UWE Academic Appeals – Stage One

# Appeal Guidance

Application for review of an examining board decision (‘Academic Appeal’) within the University’s Academic Regulations and Procedures can be submitted on the following basis:

The only ground for appeal is that there has been material and significant administrative error or other material irregularity such that the assessments were not conducted in accordance with the approved regulations for the module/award.

# Student Details

|  |  |
| --- | --- |
| Student |  |
| Student Registration Number |  |

Please ensure your student number is entered correctly before proceeding. (The number is on the front of your UWE Student ID card below your photo)

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms, Dr, etc) |  |
| Correspondence Email (If non-UWE email is preferred) |  |
| Postal Address |  |
| Daytime Telephone Number (include country code when required and in all cases local area codes) |  |
| Date of Birth (dd/mm/yy) |  |
| Faculty |  |

# Programme/Award Details

|  |
| --- |
| Name of programme/award (on which you are registered) |
|  |
| Current Status on programme/award (for example Required to Withdraw, Achieved, Withdrawn or Registered) |
|  |
| Have you completed your programme/award? | Yes / No |
| Have you been withdrawn from your programme/award? | Yes / No |

Modules

Against which you are submitting your appeal? (a maximum of 10 modules can be added here)

|  |  |
| --- | --- |
| Module Code  | Module Name |
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# Key Details

Please provide clear and factual details of the key points on which you wish to base your appeal. Your appeal must be summarised here even if you attach other documents.

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# Additional Questions

|  |  |
| --- | --- |
| Do you currently have a Tier 4 Visa to study at UWE? | Yes / No |
| Will you be e-mailing documentary evidence to support your appeal? | Yes / No |
| Will you be sending documentary evidence by post? | Yes / No |
| Did you talk to student advisers about this appeal? | Yes / No |

|  |  |
| --- | --- |
| Date Submitted  |  |

# 2018 Data Protection Act, Consent to Process Personal Information

I agree to the University processing my personal data as described below in accordance with the terms of the 2018 Data Protection Act and I have not included unnecessary personal information about other third parties in my submission. I note that the University will hold my data securely and not make it available to any third party unless permitted or required to do so by law.

The requested information will be used as follows:

1. For the sole purpose of reviewing and processing my appeal.
2. Will only be disclosed to designated staff and/or members of the University who are responsible for the consideration of requests.
3. The information supplied will be kept for a maximum period of up to six years from the date the processes start, after which date the information will be deleted/destroyed.
4. The information will be stored securely either within the University SharePoint site or within designated areas with access privileges only given to designated staff.

I agree to the University processing my personal data as described above.

For further information, please refer to the Student data privacy notice. The Data Controller is UWE Bristol.

I agree to the University processing my personal data as described above.

The University Data Controller is William Marshall,

Pro-Vice Vice Chancellor, Commercial Director and Corporation Secretary.

Once received, the information supplied using this form will be entered into our system and an automated acknowledgement will be emailed to the main correspondent.

Further details about the process can be found on

[Academic appeals - Academic information | UWE Bristol](https://www.uwe.ac.uk/study/academic-information/academic-appeals).

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| --- |
| **Casework team use only** |
| Appeal Reference |  |
| Date Received  |  |