

Postgraduate Faculty Academic Appeal Proforma

**DO NOT USE THIS FORM FOR UNDERGRADUATE APPEALS**

**General Notes and guidance**

It is your responsibility to read the procedure for Academic Appeals in Section VII of the Durham University General Regulations, link given below. These notes are here to help you fill in the appeal proforma. If there is a difference of interpretation the regulations take precedence over these notes.

<https://www.durham.ac.uk/about-us/governance/governance-documentation/statutes-ordinances-and-regulations/general-regulations/#RegulationVIIAcademicAppeals>

You are not permitted to appeal in person to any officer designated to investigate your appeal.

This Appeal Process CANNOT be used for any of the following type of appeal:

1. An appeal against the grades counting towards your degree classification awarded by another Institution you attended as part of your Durham degree programme. In such cases you must appeal to the other Institution.

This appeals proforma is to be used for appeals against the types of decisions listed in Section 2 of the proforma You can only appeal against the type of decision listed. You have **21 days** (from the date of the notification of that decision) to submit your appeal to the Academic Quality Service. Appeals received outside this time period may not be accepted. If you are unable to submit your appeal within **21 days** you must be in contact with the Academic Quality Service within the **21 day** time period and provide details of the exceptional circumstances for why your appeal could not be submitted in time.

Your appeal must seek to reverse or change the decision you are appealing.

Appeals against academic judgement (as defined in the General Regulations) will be rejected as misconceived and not be investigated.

You should be in contact with the student support office of your College or The Durham Student's Union (SU) Advice Service if you intend to appeal to seek advice and support on the academic appeal procedure. The SU is independent of the University and offers procedural advice and advocacy services (including representation and/or support) to students on a range of matters. To speak to an adviser, complete the online enquiry form using the 'Get in Touch' button at <https://www.durhamsu.com/advice-and-support>. However, you are expected to submit an appeal on your own behalf.

Sources of advice and guidance, other student procedures and this proforma are available from:

[https://www.dur.ac.uk/about-us/professional-services/academic-appeals-misconduct/](https://www.dur.ac.uk/cla/appeals/)

Please also review the Student Behaviour in Appeals and Complaints: A Code of Practice available at:

<https://www.dur.ac.uk/about-us/governance/governance-documentation/statutes-ordinances-and-regulations/codes-of-practice/>

Please send the completed proforma with attachments and copies/scans of any medical certificates to the Academic Quality Service team email: [student.appeals@durham.ac.uk](mailto:student.appeals@durham.ac.uk)

Should you wish to raise a query regarding your appeal you should contact the Academic Quality Service by email. You are not permitted to directly contact the officer appointed to investigate your case.

We are committed to dealing with appeals fairly and impartially and to providing a high-quality service when investigating appeals and complaints. However, we do not expect Durham University staff to tolerate unacceptable behaviour. Please review the University’s Student Behaviour in Appeals and Complaints: A Code of Practice, which sets out our expectations for students who submit appeals and outlines the approach which will be taken in relation to the relatively few appellants whose behaviour we consider to be unacceptable.

The Code of Practice can be found at the following link:

<https://www.dur.ac.uk/about-us/governance/governance-documentation/statutes-ordinances-and-regulations/codes-of-practice/>



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# Section 1 – Student Details

**To be completed by the person submitting an appeal.**

**Personal Details**

Family name: Click or tap here to enter text.

Forename(s):Click or tap here to enter text.

Address:

Click or tap here to enter text.

Email address: Click or tap here to enter text.

Programme of Study: Click or tap here to enter text.

Department(s) of Study: Click or tap here to enter text.

Year of Study: Click or tap here to enter text.

Student ID Number: Click or tap here to enter text.

College: Click or tap here to enter text.

Anonymous Examination number (if known) Click or tap here to enter text.

# Section 2 –Decision appealed against at Faculty level

Please tick relevant box:

(a) A confirmed decision of examiners. What exactly was the decision against which you are appealing?

Click or tap here to enter text.

Please indicate the date that this decision was communicated to you

Click or tap here to enter text.

(b) A decision of a University Committee or a University Officer on any academic matter within its responsibility, affecting you.

What exactly was the decision against which you are appealing?

Click or tap here to enter text.

Please indicate the date that this decision was communicated to you

Click or tap here to enter text.

# Section 3 – Grounds for Appeal

An appeal to the Faculty must be made within **21 days** of the date of the notification of the decision against which you are appealing. Only in exceptional circumstances will appeals be accepted after 21 days.

Please note that under University regulations you can only appeal on the following grounds – ***please*** ***tick* *applicable box(es).*** Appeals on any other grounds will not be accepted.

|  |  |
| --- | --- |
| 1. that you were adversely affected by illness or other relevant factors, of which you were previously unaware or which for a good cause you were unable to disclose to the Examiners or other decision-making body or Officer   Note: If you are claiming new adverse circumstances or providing new medical evidence, you should:   1. Attach originals of supporting written evidence from an appropriately qualified person/medical practitioner/clinical psychologist or consultant, with a certified translation if the original is not written in English language. 2. Explain why the previously undisclosed information was not presented to the relevant officer/board of examiners before the decision you are appealing against was determined. |  |

Insert details here of the facts and circumstances of your appeal on ground a:

AND/OR

|  |  |
| --- | --- |
| 1. that you have evidence that parts of the relevant documented procedure were not applied correctly, or your marks were not calculated correctly, and this procedural defect was significant enough to have materially affected the decision, making it unsound   Note: You must make direct and specific reference to the procedure which was breached and/or the process which was incorrectly applied otherwise your appeal will not be considered. |  |

Insert details here of the facts and circumstances of your appeal on ground b

AND/OR

|  |  |
| --- | --- |
| 1. that the Board of Examiners or other decision-making body or Officer took a decision which was not reasonable in all the circumstances |  |

Insert details here of the facts and circumstances of your appeal on ground c

[Please note also that you should supply appropriate evidence to back up your grounds for appeal]

# Section 4 – Further Explanation of Grounds of Appeal

This section is simply additional space you can use to tell us more about your case for appeal.

***[You may attach separate documents if necessary]***

Type Further details here, if required

# Section 5 – Outcome Sought

What outcome do you seek?

Specify outcome sought here

Please note that there is a limit to the remedies which can be applied by the investigating officer to a Faculty Appeal. For example, the designated officer does not have the power to change your marks or your degree classification. The most favourable outcome would normally be either that:

(a) Your appeal was referred back for reconsideration to the body or officer which made the decision you seek to change, or

(b) Your appeal was treated as an application for a concession, in which in some cases the appeal process may be concluded without an appeal investigation taking place.

Please note that even if your appeal is referred back for reconsideration, this does not necessarily mean that the original decision will be reversed or altered.

# Section 6 – Documentation Attached

Please complete this section carefully to enable us to check that we have received all the supporting information sent by you. We may not be able to consider as part of your appeal documents not received or not referred to in this section.

Please clearly identify any original documents submitted in support of your appeal.

I attach the following documentation with my appeal proforma. Please tick the relevant box.

1. Medical evidence
2. Supporting evidence
3. Other relevant documents

Provide a description or list of all supporting documentation provided here

1. Total number of documents attached Insert number of documents here

# Section 7 – Declaration

You must make sure that you have given us full details of any information relevant to your grounds for appeal because you are not normally permitted to introduce new information following submission of your Faculty appeal.

In investigating your appeal, we will take every care to safeguard your privacy and confidentiality. We will not disclose information you supply unless it is necessary to do so to progress your appeal. In this case information will be disclosed only on a need-to-know basis.

In signing Section 7 of the appeals proforma, you are giving your consent for us to disclose information on the appeal as outlined above.

I declare that to the best of my knowledge all of the information I have supplied or attached with this form is true, accurate and complete.

I give my consent for this information to be circulated to relevant members of staff on a need-to-know basis for the purpose of investigating my appeal.

Signature of Appellant: Click or tap here to enter text. Date Click or tap here to enter text.

(or please type name and date if submitting electronically)

**PLEASE RETAIN A COPY OF THIS FORM AND ALL ITS ATTACHMENTS FOR YOUR RECORDS**.