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Common Awards Academic Appeal Proforma - Stage 1

**General Notes**

You should read the [Common Awards Procedure for Academic Appeals](https://www.dur.ac.uk/departments/academic/common-awards/policies-processes/student-support/complaints-appeals/appeals-procedure)

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. You may submit the form in paper or electronically together with any supporting information. If submitting an appeal by post you must get proof of posting or send by some form of registered post to ensure that you have proof of sending.

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

Sources of advice and guidance, details of other student procedures are [available online](https://www.durham.ac.uk/about-us/professional-services/academic-appeals-misconduct/).

**Appeal Proforma Notes**

**Appeal Proforma Note 1: Ground rules and your contact details**

This appeals proforma is to be used for appeals against the types of decisions listed in Section 2 of the proforma. You are advised to let your TEI know if you are making an appeal. However, you are expected to submit an appeal on your own behalf.

**Appeal Proforma Note 2: Decision being appealed**

You can only appeal against the type of decision listed in Section 2 of the proforma. You have **21 days** (from the date of the notification of that decision) to get your appeal to the University Common Awards Team (common.awards@durham.ac.uk). 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 University Common Awards Team 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. Please note that we will only consider the grounds of appeal you have ticked.

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

**Appeal Proforma Note 3: Your grounds for appeal**

1. Where available, you can contact the appropriate student support contact of your TEI or The Durham Student's Union (SU) Advice Service. 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>. to help you complete your appeal.
2. Please note that if you fail to state one of the grounds for appeal listed in Section 3 of the proforma, your appeal will not be investigated.
3. If you are claiming adverse circumstances or providing medical evidence in your appeal where possible you should:
4. Enclose originals (or certified translations if the original is in a language other than English) of supporting written evidence from an appropriately qualified person/medical practitioner/clinical psychologist or consultant and tick the relevant box in section 3 of the appeal proforma.
5. 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.

**Appeal Proforma Note 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. Advice may also be sought from your TEI or the Students’ Union.

**Appeal Proforma Note 5: What outcomes are you seeking?**

Please note that there is a limit to the remedies which can be applied at the level of an appeal to the University. For example, in the case of an appeal against a decision of a Board of Examiners, the designated officer investigating your appeal does not have the power to rule either that your marks are changed, or you are awarded a different 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.

**Appeal Proforma Note 6: Documents 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.

**Appeal Proforma Note 7: Submitting your appeal**

Please send the completed proforma with attachments and copies/scans of any medical certificates to the Common Awards Team at the University: [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk)

Should you wish to raise a query regarding your appeal you should contact the Common Awards Team in writing. You are not permitted to directly contact the officer appointed to investigate your case.

### Appeal Proforma Note 8: Student Behaviour in Appeals and Complaints: A Code of Practice

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-and-regulations/codes-of-practice**

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Common Awards Academic Appeal Proforma - Stage 1

# Section 1 – Student Details

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

#### READ

##### Appeals Proforma Note 1 before completing this section

**Personal Details**

Family name: Click or tap here to enter text.

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

Address for correspondence:

Click or tap here to enter text.

[We will send all correspondence to the above address so please ensure that you notify us promptly of any change]

Email address: Click or tap here to enter text.

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

TEI: Click or tap here to enter text.

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

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

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

# Section 2 –Decision appealed against

#### READ

##### Appeals Proforma Note 2 before completing this section

Please tick relevant box:

(a) A confirmed decision a Board of Examiners or the Examiners of a higher degree.

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

*READ*

##### Appeals Proforma Note 3 before completing this section

An appeal to the University 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 |  |

**Please give full details of the facts and circumstances of your appeal on this ground:**

1. Click or tap here to enter text.

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 |  |

**Please give full details of the facts and circumstances of your appeal on this ground:**

Click or tap here to enter text.

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 |  |

**Please give full details of the facts and circumstances of your appeal on this ground:**

Click or tap here to enter text.

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

# Section 4 – Further Explanation of Grounds of Appeal

READ

**Appeals Proforma Notes 3 & 4 before completing this**

**section**

If necessary, please provide a further explanation of each of your grounds for appeal.

***[attach separate sheets if necessary]***

Click or tap here to enter text.

# Section 5 – Outcome Sought

READ

**Appeals Proforma Note 5 before completing this section**

What outcome do you seek?

Click or tap here to enter text.

# Section 6 – Documentation Attached

READ

**Appeals Proforma Note 6 before completing this section**

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

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

Please provide a description or list of all supporting information provided.

Click or tap here to enter text.

1. Total number of sheets of papers attached \_\_\_\_\_\_\_

# 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 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**.