies of assessment briefs, Module guides, Moodle screenshots, your examination timetable or email communication from your Module Tutor/s) with your completed Academic Appeal Application Form.

**In addition, supporting evidence must be provided to support your application** and should be attached to the completed Academic Appeal Application Form. Please note that you are responsible for gathering and submitting the evidence that supports your appeal: The University will not gather evidence on your behalf. If you are submitting medical notes or official documents such as death certificates, please ensure you submit the original version of the document and take a photocopy first. Original documents should be sent by recorded delivery.

If you are studying overseas or away from the Bolton home campus, you may email a signed, scanned Appeal Form but you will need to get any official documents seen and acknowledged by the institution you are studying at so that they can verify that they have seen the originals before they are scanned and emailed to us.

**SECTION 8: DOCUMENTARY EVIDENCE CHECKLIST**

**To allow your circumstances to be considered fully, it is essential that you submit the required evidence.**

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| **Evidence** | **Notes** | **Included? (✓)** |
| **Academic Appeal Application Form** | You have FULLY completed all sections of the Academic Appeal Application Form. |  |
| **Documentary evidence** | You have provided **official evidence** which **corresponds to the dates of the assessments** (e.g. a letter from a medical professional, a legal professional, or your employer, a medical or death certificate, an official report) |  |
| **Additional supporting evidence** (optional) | You have included a **letter of support** from your Personal Tutor, Programme Leader, or a Student Liaison Officer (or equivalent if based at a partner institution). |  |
| **Evidence of the deadline/s of assessments** | You have included documentary **evidence of the deadlines** of the assessments affected by the circumstances. |  |

**SECTION 9: ENQUIRIES**

Enquires should be directed to the Standards and Enhancement office on +44(0)1204 903859 or [appeals@bolton.ac.uk](mailto:appeals@bolton.ac.uk). You can also obtain help and guidance from your Personal Tutor, your Programme Leader, a Student Liaison Officer in the Hub, Student Advisors in the Student Centre and/or the Students’ Union.

Please note that failure to correctly or fully complete the appeal application form will result in delays to the appeals process or the rejection of your appeal.

Please send your completed appeal form and evidence via your **University email address** to [appeals@bolton.ac.uk](mailto:appeals@bolton.ac.uk)OR by post to:

Appeals Officer

Standards and Enhancement Office

University of Bolton

Deane Road

Bolton BL3 5AB