**Initiating an Academic Appeal**

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| **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:

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| 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. |  |

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

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

Please email your completed form and all relevant evidence to [registry.appeals@canterbury.ac.uk](mailto: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.