

## 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](mailto:ussu.advice@surrey.ac.uk) or call 01483 683521. Details can also be found on [www.ussu.co.uk](http://www.ussu.co.uk)

Please refer to the [Regulations for Academic Appeals](#) before submitting an appeal.

You should inform OSCAR immediately if you require reasonable adjustments to be made to this appeals process.

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](mailto:oscar@surrey.ac.uk)

### Your details

|   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| Title: _____<br>(eg. Mr/Ms/Mrs/Miss/Dr)   | Date: _____  |  |  |  |  |  |  |  |  |
| First name: _____   | URN: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |
| Surname: _____<br>(i.e. Family name)  | Current Level: _____<br>(eg. Level 4/5/6, Masters, Doctorate)  |  |  |  |  |  |  |  |  |
| Tel: Home - _____<br>Mobile - _____   |  |  |  |  |  |  |  |  |  |
| NB. Please inform OSCAR if your contact details change  |  |  |  |  |  |  |  |  |  |
| University email address: _____   |  |  |  |  |  |  |  |  |  |
| <b>Please note, all communication relating to your appeal will be via your University email account (which will be reactivated if it has expired)</b> |  |  |  |  |  |  |  |  |  |
| Faculty*: _____<br>(eg. Faculty of Arts and Social Sciences) * or name of Associated Institution where applicable                                     |  |  |  |  |  |  |  |  |  |
| Programme of study: _____<br>(eg. MSc programme in Computing Systems Management)  |  |  |  |  |  |  |  |  |  |

## Your appeal

Please indicate below what decision you are appealing:

- Academic progression decision
- Conferred credits, 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 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 ((for example, 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:*

- that staff or bodies have failed to follow regulations and/or procedures or have failed to follow them with due care
- that staff or bodies have shown bias or prejudice towards the student in the way they have made the relevant academic decision
- that the student's performance was affected by extenuating circumstances that they could not report at the time for valid reasons
- that the student's performance was affected by extenuating circumstances that were reported at the time and relevant new evidence has since become available which has 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 may be dismissed and the matter submitted to the disciplinary process (if appropriate). Please contact [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk) if you have any concerns in relation to these checks.

## Outcome of your appeal

Please outline the outcome that you are seeking:

## Students' Union Advice

Did you seek advice from the Students' Union in relation to your appeal?

Yes

No

Prefer not to say

- By submitting this academic appeal, I can confirm that I have read and understood the [privacy notice](#) for student facing regulations.
- I understand that OSCAR will process personal details about me, which will include sensitive information, in order to deal with my academic appeal effectively.
- If I have submitted information about third parties, I confirm that the third party is aware and has agreed that I can use their information for the purpose of my appeal.
- I understand that the information provided in my appeal may be used as part of other University processes such as those outlined in the *Regulations for Fitness to Practice, Procedure for Support to Study or Student Disciplinary Regulations*.
- I understand that as part of the appeal process, OSCAR may need to gather personal and sometimes sensitive information about me from different University departments, such as:
  - Academic Registry
  - Library and Learning Centre (including Disability and Neurodiversity Service)
  - Accommodation Services and Wardens
  - Academic staff (including Personal Tutors, Supervisors, Programme Leaders, etc.)
  - Security Services
  - Faculties and/or the Doctoral College
  - University of Surrey Students' Union
  - IT Services
  - Vice Chancellor's Office
- I understand that the data provided in my appeal as well as the information collated by OSCAR in relation to my appeal will be securely stored for 18 months after the date that I am no longer a registered student at the University or 18 months after the academic appeal is closed (whichever is the latter).
- I understand that it is my responsibility to contact OSCAR if I have any concerns in relation to how my data will be handled.
- I understand that I can withdraw my consent for OSCAR to process my personal data at any time. However, I also understand that this is likely to mean that OSCAR cannot process my appeal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This completed form should be submitted with your statement and any supporting evidence by email to [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk)

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

September 2020