Office of Student Complaints, Appeals and Regulation (OSCAR)

Form for use in the submission of an
Academic Appeal

This form should only be used by students who cannot sign-in via Student Self-Serve and who wish to appeal against an academic decision of the University.

You may wish to obtain advice on your case before submitting an appeal. The Students’ Union offer an independent, impartial, confidential support service to all students. The office supports students who wish to make an appeal or launch a complaint, and is also there to help students with welfare or education problems. The office is open 09:00-17:00 Monday to Friday. To make contact with Union support email ussu.advice@surrey.ac.uk or call 01483 683521. Details can also be found on www.ussu.co.uk/support/Pages/Education/Academic%20Support.aspx.

Please refer to the Regulations for Academic Appeals before submitting an appeal.

Please complete all sections of this form. Sign and date the form before returning it with your statement and supporting evidence by email to oscar@surrey.ac.uk

Your details

Title: ___________________________ Date: _______________
(eg. Mr/Ms/Mrs/Miss/Dr)

First name: ___________________________

Surname: ___________________________
(i.e. Family name)

URN: ____________

Current Level: ___________________________
(eg. Level 4/5/6, Masters, Doctorate)

Tel: Home -
    Mobile -

NB. Please inform OSCAR if your contact details change

Email address: ___________________________

Please note, all communication relating to your appeal will be via your University email account (which will be reactivated if it has expired)

Faculty*: ____________________________________________
(eg. Faculty of Arts and Human Sciences) * or name of Associated Institution where applicable

Programme of study: ____________________________________________
(eg. MSc programme in Computing Systems Management)
Your appeal

Please indicate below what decision you are appealing:

- Academic progression decision
- Conferred credits or marks, or degree classification (or degree outcome in the case of a doctoral degree).
- Penalty for failing to make progress, including programme termination
- Outcome of an Academic Misconduct Panel
- Outcome of an application for extenuating circumstances

Which module(s) does this appeal concern (if appropriate):

Which units of assessment does this appeal concern (i.e. the assignment, test or examination):

When were you notified of the decision that you wish to appeal (i.e. when did you receive the notification email or letter)?

Grounds for your appeal

Please refer to the Regulations for Academic Appeals. The Regulations specify the grounds on which the University will consider an appeal against an academic decision. The grounds are as set out below. Please highlight the appropriate ground(s) for your appeal:

- staff or bodies have not followed their approved regulations and procedures, or have not followed them with due care
- staff or bodies have not acted fairly towards you by showing or appearing to show bias in the way they have made the relevant academic decision
- Your performance was affected by extenuating circumstances that you could not report at the time for valid reasons and these circumstances have not been taken into account in making the relevant academic decision.

Case for your appeal

Please set out in a separate statement the main point(s) of your appeal with reference to the ground(s) on which your appeal is based. Please note that this statement will be used to evaluate your appeal, and therefore you should provide all of the information that you wish to be taken into consideration.

Please note that the University reserves the right to contact the authors of any evidence in order to verify authenticity. If the evidence can be shown to have been dishonestly acquired or is in itself dishonest the appeal will be dismissed and the matter will be submitted to the disciplinary process. Please contact oscar@surrey.ac.uk if you have any concerns in relation to these checks.

Information collated in relation to your case will not be shared unless an exception to data sharing and confidentiality requirements exist. For example, when individuals are at risk of harm to themselves or others. Information may also be shared in order to process other student-facing regulations. For example the Student Disciplinary Regulations, Regulations for Academic Appeals or Regulations for Fitness to Study. Please contact oscar@surrey.ac.uk if you have any concerns in relation to this.

Outcome of your appeal

Please outline the outcome that you are seeking:

Signature: _________________________________________ Date: _________________________

This completed form should be submitted with your statement and any supporting evidence by email to oscar@surrey.ac.uk

You are advised to keep a copy of all correspondence for your records. September 2015