Step 2 – Student Appeal Form

Before completing this form you should read the [Appeals Policy And Procedure](https://www.falmouth.ac.uk/student-regulations#appeals)

Ensure you have attempted Step 1 – Early Resolution before initiating a Step 2 Appeal.

Use this form to submit a Step 2 Appeal against an academic decision reached through the application of a University policy, procedure or regulation. Appeals must be submitted within **twenty (20) working days** of the outcome of the relevant decision-making body (e.g.) Assessment Board, Academic Misconduct Panel, Academic Disciplinary Committee) against which you are appealing. Appeals received after this deadline will normally not be accepted unless you can evidence extenuating circumstances to account for the delay.
**Please complete all the sections, or explain if you are unable to do so.**

Advice

Before completing this form, we recommend reviewing the [Student App Guidance](https://falmouth.myday.cloud/pages/academic-support/qae/appeals) we also recommend that you contact the Students’ Union (SU) for free impartial advice. You can email advice@thesu.org.uk, with more information here: [https://www.thesu.org.uk/advice/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.thesu.org.uk%2Fadvice%2F&data=05%7C01%7CQAE%40falmouth.ac.uk%7C1c51e21285954319bea508db8f8997ad%7C550beeb36a3d4646a111f89d0177792e%7C0%7C0%7C638261593344091183%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=CugrL1aeQ2PX51AuKGWnoA9g%2BwQUHYM5CDT3RCbJ5aA%3D&reserved=0).

Third Party Requests

Under Data Protection legislation, the University cannot deal with appeals submitted by a third party unless there is a valid reason for a third party to act on your behalf, and you have formally authorised them to do so. You can give this authorisation by completing a [Third Party Consent Form](https://www.falmouth.ac.uk/student-regulations#appeals) and returning it to qae@falmouth.ac.uk

1. Your Details:

|  |  |
| --- | --- |
| Full name:  |  |
| Student number: |  |
| Course Title: |  |
| Personal email address (as per myfalmouth): |  |

1. **What are you appealing against?**

|  |  |
| --- | --- |
| Decision-making body:Please select  |  Assessment Board [ ]  Academic Misconduct Panel [ ]  Academic Disciplinary Committee [ ]  Extenuating Circumstances team [ ]  Other (please specify) [ ]  |
| Decision Date:Date that the decision was sent to you, e.g. date of the Results Release email |  |

1. Grounds for appeal

Please select:
[ ]  a) That there has been a material error or irregularity in the formal conduct of the process in reaching the decision; and/or

[ ]  b) That your performance was adversely affected by extenuating circumstances which you were unable or, for valid reasons, unwilling to divulge before the decision concerned was reached.

1. Regulation, Policy, and/or Procedure

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| --- |
| Please enter text here. Box will expand as you type. |

Please indicate the regulation, policy and/or procedure(s) to which your appeal relates.
Examples: Academic Regulations; Assessment Principles; Health Wellbeing and Support for Study Policy, Reasonable Adjustments Policy, Extenuating Circumstances Policy, Academic Misconduct Procedure, Academic Integrity Policy.
If you are unsure, please speak to the Students’ Union for advice.

1. Step 1 – Early Resolution

Please describe the actions you have taken as part of Step 1 – Early Resolution, as outlined in the [Appeals Policy and Procedure](https://www.falmouth.ac.uk/student-regulations#appeals), including:

1. What actions you have taken so far
2. The date(s) of the actions and the response received
3. Why you are dissatisfied with this response

If you have been unable to raise your appeal at Step 1, or if you were unable to escalate the matter within the timescales stated in the Appeals Policy and Procedure, please state why. You may be required to complete Step 1 before your Step 2 appeal will be accepted for consideration.

You may wish to use bullet points to keep your argument clear and concise.

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| Please enter text here. Box will expand as you type.  |

1. Step 2 formal appeal details
2. Please provide the full details of your Step 2 appeal, for example:
* What the material error/irregularity is in the way a regulation, policy or procedure has been applied to you
* What your circumstances were at the time
* Whether you were affected by extenuating circumstances and if so, why you had been unable to disclose them at the time (eg by making an application for an extension under the Extenuating Circumstances Policy)
* Specific dates of circumstances
* Specific modules/assessments and how they were affected

You may wish to use bullet points to keep your argument clear and concise.

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| Please enter text here. Box will expand as you type.  |

Please state your desired outcome should your appeal be upheld, for example.:

* Removal of a cap on a mark for late or referred work.
* Another attempt at an assessment
* Continuation with studies

This result must be feasible in the context of the University’s regulations, policies and procedures. Provision of some services may be dependent on resources or policy decisions at University or national level.

**Remember:**

* It is not possible for the university to award extra marks on the basis of extenuating circumstances, only additional time or the removal of a capped mark.
* It is not possible to request a higher mark because you disagree with the marker, as this constitutes a challenge to academic judgement.

You may wish to speak to the Students’ Union for advice on the desired outcome you wish to request.

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| Please enter text here. Box will expand as you type.  |

1. Please list the supporting evidence attached to your appeal. Appeals submitted without supporting evidence will not normally be considered. You may wish to contact the Students’ Union for impartial advice about what constitutes evidence for your specific appeal.

Types of evidence you submit will depend on the circumstances and grounds of the complaint.

Examples are:

* Extracts from Falmouth University regulations, policies, procedures;
* emails or other written correspondence;
* photographs/screenshots;

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| Please enter text here. Box will expand as you type.  |

1. **Declaration**

**By signing and submitting this appeal form I am confirming the following:**

* I have read the Appeals Policy and Procedure
* I have included all relevant information to support my appeal
* I have made a copy of all documentation and supporting information for my records
* I authorise those involved to share the details of my appeal with the relevant parties involved, including anyone I have named in the appeal
* I authorise those involved in the process to have access to relevant information required as necessary for the investigation into and consideration of my appeal, including access to sensitive information (for example, a file held by Student Services)

**If you have any queries or concerns about any of the above please contact** **QAE@falmouth.ac.uk** **before submitting the form.**

|  |  |
| --- | --- |
| Your signature:\* | Date:\* |

(if you are unable to submit an electronic image of your signature, please type your name. QAE will consider the receipt of this form electronically direct from your University email address as being equivalent to a signature.)

1. Submission

Please return this form by email together with copies of your supporting evidence to QAE@falmouth.ac.uk