

 **Appeal Form**

*It is important that you understand the Appeal Policy. Please refer to the Student Academic Appeals documents, on our website here:* [*https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/*](https://www.hope.ac.uk/gateway/students/studentadministration/commendationscomplaintsandappeals/)

You must submit your appeal within 10 working days of the publication of your results.

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| **First Name:**  | **Family Name:** |
| **Your Student ID Number:** | **Level of study:** |
| **Programme of study:** |
| **Grounds for appeal** **- Please tick the most relevant:**1. Mitigating Circumstances where, for Good Reason, the Continuation and Award Board was not made aware of a significant factor relating to the assessment of a student through the Mitigating Circumstances Policy when it made its original decision.
2. That there has been a procedural irregularity in the assessment process.
3. That the Continuation and Award Board has acted in a way which is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. the decision was not a possible conclusion that a similar meeting of the Continuation and Award Board might have reached
4. Bias or reasonable perception of bias

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| **Details of your appeal** |
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| **What are you hoping might be the outcome of this appeal?** (e.g. review of degree classification; consideration of new mitigation)*Please note your outcome may not be possible if it is not permissible under the University Regulations* |
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| **What supporting evidence have you supplied with your appeal?** **If there is no evidence supplied with this form you have 5 working days to send in your evidence. After this time your appeal will be considered in the absence of your evidence.** (Examples of evidence could include a Medical note *directly related to* ***you*** *and* ***NOT*** *a third party* or a coursework submission receipt). Please note that appeals with no supporting evidence are very unlikely to be upheld. |
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| **If you are appealing on grounds of mitigating circumstances, please state why this information was not provided before the Award or Progression Board took place** |
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| If you choose to appeal, it will be necessary to share information about you with University staff involved in processing your appeal. This may include what is known as Special Category Data which is the following types of data:* Race
* Ethnic Origin
* Politics
* Religion
* Trade Union Membership
* Genetics
* Biometrics (where used for ID purposes)
* Sex Life
* Health
* Sexual Orientation.

The University will require your explicit consent to be able to receive and process your data in our decision-making process as it may be necessary when processing your appeal for information to be shared between key people. This could include Student Enrolment and Administration, the University Registrar, School Senior Academic Advisors, as well as, for example, School/Department Administration, an Academic Appeals Panel, the President or Vice-President of the Students’ Union, your tutors, staff in Student Support and Wellbeing, staff at placement providers and any individuals named in your appeal. Your personal data is only ever shared with those who would need to see it in order to respond to the appeal.The outcome of your appeal will be recorded in the University’s main student database by Student Enrolment and Administration staff or the Deputy Registrar. Once entered the outcome can be viewed by Academic, School/Department and Support staff who have access to the University database. However, these individuals will not have access to the detail behind this decision. Your data, including Special Category data will be treated as confidential by all of the members of staff who receive it and in line with the University’s Data Protection Policy and the process set out above. The data will be stored and processed in accordance with the University’s Data Protection Policy and Retention Schedule; it will be destroyed six years after the end of the academic year in which the request for the appeal was made. **In order to progress the appeal, your consent is required, granting the University permission to process your data as required in relation to the appeal**. Please note you can withdraw your consent at any time by contacting appeals@hope.ac.uk **☐** **Please tick here to give consent for the University to process the data about you relevant to your appeal, including Special Category Data and confirm that you understand that processing may involve sharing your data as set out above.** |
| I hereby give my consent for the University to process the data I have provided as part of my appeal relating to my health or disability.  I understand that the processing will involve sharing my data with the members of University staff as set out above.  **Print:**                                                  **Signed:**                                                  **Date:**If submitting the form electronically, a typed signature is acceptable if it is emailed from your **Liverpool Hope email account** |

**Please submit your completed and signed form along with evidence to support your case to:** **appeals@hope.ac.uk**

*Evidence can be scanned and emailed, or you can take a good photograph and attach to your email*