

**Student Application Form – Academic Appeal**

This form should be used by students wishing to raise an Academic Appeal only.

Please complete all sections of this form, and ensure it is signed and dated before submitting it.

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| **Section 1** |
| **Regnum:** |
| **Title:** |
| **First Name:** |
| **Surname:** |
| **Current Level of Study:** |
| **Course title:** |
| **Course Lead:** |
| **Contact Address:** |
| **Contact Telephone Number:** |
| **St Mary’s email address:** |
| **Personal email address:** |

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| **Section 2**  **Ground(s) for your Academic Appeal:**  Please highlight the relevant box(es) below as applicable: |
| **Ground i**  There is evidence that your assessment/examination may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the University Examination Board before its decision was reached.  *If appealing under this ground, please ensure that you have provided all of the following: -*  • *New information which the Board has not previously considered*  • *A reason and evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted*  • *A reason and evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the Board reached its original decision.* |
| **Ground ii**  There is clear evidence of a significant administrative error on the part of the University or in the conduct of the assessment/examination and that this accounted for your performance. |

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| **Section 3**  **Decision being appealed against:** |
| Please write in here the decision you are appealing against. |
| **Section 4**  **Details in support of your Academic Appeal:** |
| Please write in here the support you are providing. |
| **Section 5**  **Please detail the evidence you are providing in support of your Academic Appeal:** |
| Documentary evidence must be provided in support of your appeal.  Where you are waiting for evidence from a third party such as a GP or other professional body, please indicate when this is likely to be provided.  Your appeal is likely to be rejected if the grounds for appeal are not supported by relevant and timely evidence. |
| **Section 6**  **Please indicate the remedy you are seeking if your Academic Appeal is successful:** |
| Please explain in here the outcome you are seeking should you appeal be successful. |

Please send your completed Academic Appeal Form and all supporting documentary evidence, marked “Private & Confidential” by email to [academicappeals@stmarys.ac.uk](mailto:academicappeals@stmarys.ac.uk) or by recorded delivery to Academic Appeals, Registry Services, 1st Floor, J Block, St Mary’s University, Waldegrave Road, Twickenham, TW1 4SX.

Please ensure you submit your Academic Appeal within ten (10) working days of the dispatch of the result(s) being appealed against.