**This form is** [**also** **available online**](https://www.durham.ac.uk/about-us/professional-services/academic-appeals-misconduct/)**.**



University Senate Academic Appeal Proforma

**General Notes and Guidance**

It is your responsibility to read the procedure for Academic Appeals in Section VII of the Durham University General Regulations, link given below. 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.

<https://www.dur.ac.uk/about-us/governance/governance-documentation/statutes-and-regulations/general-regulations/>

You have the right to submit a Senate academic appeal within 14 days of being informed of the final decision at the Faculty appeal stage. You may only appeal to Senate Academic Appeals Committee after your appeal to the Faculty has concluded. Appeals received outside of the 14 day period may not be accepted. If you are unable to submit your appeal within 14 days you must provide details of the exceptional circumstances for why your appeal could not be submitted in time, otherwise your appeal will not be considered.

Whilst the Senate Academic Appeals Committee needs to know what type of decision you appealed against at Faculty stage, please bear in mind that its role is to check whether your appeal was dealt with properly at that stage; not to re-investigate the substance of your Faculty appeal. If you have no new evidence to bring forward, or no evidence that your appeal was incorrectly handled at the Faculty stage, you do not have grounds to submit a Senate academic appeal.

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

You may submit the form in paper or electronically together with any supporting information. If submitting a Senate appeal by mail you must do so by some form of registered post to ensure you have proof of sending.

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

You are expected to submit an appeal on your own behalf.

You should be in contact with the student support office of your College or The Durham Student's Union (SU) Advice Service if you intend to appeal to seek advice and support on the academic appeal procedure. 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>.

Sources of advice and guidance, other student procedures and this proforma are available from:

[https://www.dur.ac.uk/about-us/professional-services/academic-appeals-misconduct/](https://www.dur.ac.uk/cla/appeals/)

Please also review the Student Behaviour in Appeals and Complaints: A Code of Practice available at:

<https://www.dur.ac.uk/about-us/governance/governance-documentation/statutes-and-regulations/codes-of-practice/>

THIS FORM IS ALSO AVAILABLE ONLINE: https://www.dur.ac.uk/about-us/professional-services/academic-appeals-misconduct/



University Senate Academic Appeals Committee Proforma

Section 1 – Student Details

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

**Personal details**

(This information address will be used to send written correspondence. Please notify us promptly of any changes)

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.

Email: Click or tap here to enter text.

**Course details:**

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

Department(s) of Study:Click or tap here to enter text.

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

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

College: Click or tap here to enter text.

# Section 2 –Decision appealed against at the Faculty Stage

[This section gives Senate Academic Appeals Committee information on the background to your appeal at the Faculty stage. Your appeal at Senate level will ONLY be considered on the grounds you state in Section 3 below]

Please indicate the ground(s) on which your original Faculty Appeal was based by clicking on the box(es) to insert an X and then give details in the relevant text box(es).

(a) A confirmed decision of examiners. What exactly was the decision against which you appealed?

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 appealed?

Click or tap here to enter text.

## Section 3 – Grounds for Appeal

A Senate appeal must be submitted within **14 days** of the date of the decision of the Faculty appeal.

Please note that under University regulations you can only appeal on the following grounds (click on the applicable boxes to insert an X)***.*** [Late appeals without exceptional circumstances and/or appeals on any other grounds will not be accepted]

|  |  |
| --- | --- |
| 1. that you (the appellant) have evidence that parts of the relevant documented procedure were not applied correctly at the ***Faculty*** ***Appeal stage*** and this procedural defect was significant enough to have materially affected the decision, making it unsound;   **Note: You must make direct and specific reference to the regulation which was breached and/or the process which was incorrectly applied otherwise your appeal will not be considered. Appeals relating to procedures that were not applied correctly by the Board of examiners or any other University decision making body can only be appealed at Faculty Appeal stage. At Senate appeal stage you may only appeal against procedures that were not applied correctly in relation to the Faculty appeal.** |  |
| 1. that there is substantial and relevant new information that was previously unknown to you, or which for a valid reason you were unable to disclose at the Faculty appeals stage and that information is significant enough to have materially affected the Faculty Appeal decision, making it unsound.   Note: If you are claiming new adverse circumstances or providing new medical evidence, you should:   1. Attach originals of supporting written evidence from an appropriately qualified person/medical practitioner/clinical psychologist or consultant, with a certified translation if the original is not written in English language. 2. In addition, if this is previously unconsidered circumstances, you must clearly state why you did not or were not able to tell the University about it at the time of your appeal to the Faculty.   ***Please do not attach copies of any documents already provided as part of the Faculty Appeal*** |  |

Please note also that you must supply appropriate evidence to support your grounds for appeal and describe this supporting information in section 6 of the proforma.

**Section 4 – Further Explanation of Grounds of Appeal**

Please provide a further explanation of your grounds for appeal. You must give information about *EVERY* ground for appeal you ticked in Section 3.

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

Click or tap here to enter text.

**Section 5 – Outcome Sought**

What outcome do you seek?

Click or tap here to enter text.

Note: The Senate Appeal Committee does not have the power to change your marks or your degree classification. If your appeal is upheld, normally the decision will recommend that your appeal is referred back to the decision-making body for reconsideration. This does not necessarily mean that the original decision will be reversed or altered.

**Section 6 – Documentation Attached**

Please complete this section carefully to enable us to check that we have received all the supporting information sent by you as part of the Senate appeal process. We may not be able to consider as part of your appeal documents not received or not referred to in this section.

As part of the Senate appeal process, all relevant information from the Faculty appeal stage will be considered. **Please do not resubmit documents submitted in support of your Faculty appeal or documents received with the Faculty appeal decision**.

Please clearly identify any original documents submitted in support of your appeal.

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

* 1. Medical evidence
  2. Other documentation:

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 \_Click or tap here to enter text.

**Section 7 – Declaration**

Note: before signing and submitting this form you must make sure that you have given us full details of any information relevant to your grounds for appeal as you are not normally permitted to introduce new information following submission of your Senate appeal.

Please check that you have completed all sections of the form otherwise this will be returned to you which will delay the appeal being considered.

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 this 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**.

Please send the completed proforma with supporting information and copies/scans of any medical certificates to:

Email: [student.appeals@durham.ac.uk](mailto:student.appeals@durham.ac.uk)