**CONFIDENTIAL**

**FORM for APPEAL AGAINST AN ASSESSMENT BOARD’S DECISION**

**Important**: Before making an appeal, please read the guidance notes and deadlines for submission of your appeal at <http://unihub.mdx.ac.uk/your-study/assessment-and-regulations/appeals>

If you have a **complaint** concerning the management or organisation of the module or programme, or about poor teaching, supervision or guidance during your studies, please refer to the Complaint and Grievance Procedures https://unihub.mdx.ac.uk/student-life/your-voice/student-feedback/formal-complaints-procedure before submitting an appeal.

**PLEASE TYPE OR WRITE CLEARLY IN DARK INK**

**Your Personal Details:**

|  |  |
| --- | --- |
| **Surname/Family name** |  |
| **First name** |  |
| **Student ID number** |  |
| **Name and address of your Partner Institution if it is not Middlesex University** |  |
| **Your Base campus** |  |
| **Email address (all correspondence will be by email)** | Please inform the Appeals Officer of any change during the appeal process |

**Your Appeal:**

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| --- | --- | --- | --- |
| **Modules you are appealing against** | **Module code** | **Grade awarded** | **Tutor** |
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| **And/or the Classification of degree you are appealing against (eg, 2.2, 3rd class, Merit)** |  | | |
| **And/or the Title of award you are appealing against (eg, Certificate of Higher Education, BA Business Studies)** |  | | |
| **Date result was published** |  | | |

**Read the appeal FAQS on UniHub and put an X in one or more boxes:**

|  |  |  |
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| **Why are you appealing?** | | |
| * **My ability in the assessments was affected by extenuating or mitigating circumstances which, for good reason, the Assessment Board was not made aware of when it made its decision.** |  |  |
| * **There was a material error, either in the conduct of the assessment or in the proceedings of the Assessment Board, which significantly affected the Assessment Board’s decision.** |  |
| * **I have grounds for appeal listed in the Policy and Procedures for Academic Integrity and Misconduct D3 and the Academic Misconduct regulations F4 (this is only for students who have been awarded a penalty grade following an upheld case of academic misconduct).** |  |

**Read the FAQS on UniHub and put an X in one or more boxes:**

|  |  |  |
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| **What outcome/s are you seeking from your appeal?** | | |
| * **Classification of degree reconsidered** |  |  |
| * **Work to be remarked** |  |
| * **Numerical module grade to replace administrative grade or**   **Administrative module grade to replace numerical grade** |  |
| * **Compensation of the module (can only be if a reassessment is graded 17 or 18)** |  |
| * **A retrospective deferral of the assessments and/or**   **An exceptional further attempt of the assessment/s** |  |
| * **To retake (with full attendance and fee) the whole module** |  |
| * **To remain in full-time (or sandwich) mode** |  |
| * **To be reinstated on the original award programme of study** |  |
| * **To be allowed reassessment where attendance has not met the required minimum** |  |
| * **A penalty for academic misconduct is reviewed** |  |
| * **Other outcome (please specify in your attached Statement)** |  |

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| **List here the documents you are including as evidence to support your appeal statement:** |
|  |

**Please put an X in each box and then sign the Declaration:**

|  |  |
| --- | --- |
| * I have read and understood the University’s Academic Appeals procedure as set out in the University Regulations available at [https://www.mdx.ac.uk/about-us/policies/university-regulations](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mdx.ac.uk%2Fabout-us%2Fpolicies%2Funiversity-regulations&data=02%7C01%7C%7Ce2c7999004004be1f6d808d638d4fc9d%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C636758884742477243&sdata=pR8pzov0o%2BmT5f8FMhe3IAwcJqatWmgpckVYGKyMkH0%3D&reserved=0) |  |
| * All information and documentation submitted in and with this appeal is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that any information given later could be disregarded. No evidence relating to a third party is included unnecessarily. |  |
| * I give permission for the Appeals Team to seek verification of the authenticity of any statements or evidence provided with this appeal. |  |
| * I consent to information that I have submitted as part of this appeal being made available to relevant members of the University staff as required to investigate my appeal. |  |
| * I understand that the personal data which I have provided on this form may be stored in paper and/or electronic form in accordance with the University’s Data Protection Policy available at  [https://www.mdx.ac.uk/about-us/policies/privacy](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mdx.ac.uk%2Fabout-us%2Fpolicies%2Fprivacy&data=02%7C01%7C%7Ce2c7999004004be1f6d808d638d4fc9d%7C38e37b88a3a148cf9f056537427fed24%7C0%7C0%7C636758884742487248&sdata=zotwhzUej7DqfsDPea%2BUjU1dz6TeVX%2BLCTUdrW8jn2M%3D&reserved=0) |  |
| * **I am submitting**    + **This form**   + **A statement of my appeal**   + **Relevant evidence to support my statement** |  |
| **My signature:**  **.................................................................................................................................** | |
| **Today’s date:**  **.................................................................................................................................** | |

**Send this form, with your statement and relevant evidence to** [**acappeal@mdx.ac.uk**](mailto:acappeal@mdx.ac.uk)

**Or by post to The Appeals Officer, Academic Registry, Middlesex University, The Burroughs, Hendon, London NW4 4BT.**