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



**For office use only:**

**Date received:**

University Senate Academic Appeal Proforma

### ACADEMIC YEAR 2022/23

**General Notes**

It is your responsibility to read the procedure for Academic Appeals in Section VII of the General Regulations in Volume 1 of the University Calendar. 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.

Please note that you must complete and submit this appeal proforma within 14 days of being informed of the Faculty appeal decision. 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.

General Regulations VII – Academic Appeals is available at:

<https://www.dur.ac.uk/university.calendar/volumei/general_regulations/>

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

<https://www.dur.ac.uk/cla/appeals/>

**Senate Appeal Proforma Notes**

**Appeal Proforma Note 1**

You may only appeal to Senate Academic Appeals Committee after your appeal to the Faculty has concluded.

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

**Appeal Proforma Note 2**

You have the right to appeal to submit a Senate academic appeal within 14 days of the date on which you are informed of the final decision at the Faculty appeal stage. Appeals received outside this time period may not be accepted. If you are unable to submit your appeal within 14 days you must be in contact with the Curriculum, Learning and Assessment Service within the 14 day time period and provide details of the exceptional circumstances for why your appeal could not be submitted in time.

Whilst the Senate Academic Appeals Committee needs to know what type of decision you are appealing against, please bear in mind that its role is to check whether your appeal was dealt with properly at the Faculty 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 should think carefully whether it is worthwhile to submit a Senate academic appeal.

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

**Appeal Proforma Note 3**

1. If you are claiming that a procedural error occurred during the Faculty appeal stage, you must make direct and specific reference to the regulation which was breached or the process which was incorrectly applied.
2. If you are claiming new adverse circumstances or providing medical evidence where possible you should:
3. Enclose originals of supporting written evidence from an appropriately qualified person/medical practitioner/clinical psychologist or consultant;
4. 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.

**Appeal Proforma Note 4**

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> to help you complete your appeal.

**Appeal Proforma Note 5**

Where a Senate appeal is upheld, please note that this will not include a change to your marks or your degree classification. 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.

**Appeal Proforma Note 6**

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. You do not need to 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.

**Appeal Proforma Note 7**

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 Senate appeal.

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

<https://www.dur.ac.uk/university.calendar/volumei/codes_of_practice/>

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.

THIS FORM IS ALSO AVAILABLE ON THE WEB VIA <https://www.dur.ac.uk/cla/appeals/>



**For office use only:**

**Date received:**

University Senate Academic Appeals Committee Proforma

### ACADEMIC YEAR 2022/23

Section 1 – Student Details

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

#### READ

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

**Personal details**

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

Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Course details:**

Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department(s) of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anonymous Examination number (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 2 –Decision appealed against at the Faculty Stage

#### READ

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

[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 tick relevant box:

1. A confirmed decision of examiners. What exactly was the decision against which you are appealing?

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1. A decision of a University Committee or a University Officer on any academic matter within its responsibility, affecting you.

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## Section 3 – Grounds for Appeal

*READ*

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

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 and ***tick* applicable *box(es).*** [Late appeals without exceptional circumstances 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;
2. 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 the information is significant enough to have materially affected the Faculty Appeal decision, making it unsound.

[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**

READ

**Appeals Proforma Note 4 before completing this section**

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]***

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**Section 5 – Outcome Sought**

READ

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

What outcome do you seek?

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**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
	2. Other documentation:

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

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

**Section 7 – Declaration**

READ

**Appeals Proforma Note 7 before completing this section**

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

(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 ORIGINALS of any medical certificates to:

Email: student.appeals@durham.ac.uk