

Academic Appeal Form

Before you complete this form, please carefully read the [appeals regulations](#) (General Regulations tab - Chapter 6 - Students' right of appeal against Assessment Board or Research Degrees Committee decisions) and seek advice from a member of your programme team and/or the DSU.

IMPORTANT

We are only able to accept appeals for results which have been ratified by an assessment board.

If your mark is still provisional, please wait for formal results notification before submitting your academic appeal (please contact your [Student Advice Centre](#)/Programme or Module Leader if you are unsure if your results have been ratified).

If, after reading the appeals regulations you are certain you have grounds, please complete this form, sign and email it to scs@dmu.ac.uk within **15 University working days** of the publication of the ratified results.

Please state the date of your ratified results
(Ratified results are available on the results tile on MyDMU).

Please ensure your appeal is signed at the end of this form.

This information is mandatory and we cannot proceed with your appeal without this. If you need help with your programme or module code please contact your [Student Advice Centre](#)/Programme or Module Leader.

Title

Name

Student P Number

Email Address

Programme Title

Year of Study

Module title(s) and
code(s) you are
appealing

Assessment
Component
(e.g Essay) and
Weighting (%)

Please tick the box to consent to information you have provided, being shared with relevant staff members across the university. For more information, [see our privacy policy](#).

Have you sought advice from your Programme Team?

Yes

☐

No

☐

Name of person advice sought from:

Date

SECTION A: ASSESSMENT BOARD DECISION

State the decision giving rise to the appeal (Please tick the appropriate box)

A: Assessment board decision of fail in module(s) or part(s) of a programme.

Please describe in your statement.

B: Assessment Board decision making a particular award or class of award or a decision not to make an award.

Please describe in your statement.

SECTION B: GROUNDS FOR APPEAL (ASSESSMENT)

Please indicate the grounds on which you are appealing by ticking the appropriate box(es).

Appeals can be made on the grounds stated below:

1. During the Examination or Assessment

There are demonstrable errors in the conduct of the assessment process which are of such a nature as to cause reasonable doubt as to whether the result would have been different had they not occurred. (Examples: irregularity in the conduct of an examination; defective communication about an assessment; non-compliance with published documentation).

2. During the marking and decision-making process

I allege there have been errors in the marking or in the consequent decisions of the assessment board, because the outcome of the assessment differs markedly from what I had expected. (Examples: performance in the module you are disputing compared to performance in a similar preceding module or performance in other modules on the same course).

SECTION C: SUPPORTING STATEMENT

Please supply a word-processed statement giving your case for appeal and attach any relevant supporting evidence. The statement must usually be no longer than 2000 words and the supporting evidence no more than 8 pages.

I confirm that what I have written on this form and any enclosures are truthful and relevant to my appeal.

_____ Date: _____

(Your signature)