**Initiating an Academic Appeal**

|  |  |
| --- | --- |
| **Name** |  |
| **Student ID Number** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Programme Title** |  |

Before completing this form, please read the University Student Appeals Procedures, available online at:

<http://www.canterbury.ac.uk/students/docs/policy-zone/Appeals-Procedure-June-2015.pdf>

**NB: you need to appeal within 20 working days of the decision against which you are appealing**

 **Please mark at least one of the boxes BELOW to indicate your grounds for Appeal**

A student may appeal against a decision of an academic body, other than a Fitness to Practise Panel or Professional Suitability Panel where specific, satisfactory evidence can be produced by a student that:

|  |  |
| --- | --- |
| 1. A Board of Examiners could have recommended that the student, following failure, be permitted to take further assessments but did not so recommend without good cause
 |  |
| 1. Written extenuating circumstances evidence was appropriately submitted but not properly considered in accordance with the procedures approved by Academic Board
 |  |
| 1. There had been a material administrative error that had not been properly remedied and had a detrimental impact
 |  |
| 1. The assessments had not been conducted in accordance with the current Regulations, Frameworks, Protocols or Conventions for the programme
 |  |
| 1. There are valid and specific grounds for claiming that there is substantial independent written evidence, from a qualified professional, directly relevant to performance in assessment and that such evidence

a) shows the student’s performance to have been materially affected; *and* b) is, for demonstrable reasons, of a sort which the student could not reasonably have been expected to submit at the appropriate time under the University’s extenuating circumstances procedures; *and* c) has not previously been received and reviewed by the University; *and* d) relates to one or more assessment/s recent enough to have been considered when the Board of Examiners or other academic body last made a decision relating to the student.  |  |

|  |
| --- |
| How, and on what date, were you notified about the decision against which you are appealing? |
|  |
| What would be your desired outcome from this Appeal? |
|  |
| Please outline your reasons for making this Appeal, including all relevant dates and details.  |
|  |

I confirm that I have read and understood the University’s Appeals procedures and that the information contained in this form is, to the best of my knowledge, correct.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

Please email your completed form and all relevant evidence to registry.appeals@canterbury.ac.uk.

If you are unable to submit electronically, please submit via the i-zone or by post to Registry Appeals, c/o the Registry, Canterbury Christ Church University, North Holmes Road, Canterbury, Kent CT1 1QU.