

METANOIA INSTITUTE



ACADEMIC APPEALS FORM

Please use block capitals

Please ensure you have read the Academic Appeals Policy before completing this form. It can be found at <http://www.metanoia.ac.uk/about-us/policies-and-procedures/>

An appeal may only be made against a published assessment result which has been confirmed by an Assessment Board. This includes decisions made by specially delegated Boards and provisional decisions made by a Board at which an External Examiner has not been present. **There is a time limit of one calendar month from the date of the Assessment Board results being published for submission of a formal appeal to the Quality Standards and Support Manager.**

Appellants may not challenge the academic judgement of the examiners and appeals made on this basis will be rejected.

Students should only submit a formal appeal if:

- they have been unable to contact the Chair of the Assessment Board and other relevant members of staff
- they are dissatisfied with the outcome of these informal discussions
- they have been advised to do so by the Chair of the Assessment Board

*** indicates a mandatory field and your appeal will not be considered without this information.**

1. Your Details

Student Number*	
Family Name*	
First Name*	
Faculty*	
Programme of Study*	
Email address*	
Address for written correspondence	

2. Informal Resolution

As stated in the Academic Appeals Policy attempts should always be made to discuss the problem with a tutor or Programme Leader prior to submitting a formal appeal. Please provide the following information and summarise the steps you have taken to resolve your complaint informally.

Have you had a meeting/discussion with a member of teaching staff to discuss your concerns?

Yes

No

With whom was the initial meeting/discussion:

	Date of the meeting/correspondence:		
	DD	MM	YYYY

3. The Grounds of Your Appeal

Please indicate which of the areas you feel your appeal relates to. You can select more than one.

You had extenuating circumstances which you were unable, or unwilling, to disclose at the time of the assessment, which materially impacted on your ability to complete the assessment, and for which you can provide evidence	
There has been an administrative error in the conduct of the assessment or the Assessment Board, which significantly impacted the outcome of the assessment or the decision by the Assessment Board;	
The assessment or the Assessment Board were not conducted in line with published regulations or policies, and this significantly impacted the outcome of the assessment or the decision by the Assessment Board	

4. Your Appeal

Use the relevant box(es) below to **explain in full** the grounds on which your appeal is based:

- Describe in detail the circumstances you wish to raise;
- Identify the specific examinations/assessments affected and explain **how** they were affected.
 - Be specific about the dates of the circumstances upon which your claim is based
 - Include documentary evidence to support your claim, where appropriate
 - Ensure you specify your desired outcome

Failure to do so may result in your appeal not being considered.

4.1. New Evidence of Significant Extenuating Circumstances (complete all boxes in this section)

Only complete this section if you have genuine new evidence

If you submitted evidence before the meeting of the Assessment Board but believe it has not been adequately taken into account this is a potential procedural irregularity and you should complete box 4.2.

(a) Detailed description of your claim

(b) Relevant third-party evidence to support your appeal

List the documents you are submitting with this form (e.g. medical certificate). Documentary evidence should be scanned and submitted electronically wherever possible.

- Medical evidence must be from a qualified medical practitioner
- Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
- The evidence should be dated.

(c) Explanation of why it was not possible to inform your Faculty about these circumstances before the Assessment Board met and evidence to substantiate your claim. If there is no clear evidence for this your appeal may be rejected.

4.2. Evidence of Administrative Error

An administrative error may have occurred either during the assessment itself, or during the Assessment Board. Examples may include incorrect entry of a mark by a tutor/administrator; application of incorrect assessment or marking criteria; failure to calculate marks correctly.

(a) Detailed description of your claim

4.3 Evidence that assessment or Assessment Board were not conducted in line with published regulations or policies

Examples might include a student not being offered a reassessment attempt to which they are entitled; errors in an examination question paper, or failure of the Assessment Board to consider any mitigating circumstances submitted by you before the due date.

5. Desired Outcome

Please provide details of your desired appeal outcome.
You should bear in mind that an appeal seeking an outcome which is not permitted within Regulations will not proceed.

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6. Supporting Documentation

You must provide documentation supporting your appeal. Please indicate below which items you have included. **Items a. b. and c are mandatory for all academic appeals.** Your form will **not** be accepted without these pieces of supporting documentation.

	a. A copy of the relevant Programme handbook* (For the relevant Programme and the academic year concerned). Please reference the page number(s).
	b. A copy of the relevant regulations that you think are relevant to your appeal. Please reference the page number(s).
	c. Copies of letters, emails, phone calls and meetings that are relevant to your appeal in chronological order.
	d. All relevant documentation that refers to the grounds of your appeal e.g. evidence of mitigating circumstances
	e. A signed statement from any third party who can provide evidence relevant to your appeal.
	f. Copies of any other documents or information you feel should be considered in support of your appeal. Where possible this should be numbered and referenced to reflect the chronology listing referred to at c. above.

7. Declaration

I would like Metanoia Institute to consider my appeal and declare that the facts stated in this application are true. I understand and consent to Metanoia, as data processor:

- handling personal details about me which could include sensitive information (for example, relating to my health) in order to deal with my appeal effectively.
- exchanging information about my appeal with other persons within the Institute and external organisations such as Middlesex University (as the validating partner).
- processing my personal data in accordance with the Data Protection Act

Student Full Name:		Date:		
Signature:		DD	MM	YYYY

8. Submission of your appeal form

Please send your completed form along with supporting documentation to registrar@metanoia.ac.uk **within one calendar month from the date of the Assessment Board results being published.**

Please keep a copy of your completed form and any documents you send. Where possible all correspondence will be via email. Please ensure you keep us updated on any changes to your contact details.

Your appeal will be acknowledged on receipt by email and then assessed to ensure it fits within the scope of the Academic Appeals Policy. You will be advised on this and what happens next within 10 days of the Institute receiving your form.