

## ACADEMIC APPEAL PROFORMA

You should use this form if you wish to appeal against a formal academic assessment outcome. See the current academic regulations for information on the appeal process and timescales.

<https://www.uhi.ac.uk/en/about-uhi/governance/policies-and-regulations/regulations/>

Once you submit your appeal, this will be acknowledged immediately, and you should receive a response within 10 working days.

### YOUR CONTACT DETAILS

Name:	
Student id number:	
Programme of study:	
Address:	
*Email address:	
Telephone no:	

*\*Where possible, we will use email to communicate with you about your appeal.*

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#### 1. What decision are you appealing against?

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#### 2. Appeals will only be considered on one or more of the following grounds. Indicate which one(s) apply and provide details.

a) your performance was adversely affected by illness or other factors which you were unable or, with valid reason, unwilling to divulge previously

b) there has been a material administrative error or an assessment was not conducted in accordance with the university's procedures and regulations

c) (for research students only) evidence of prejudice or bias or improper/inadequate assessment by the examiners

**3. What evidence are you providing to support your appeal?**

This may include a further personal statement and / or any documentary evidence relating to medical or personal circumstances.

The information provided on this form, and any accompanying documentation, is true and accurate to the best of my knowledge.

Signed:

Date:

You should submit your appeal to the designated senior manager at your college by email or hard copy, together with any supporting evidence. Your programme leader or Personal Academic Tutor (PAT) can advise who this is.

You must submit your appeal within 15 working days of the relevant assessment decision being notified to you (ie results available via student portal, or sent to you by email or other written communication).

The information you supply on this form and in support of your academic appeal will be processed by UHI in accordance with its responsibilities as a Data Controller. Please refer to the university's [privacy notice for assessment appeals](#) for further information.