**Academic Appeal Form AP1**

**STRICTLY CONFIDENTIAL**

All sections of this Academic Appeal Form must be completed.

# *Before continuing, please ensure you have read the Regulations for Academic Appeal which are available from the* [*Appeals Section of myNapier*](https://my.napier.ac.uk/your-studies/academic-issues/making-an-appeal)*.*

The information you supply on this form and in support of your academic appeal will be held securely by Edinburgh Napier University in accordance with current data protection legislation. Your information will be entered into a filing system which is accessed only by authorised University staff and will be used strictly for the purposes of processing your submission and preparing statistical and audit data on an anonymised basis. Your form and other documentation will be securely disposed of thereafter in accordance with the University’s records retention schedules. By supplying such information, you consent to the University using your data, including any sensitive personal data for these purposes.

**PART 1 Your Details**

**Full Name** **Click or tap here to enter text.**

**Matriculation Number** **Click or tap here to enter text.**

**School**  **Select School**

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

**Telephone Number(s)** **Click or tap here to enter text.**

**Student visa expiry date (if applicable)** **Click or tap to enter a date.**

**PART 2 Important Information**

Before an academic appeal can be considered at least one of the following two grounds of appeal must be met:

1. There is evidence to suggest that the Programme Assessment Board or School Research Committee did not act in accordance with the relevant regulations and procedures
2. There was an apparent error in the recording, transcription or reporting of assessment results, the conduct of the programme or the assessment process.

**Appeals not based on one of the above grounds will not be considered**

**Please select from drop down box your reason for appeal from (i) or (ii) above:**

**Reason: Choose Ground for appeal**

**PART 3 A (i) Modules under Appeal**

**(Research Students go to PART 3 B)**

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| --- | --- | --- | --- | --- |
| Module Code: | Click or tap here to enter text. |  | Module Code: | Click or tap here to enter text. |
|  |  |  |  |  |
| Title of Module: | Click or tap here to enter text. |  | Title of Module: | Click or tap here to enter text. |
|  |  |  |  |  |
| Trimester: | Click or tap here to enter text. |  | Trimester: | Click or tap here to enter text. |

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| Module Code: | Click or tap here to enter text. |  | Module Code: | Click or tap here to enter text. |
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| Title of Module: | Click or tap here to enter text. |  | Title of Module: | Click or tap here to enter text. |
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| Trimester: | Click or tap here to enter text. |  | Trimester: | Click or tap here to enter text. |

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| Title of Module: | Click or tap here to enter text. |  | Title of Module: | Click or tap here to enter text. |
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| Trimester: | Click or tap here to enter text. |  | Trimester: | Click or tap here to enter text. |

 **If you wish to appeal your final exit award, please check the box here** [ ]

**PART 3 B (ii) Research Assessment under Appeal**

**(Research Students only)**

Please confirm the type of assessment to which your appeal applies by checking one of the boxes below, and giving the date of the relevant review

Progress review (RD6) [ ]  **Click or tap to enter a date.**

Determination of thesis Title (RD4) [ ]  **Click or tap to enter a date.**

Determination of target degree (RD5) [ ]  **Click or tap to enter a date.**

Viva voce examination [ ]  **Click or tap to enter a date.**

**PART 4 Appealing based on Ground (i)**

If you are appealing under Ground (i) please complete this section of form. If you are appealing under Ground (ii) please proceed to Part 5

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| **GROUND (i):** | **Appeal under Ground (i)** |
| **(i)** is an appeal on the basis that the Programme Assessment Board or School Research Committee did not act in accordance with the relevant regulations and procedures. Please provide details of this: |
| Click or tap here to enter text. |

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| Please indicate any evidence you have for this claim or persons who have agreed to support your claim: |
| Click or tap here to enter text. |

**PART 4 Appealing based on Ground (i) continued**

**REMEDY UNDER GROUND (i)**

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| If your appeal is upheld under Ground (i), please indicate the reasonable remedy you wish to be considered. (Please note that it is not within the remit of the Appeals process to increase assessment or examination grades). |
| Click or tap here to enter text. |

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| Please indicate any evidence you have for this claim or persons who have agreed to support your claim: |
| Click or tap here to enter text. |

**PART 5 Appealing based on Ground (ii)**

If you are appealing under Ground (ii), please complete this section of form. If you are appealing under Ground (i) please refer to Part 4.

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| **GROUND (ii):** | **Appeal under Ground (ii)** |
| **(ii)** is an appeal on the basis that there was an administrative error in the recording, transcription or reporting of the assessment results, the conduct of the programme or the assessment process. Please provide details of this: |
| Click or tap here to enter text. |

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| Please indicate any evidence you have for this claim or persons who have agreed to support your claim: |
| Click or tap here to enter text. |

**PART 5 Appealing based on Ground (ii) (continued)**

**REMEDY UNDER GROUND (ii)**

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| If your appeal is upheld under Ground (ii), please indicate the reasonable remedy you wish to be considered. (Please note that it is not within the remit of the Appeals process to increase assessment or examination grades). |
| Click or tap here to enter text. |

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| Please indicate any evidence you have for this claim or persons who have agreed to support your claim: |
| Click or tap here to enter text. |

**FOR ALL APPEALS:**

**PART 6 SIGNATURE**

Please sign and date this form before submission. Please input your Edinburgh Napier University email address as your signature. Completed forms should be email to appeals@napier.ac.uk ahead of the relevant deadline date published [here.](https://my.napier.ac.uk/your-studies/academic-issues/making-an-appeal)

**Late submissions will not be accepted.**

**SIGNED** Click or tap here to enter text.

**DATE:** Click or tap to enter a date.