



Academic Appeal Form

If you intend to apply for a reconsideration of a recommended grade for any unit or degree classification or examination, you must use this form. Before completing it, please ensure that you have read the [University's Academic Appeals Regulations and Procedural](#) notes.

Are you submitting your academic appeal within the deadline?

This form should be submitted within **15 working days** of the publication of the results (for Taught students), and within **30 working days** of the publication of the results (for Research students).

If you feel that you will be unable to meet this deadline, you should email sas.acadappeals.complaints@sheffield.ac.uk **prior to the deadline**, giving your reasons in writing as to why you require an extension to the submission deadline. We will consider your request and respond as soon as possible.

If you fail to request an extension to the deadline, and you are submitting your academic appeal **after the deadline has passed**, you are required to complete a [Late Submission request form](#) first. You should familiarise yourself with the requirements of the Late Submission Request [process](#) and the information required for consideration before submitting your Late Submission Request form.

If you are permitted to extend the deadline then you will be given time to submit your case for academic appeal.

You may also find it helpful to contact the [Student Advice Centre](#) for independent guidance and support.

Please note that appeals will not be considered against the academic judgement of the Examiners.

All sections of the form must be completed. The form and all accompanying documentary evidence should be submitted by email to sas.acadappeals.complaints@sheffield.ac.uk. You will be informed in writing of the outcome of your appeal in due course.

Section A: Your Details

Title:		Forename:		Family name:	
Registration Number:		Email:			
Programme of Study/Research:					

Section B: Student adviser or another representative: (If applicable, please give the name of your adviser/representative, indicating whether they are legally qualified)

Name:	
Legally qualified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: Clearly indicate which modules are to be considered by this academic appeal:

Module name: (e.g. Introduction to Socioeconomics)	Module code: (e.g. PSY101, CA6F1001)	Sitting you wish to appeal: (e.g. 1 st sit, 2 nd sit, resit)	Date you were advised of this result: (e.g. 12/12/2022)

Reminder: the Academic Appeal process will consider only modules listed on this form.

Section D: Grounds of appeal Please tick the relevant box(es). New evidence of:

- Procedural error either by the Examiners or during the recording, transcription and reporting of the examination results and additionally, in the case of Higher Degrees by Research, evidence of negligence or misconduct on the part of an Examiner.
- Extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners
- Evidence of a failure of supervision which significantly affected the candidate's performance and which could not reasonably be expected to have been the subject of

complaint by the student to the Head of Department or the Pro-Vice-Chancellor of the Faculty before the examination.

- As a candidate found to have used unfair means in an examination I am making representations against the recommended departmental action.

Section E: A brief summary of your case and evidence (no more than 500 words)

Please list the **main** points of your case here, and explain how your individual pieces of evidence support your academic appeal. You can expand on this information in Section F, however, **your main points should be made clearly and concisely within this Section. We may be unable to take forward your Appeal form if the word limit is exceeded.**

Please review the requirements for Evidence at:

<https://www.sheffield.ac.uk/study/policies/appeals-complaints-current-students/procedures#Presenting-your-case>

It is important that the evidence you provide is genuine, accurate and verifiable. If you provide false or misleading information or evidence/documentation, this can result in the termination of your academic appeal, and disciplinary action and sanctions, including expulsion from the University, in line with the Student Discipline Regulations.

Section E1: (500 words or fewer) the Key points of your case:

Section E2: List your evidence, and, where appropriate, briefly explain how each piece supports your academic appeal.

Section F: Statement of appeal:

This section provides space for you to set out any additional background to the main points

of your case. You may wish to provide contextual or descriptive details of any incidents listed above in Section E. You may also wish to provide additional detail relating to the impact upon you of the events described in Section E.

The Faculty Officer/senior member of Academic Services will consider the full substance of your case based on all the information provided to them. Students should not expect that all individual points listed in this section will be directly commented on in the final decision.

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Section G: The desired outcome of my academic appeal (For guidance only) :

Please set out here your desired outcome, e.g. a further attempt at the module(s). For further details, please refer to [Regulation 10 of the General Regulations](#) as to Academic Appeals.

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Section H: An outline of any action you have taken so far to attempt to resolve the matter informally

With whom was the matter discussed?	
Position:	
School(s)/Department(s):	
Date discussed:	

Section I: Checklist: when finalising your academic appeal, before submission please check the following:

	Have you filled in every section of the form and selected your grounds for appeal?
	Have you supplied contact information?

	Have you filled in the details of your representative, if you have one?
	Have you attached all the evidence you wish to use to support your case?

Section J: Declaration

I believe that the information and evidence I have provided are accurate. I confirm that details of this appeal can be passed on to the relevant Faculty Officer and the Head of Department/School concerned and my adviser or representative (if applicable).

Signature:		Date:	
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Please keep a copy of this form for your records.