

Academic Appeal Form

Before you complete this form, please carefully read the appeals regulations, [Chapter 8 of the General Regulations and Procedures Affecting Students 2022/23](#) and seek advice from a member of your programme team and/or the DSU.

If, after reading you are certain that you have grounds for appeal, please complete this form, sign (back cover) and email it to acasupportoffice@dmu.ac.uk within **15 University working days** of the publication of the ratified results against which you are appealing.

Please tick the box to consent to the information you have provided, being shared with relevant staff members across the university. For more information, [see our privacy policy](#).

Name: _____	Title: _____
Student ID Number: _____	Email Address: _____
Contact Address: _____	
Programme Title (e.g., BA Business Studies): _____	
Year of Study (e.g., 1st, 2nd, 3rd): _____	

Advice sought from Programme team?

Yes

No

Module leader's name: _____ Date: _____

SECTION A: ASSESSMENT BOARD DECISION

State the decision giving rise to the appeal (Please tick the appropriate box)

A: Assessment board decision of fail in module(s) or part(s) of a programme. State module(s) involved, giving module title and module code – **failure to do so is likely to create delays with your appeal.**

B: Assessment Board decision making a particular award or class of award or a decision not to make an award. Please describe below.

SECTION B: GROUNDS FOR APPEAL (ASSESSMENT)

Please indicate the grounds on which you are appealing by ticking the appropriate box(es). **Appeals can be made on the grounds stated below:**

1. During the Examination or Assessment

There are demonstrable errors in the conduct of the assessment process which are of such a nature as to cause reasonable doubt as to whether the result would have been different had they not occurred. (Examples: irregularity in the conduct of an examination; defective communication about an assessment; non-compliance with published documentation).

2. During the marking and decision-making process

I allege there have been errors in the marking or in the consequent decisions of the assessment board, because the outcome of the assessment differs markedly from what I had expected. (Examples: performance in the module you are disputing compared to performance in a similar preceding module or performance in other modules on the same course).

SECTION C: SUPPORTING STATEMENT

Please supply a word-processed statement giving your case for appeal and attach any relevant supporting evidence. The statement must usually be no longer than 2000 words and the supporting evidence no more than 8 pages.

I confirm that what I have written on this form and any enclosures are truthful and relevant to my appeal.

_____ Date: _____

(Your signature)

*Issued by Student and Academic
Services August 2022*