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| **Student Academic Appeal – Nominee Form** |
| **UWE Academic Appeal**  The grounds on which a student can appeal are given in section**H27.4R** of Appendix H2\* of the [Academic Regulations and Procedures](http://www1.uwe.ac.uk/students/academicadvice/regulationsandprocedures.aspx). Please note these are limited to instances where 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 i.e. instances where the student believes the University has done something wrong. |
| *Please note that the student has 10 working days from the date of the publication of results to submit an academic appeal.* |
| Please fill in the following information requested below and either email ([academicappeals@uwe.ac.uk](mailto:academicappeals@uwe.ac.uk)) or print and post the form to: Complaints and Appeals Team, Academic Services, Frenchay Campus, Coldharbour Lane, Bristol BS16 1QY or hand in at an InfoPoint reception. |

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| **Nominee Details** | | | |
| Nominee’s Name:    Nominee’s Email address for main  correspondence:    Nominee’s daytime telephone number  (include country code when required and in all cases local  area codes): | | Nominee’s Relationship to Student:    Nominee’s full postal address: | |
| **Student Details** | | | |
| Family Name:  First Name:  Date of birth (dd/mm/yy):  Email Address for Response at Stage One:    Daytime Telephone Number:  (include country code when required and in all cases  local area codes): | Student Registration Number:    (Please ensure the student number is entered correctly before proceeding. (The number is on the front of the UWE Student ID card below the photo)  Full postal address:              Faculty: | | |
| Name of Award (on which the student is/was registered): | | | |
| The student’s current status on the programme/award (for example Achieved, Withdrawn, Required to withdraw, Registered) | | | |
| Has the student completed the programme/award? | | | |
| Has the student been withdrawn from the programme/award? | | | |
| ***Module Code(s) and Module name(s)*** *(against which the student is submitting an appeal):*  **Code:**  **Module name:** | | | |
| **Code:**  **Module name:** | | | |
| **Code:**  **Module name:** | | | |
| **Code:**  **Module name:** | | | |
| **Code:**  **Module name:** | | | |
| ***Please provide clear and factual details of the key points on which the student wishes to base their appeal. The appeal must be summarised here even if other documents are attached.***    *(Please continue on separate sheet if box insufficient and send with this document)* | | | |
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| ***Does the student currently have a Tier 4 Visa to study at UWE?*** | | |  |
| ***Are you attaching supporting documentary evidence?*** | | |  |
| ***Are you sending supporting documentary evidence by post?***  *(It is your responsibility to ensure that postal evidence is received).* | | |  |
| *Supporting documentary evidence, if being sent separately, must be clearly marked with the student’s name and Student ID number. Evidence must be submitted within the ten day deadline.* | | | |
| ***Did the student meet with a Student Adviser in relation to the appeal?*** | | |  |
| ***If yes, on what date did they meet with a Student Adviser?*** | | | |
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| **1998 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 1998 Data Protection Act. We will hold your 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 your academic appeal. 2. Will only be disclosed to designated staff and/or members of the Appeals Panel who are responsible for the consideration of requests. 3. The information supplied will be kept for a period of up to six years, after which date the information will be deleted/destroyed. 4. The information will be stored securely either within the University SharePoint or within designated areas with access privileges only given to designated staff. | | | |
| I declare that the information given above is true, that the supporting evidence attached is authentic and that the University reserves the right to request to see a physical copy of any original supporting evidence and that failure to provide if requested may impact on the outcome of the academic appeal.  I agree to the University processing my personal data as described above  *(Please note the above box has been pre-populated on the basis that the Student referred to above has previously completed the UWE Third Party Consent Form giving consent for the nominee identified to act on their behalf).* | | | |
| The University Data Controller is William Marshall, Pro-Vice Vice Chancellor, Commercial Director and Corporation Secretary.   |  |  |  |  | | --- | --- | --- | --- | | ***Nominee Signature*** |  | ***Date***  *(dd/mm/yy)* |  |   *Further details about the process can be found on the* [*Academic Appeals website*](http://www1.uwe.ac.uk/students/academicadvice/academicappeals.aspx) *(http://www1.uwe.ac.uk/students/academicadvice/academicappeals.aspx)* | | | |

\*The grounds on which a student from an affiliated institution can appeal are given in section**H28.6R** of Appendix H3 of the [Academic Regulations and Procedures](http://www1.uwe.ac.uk/students/academicadvice/regulationsandprocedures.aspx). Please note these are limited to instances where the approved procedures were not followed by the affiliated institution in considering the student’s appeal against the decision of an examining board.