



Academic Appeal – Late Submission Form

Time limits:

The deadline for submission of an Academic Appeal is within **15 working days** of the publication of the examination result for **Taught student**, and within **30 working days** of the publication of the examination result for **Research students**.

Date of publication of results:	Appeal deadline:	Date of submitting this form:
SEPT use only - date form received:		

If you intend to submit an Academic Appeal and did not request an extension before the deadline elapsed, you must complete this **Late Submission Form** before submitting an Academic Appeal. The purpose of this form is to allow you to focus on why you could not submit your Academic Appeal within the deadline.

All sections of the form must be completed, and the form and supporting 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 Late Submission request in due course.

Please ensure that you have read the University’s [Academic Appeals Regulations](#) and Procedural notes.

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

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 Late Submission Request:			
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. 29/07/22)
Reminder: Only modules listed on this form will be considered by the Late Submission Request process.			

<p>Section D: Late Submission request statement</p> <p>Please answer ALL questions below.</p> <p>You must focus on the period between the publication of results and the date you submitted your Late Submission request.</p> <p>You should be aware that the Faculty Officer WILL NOT see or consider any information you provide for your actual case for Academic Appeal at this point. You will be invited to send in your case for Appeal via the Academic Appeal Form if the Faculty extends the deadline in your case.</p> <p>1. What circumstances prevented you from submitting your Academic Appeal by the deadline?</p>

2. What circumstances prevented you from contacting the Student Engagement and Progress team or informing us of your intention to submit an Academic Appeal by the deadline?

3. What actions (if any) have you undertaken towards submitting an Academic Appeal since you were advised of the result of the module(s) you wish to appeal?

Section E: Supporting evidence

Please review the requirements for evidence at:

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

Please list all evidence in support of your request and **briefly explain its relevance.**

E.g: 'Evidence 1: Doctor's note evidencing my illness dated around the deadline for submitting an appeal'

Each individual piece of evidence should be clearly labelled (e.g. appendix 1, appendix 2, evidence 1, evidence 2) at the top of each individual document itself and not just as the attachment name.

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.

Please keep a copy of this form for your records.

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Once received, this form will be passed to your Head(s) of Department for comments, and then to a Faculty Officer, who will consider whether there are sufficient grounds to extend the deadline in your case. **The Faculty Officer will not consider any points related to your actual case for Academic Appeal at this point.** You will be informed whether the deadline has been extended. If you are permitted to submit an Academic Appeal, you will then have 15 (Taught students) or 30 (Research students) working days to submit your Academic Appeal form and evidence in full.

Taught students only: In some cases, to confirm details submitted on this form, an audit of your ShARe/transcript login data (showing when you logged in to check your results) may be sent to the Faculty Officer.

Section F: Checklist: when finalising your Late Submission Request, before submission please check the following:	
<input type="checkbox"/>	Have you filled in every section of the form, and indicated the modules you wish to request an extension to the Academic Appeal deadline for?
<input type="checkbox"/>	Have you supplied contact information?
<input type="checkbox"/>	Have you provided your statement, and attached all the evidence you wish to use to support your request?

Section G: 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, the Head of the Department/School concerned, and my adviser or representative (if applicable).	
Signature:	Date: