****

**ACADEMIC APPEAL APPLICATION FORM**

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

<https://www.bolton.ac.uk/wp-content/uploads/2018/07/Appeals-Regulations-and-Procedures-2018-19.pdf>

**SECTION 1: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **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 ADDRESS:**(The outcome letter will be sent to this address, which must correspond with a postal address held on the University’s student record system.) |  |
| **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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Module code**  | **Module Name** | **Assessment No. and Type** | **Assessment Deadline Date\*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Please 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.** **I wish to appeal against the decision of the Assessment Board on the grounds that** (*TICK ONE OR MORE RELEVANT BOXES*):

Circumstances affected the student's performance of which, for good reason, the Assessment Board may not have been made aware when the decision was taken and which might have had a material effect on the decision Note:**if students wish to appeal on such grounds, they must give adequate reasons with supporting documentation why this information was not made available prior to the decision being made.**

There was a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred**.**

There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.

|  |
| --- |
| **SECTION 4: CIRCUMSTANCES AFFECTING ASSESSMENT OUTCOMES***Please provide details of the circumstances affecting your performance in the assessments specified under section 2.*  |

|  |
| --- |
| **SECTION 5: ATTEMPS TO RESOLVE** Please state what attempts you have made to resolve the above issues informally (i.e., who did you communicate with about the issues and what was the outcome?) |

**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.

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

**SECTION 7: SUPPORTING EVIDENCE**

You MUST provide evidence of your assessmentdeadlines (for example, copies of assessment briefs, module guides, Moodle 2 screenshots, your examination timetable or email communication from your Module Tutor/s) with your completed Academic Appeal Application Form,

In addition, supporting evidenceMUST 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.**

|  |  |  |
| --- | --- | --- |
| **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. 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.ukOR by post to:

Appeals Officer

Standards and Enhancement Office

University of Bolton

Deane Road

Bolton BL3 5AB