Stage 1 Appeal Form Study Abroad/ Validated Institutions

Q1 **Stage 1 Appeal Form - Study Abroad/ Validated Institutions**
For information on City's academic appeal process, please see the [Student Academic Appeals Policy](https://www.city.ac.uk/__data/assets/pdf_file/0004/69025/Student-Academic-Appeals-Policy.pdf) or [Regulation 20b: Student Academic Appeals Taught Programmes at Validated Institutions.](https://www.city.ac.uk/__data/assets/pdf_file/0005/566663/Senate_Regulation_20b_Student_Appeals_Procedures_Validated_Programmes-20201007.pdf)

**Appeal deadline**
An appeal must be made within 28 calendar days of the release of your results (by electronic publication or the date on your results letter, whichever is first).  Exceptions to this deadline would be unfair to fellow students so if you are having problems preparing your evidence contact your School or Validated Institution immediately to seek advice (contacts in your Programme/ Course Handbook).  You will still need to submit your form by the deadline but may be given an extension for submission of your evidence.

 **Support available to you**
You can now access key student-facing Regulations, Policies and Guidance documents which will help support you in a range of situations and provide you with details regarding other City processes on our [Student Policies & Regulations Webpage.](https://www.city.ac.uk/about/governance/policies/student-policies-and-regulations)

You can also continue to find information on the resources and support available to you on the [Student Hub](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals) and the [SU’s website](https://www.citystudents.co.uk/advice/).

**Quick guide to preparing an appeal**

* Read through the form carefully and make sure you follow each instruction.
* Check how much time you have to prepare your appeal straight away so you are not rushed.
* Keep all of your supporting statements clear and to the point.
* A longer statement does not increase your chances of your appeal being upheld and may make it difficult for the reviewers to identify the key elements in your case.
* Ask [Union Advice](https://www.citystudents.co.uk/advice/) for help if you are struggling to prepare your supporting statements.
* Make sure all your supporting evidence is directly relevant to your case and is objective, independent, third party evidence.
* Make sure that you have completed every section.
* If in doubt ask someone else to read your appeal form for you so they can give you feedback on whether they think the form is complete, correct and clearly states the grounds for your appeal.
* Keep a copy of your appeal form for your records. Where possible submit all of your documents together, either through this form or separately by email so there is less chance of any items going astray

Q2 Surname

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Q3 First name

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Q4 Student ID number

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Q5 University email address

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Q6 Other preferred email address

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Q7 Contact telephone number

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Q8 School/ Registration

[ ] School of Communication & Creativity

[ ] School of Policy & Global Affairs

[ ] City Law School

[ ] Bayes Business School

[ ] School of Science & Technology

[ ] School of Health & Psychological Sciences

[ ] Partner Institution (Please state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] LEaD

Q9 Programme of Study

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Q10 Date of your results letter/ email/ publication by your School or Validated Institution (please use the format dd/mm/yyyy)

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Q11 **Grounds for appeal**

 There are two grounds for appeal:

1) that there was a material error, either in the conduct of the assessment itself, or in the proceedings of the Assessment Board, which affected the Assessment Board’s decision; and/or

2) that you were subject to previously undisclosed extenuating circumstances at the time of the assessment which: i. meet the definition of extenuating circumstances as set out in the Assessment Regulations, and ii. were unknown to the Assessment Board, and iii. were not made known to the Assessment Board via the Extenuating Circumstances provisions in the Assessment Regulations for a demonstrated, valid and over-riding reason outside your control.

Appeals are only considered when one, or both, of these grounds are met; you cannot appeal simply because you are unhappy with your performance or results.

Appeals cannot be made against academic judgement.  Academic judgement is the considered application of academic expertise in the assessment and grading of a student's academic work.

For more information, please see the [Student Hub](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals).

Q12 Your grounds for appeal (you may select both if applicable)

[ ] I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

[ ] I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

Q12.1.1 **Material Error**

 In your appeal, you are asking for:

[ ] Correction of administrative error

[ ] An opportunity to be re-assessed

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

Q12.1.2 As detailed in the [guidance](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals) under ‘Remedies that can be offered’, there are cases where the Assessment Board may offer a remedy other than the correction of administrative error or re-assessment (e.g. through permanent injury that makes it impossible for you to complete the original assessment again).

 Please confirm whether the below is correct:

[ ] My circumstances mean that I would not be able to undertake re-assessment. I would like the reviewers to consider my case and make a recommendation to the Assessment Board.

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

Q12.1.4 Explain what you believe the material error to be:

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

Q12.1.5 Explain why the material error is relevant to your assessment, progression, and award:

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of MATERIAL ERROR and have completed the relevant section

Q12.1.6 Explain how the evidence you have submitted supports your case (you will have the opportunity to submit files in the 'Evidence for your appeal' Section)

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.8 **Information about your undisclosed extenuating circumstances (relevant to your appeal)**

 What were your reasons for not submitting your Extenuating Circumstances claim by the normal deadline?

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.9 **Information about your undisclosed extenuating circumstances (relevant to your appeal)**

 Please explain why the reasons for not submitting your Extenuating Circumstances claim by the normal deadline were outside your control.

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If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.10 **Undisclosed Extenuating Circumstances**

 Please confirm the below by ticking the box

[ ] I have responded to the questions related to my extenuating circumstances and understand that, if the reviewers accept my reasons for non-disclosure of my extenuating circumstances, then the responses and evidence will be forwarded to the Extenuating Circumstances Panel for consideration.

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.1
As you are appealing on the grounds of Undisclosed Extenuating Circumstances, you will need to answer a series of questions on what those Extenuating Circumstances were. Your answers to the questions related to your extenuating circumstances will constitute your Extenuating Circumstances Claim and may be forwarded to the Extenuating Circumstances Panel for review.

**My Extenuating Circumstances Claim**

I am making a claim of (please select one):

[ ] Extenuating Circumstances Claim with evidence

[ ] Extenuating Circumstances Claim without evidence

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.1
**My Extenuating Circumstances Claim**
  Please list the relevant module codes; module titles and the assessment dates for each one:

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.2 **My Extenuating Circumstances Claim**

What were your extenuating circumstances and the relevant dates? Please be as specific as possible regarding the relevant dates.

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.3 **My Extenuating Circumstances Claim**

How did the extenuating circumstances affect your performance or prevent you from attending or submitting work on time?

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If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.4 **My Extenuating Circumstances Claim**

Why were the circumstances unforeseen and outside your control?

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

And As you are appealing on the grounds of Undisclosed Extenuating Circumstances, you will need to an... = Extenuating Circumstances Claim without evidence

Q12.2.5 **My Extenuating Circumstances Claim**
Why are you unable to provide relevant evidence at this time?

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Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

And As you are appealing on the grounds of Undisclosed Extenuating Circumstances, you will need to an... = Extenuating Circumstances Claim with evidence

Q12.2.6 **My Extenuating Circumstances Claim**

Please submit evidence to accompany your Extenuating Circumstances form. Please note that this will not be looked at as part of your appeal and will be forwarded to the Extenuating Circumstances Panel with my claim should the appeal reviewers accept your reasons for not making an Extenuating Circumstances claim within the normal time limits.

Display This Question:

If Your grounds for appeal (you may select both if applicable) = I am appealing on the grounds of UNDISCLOSED EXTENUATING CIRCUMSTANCES and have completed the relevant section

Q12.2.7
**My Extenuating Circumstances Claim**

Only complete this section if it applies to you.

Only truly exceptional circumstances are considered such as permanent injury preventing completion of the assessment.

My circumstances mean that I am not able to undertake an additional assessment.  I would like the Panel to consider my case and make a recommendation to the Assessment Board.

Please submit a statement concerning the inability to undertake re-assessment:

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Q13 **Evidence for your appeal**

Please list all the supporting evidence you are submitting with this form

Where you cannot get the evidence in time for the deadline indicate it below as ‘To follow’. You must still submit your form by the deadline and you must notify your School or Validated Institution in advance to agree a deadline for submission of the late evidence.

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Q14 Evidence for your appeal

Please submit a copy of your results notification

Q15 Evidence for your appeal

Please submit a copy your transcript

Q16 Evidence for your appeal

Please submit evidence to support your appeal

Q17 Evidence for your appeal

Please submit any further evidence, if needed

Q18 Evidence for your appeal

If a translation is required, please submit this here

Q19 Please indicate whether you will be submitting further evidence for via email to your School or Validated Institution

[ ] Yes

[ ] No

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Q20 Please confirm both of the following statements by ticking the boxes

[ ] I confirm that I have read the guidance accompanying this form

[ ] I confirm that the information I have given is true and accurate to the best of my knowledge

Q37 Please add your signature below:

Q38
City, University of London is the data controller for the personal data processed to investigate your complaint/appeal/extenuating circumstances.  City considers that the lawful basis for processing your personal data falls under  Article 6(1)(b) (performance of a contract) of GDPR because it is necessary as part of the contract between City, University of London and its students. In addition, City considers the processing of any special category personal data – ( race, ethnic origin, politics, religion, trade union membership, genetics, biometrics ( where used for ID purposes, health, sex life or sexual orientation ) provided as part of the complaints/appeals/extenuating circumstances process will fall under Article 9(2)(a) (explicit consent) of the GDPR as the personal data is provided on a voluntary basis by the student to support their complaint/appeal/extenuating circumstances.

City will share your data with those conducting and assisting the investigation and resolution of your complaint/appeal/case/extenuating circumstances.  This will always been done under a duty of confidence and expectation that confidentiality will remain in place once the complaint, appeal, case and/or extenuating circumstances has been resolved. Your personal data will be retained for 6 years after the last action on the case.

The rights you have under the data protection legislation are listed below, but not all of the rights may apply in all circumstances.

* right to be informed
* right of access
* right to rectification
* right to erasure
* right to restrict processing
* right to object to data processing
* right to data portability
* right to object rights in relation to automated decision making and profiling

For more information, please see [City's Data Protection Policy](https://www.city.ac.uk/about/governance/policies/data-protection-policy).

If you have any concerns about how your personal data is processed, you can raise them with the ACE team or, you may contact the Information Compliance Team at dataprotection@city.ac.uk.

If you are dissatisfied with City’s response you may also complain to the [Information Commissioner’s Office](https://ico.org.uk/).