

APPEAL AGAINST A DECISION OF A BOARD OF EXAMINERS/BOARD OF FACULTY ON THE BASIS OF NEW INFORMATION

NOTES

- 1 A candidate may appeal against a decision on his or her academic progress on the basis of evidence of extenuating circumstances **which was not known** to the Board at the time the decision was made.
N.B. The academic judgement of the examiners is not open to appeal.
- 2 The regulations require that relevant written medical evidence, or evidence of compassionate circumstances must:
 - a) in the case of examinations be presented to the Course/Subject Director not later than five working days following the examination; or
 - b) in the case of coursework be presented to the Course/Subject Director not later than five working days following the due submission date.
- 3 Evidence of ill-health must be authenticated by the candidate's doctor or registered counsellor. Self-certification is **not** acceptable.
- 4 The above is a summary of Section 14 of the General Regulations for Students and of Sections 36 and 42 of the Regulations Governing Examinations in Programmes of Study. Candidates considering an appeal are advised to read the appropriate regulations. These can be found on the Student Portal at portal.ulster.ac.uk (select My Studies tab).
- 5 The completed form will be considered by an Appeals Panel acting on behalf of the examinations board which made the original decision. The candidate may be interviewed if he/she so wishes and may be accompanied at interview by a member of the University.
- 6 An explanatory leaflet on student appeals is available on the Student Portal (My Studies tab) and you are strongly advised to read it before submitting an appeal.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM
SECTION A:
TO BE COMPLETED BY STUDENT

(please complete legibly or in a form suitable for copying)

 1 **NAME (IN FULL)**

 2 **ID NO**

 3 **ADDRESS (to which all correspondence will be sent)**

EMAIL ADDRESS

 4 **CONTACT TELEPHONE NO**

 5 **PROGRAMME TITLE** 6 **PROGRAMME CODE**

 7 **ACADEMIC YEAR OF STUDY** 8 **CAMPUS**

9 PRESENTATION OF NEW EVIDENCE OF ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES

Failure to complete this section may result in your appeal being rejected.

(a) Specify any factors relevant to your academic performance which were not known when the original decision was taken (attach copies of medical certificates or other supporting material); this **must** be new information and not a repetition of information already submitted (see section 10 below);

(b) Explain why the information now being supplied was not made available sooner in accordance with section 36 of the Regulations Governing Examinations in Programmes of Study;

N.B. You should note that the original decision of the Board will be confirmed without the opportunity for interview if:

(i) it is determined that you have not submitted any new information or that you have not provided a satisfactory explanation for your failure to supply the information by the date(s) prescribed in the Regulations as set out above;

or

(ii) there is no contemporaneous, independent, medical or other evidence to support the appeal.

10 PREVIOUS PRESENTATION OF EVIDENCE OF ILLNESS OR OTHER EXTENUATING CIRCUMSTANCES

If you have already submitted to the University, at any time during the current academic session, evidence of illness or other extenuating circumstances relevant to your academic performance, please indicate below:

(a) the approximate date on which you forwarded these to the University:

(b) the person or office to which they were addressed:

(c) the nature of the illness or other extenuating circumstances and the period over which they could have affected your academic performance:

N.B. The above information is for the advice of the Appeals Panel only and is not for the purpose of reconsideration.

11 DECISION ON YOUR ACADEMIC PROGRESS AGAINST WHICH YOU WISH TO APPEAL

PROGRESS CODE:

12 INTERVIEW

You may not be called to interview if the evidence you have submitted is deemed to be sufficient for upholding your appeal.

- a) Do you wish to be interviewed by the Appeals Panel? YES/NO
- b) Do you wish to be accompanied at interview? YES/NO
- c) If YES, give the name and position of this person.

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(Note: The person accompanying you **must** be a member of the University, for example, a student, a Students' Union Officer or a member of staff, subject to there being no conflict of interest, ie, the person **must not** be related to the appellant. It is your responsibility to arrange for this person to attend).

Signature: Date:

On completion of this section the student should return the form by email as follows:

TO: **JN, BT and QAHE** to examsjn@ulster.ac.uk **CE** to examsce@ulster.ac.uk **MG** to registrymg@ulster.ac.uk

BY: The deadline indicated at the following web address: **portal.ulster.ac.uk**, select **My Studies** tab followed by **Appeals Procedures and Forms in the Examinations and Assessments Channel**.

SECTION B: TO BE COMPLETED BY THE CHAIRPERSON OF THE APPEALS PANEL

13 WHERE NEW EVIDENCE HAS NOW BEEN PRESENTED, PLEASE COMMENT ON:

- a) this evidence, and whether or not the student has provided a satisfactory explanation for failure to supply the evidence by the date prescribed in the Regulations.

14 INDICATE WHETHER THE INITIAL DECISION OF THE BOARD IS:

- a) Confirmed
- b) Amended
- c) Appeal upheld but no change to decision (Please tick)

If the decision is confirmed please indicate why:

- No grounds for an appeal Insufficient evidence presented
- No new evidence presented Appeal late without due reason and therefore not considered

Reason:

If the decision is to be amended, please specify the nature of the amendment:

New Academic Standing Code:

Modules to be taken/retaken (please enter module codes and CRN number)

	Module Code	CRN	Cwk	Ex (Please tick)
1		
2		
3		
4		
5		
6		

Signature: Date:

N.B.: Full details of the decision must be recorded

This form must be returned immediately to the appropriate campus Examinations Office.