Academic Appeal Report 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 at:

- [https://www.sheffield.ac.uk/ssid/complaints-and-appeals](https://www.sheffield.ac.uk/ssid/complaints-and-appeals)

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](mailto:sas.acadappeals.complaints@sheffield.ac.uk). Please indicate your Department and your Registration number within the subject of the email. This form must be submitted within 15 working days of the publication of the examination result (for Taught students), and within 30 working days of the publication of the examination result (for Research students). Please note if you are submitting your Appeal after the deadline you will also need to complete the Late Submission proforma:

- [https://www.sheffield.ac.uk/ssid/complaints-and-appeals/appeals](https://www.sheffield.ac.uk/ssid/complaints-and-appeals/appeals)

You may also find it helpful to contact the Student Advice Centre for independent guidance and support:

- [http://su.sheffield.ac.uk/student-advice-centre/academic](http://su.sheffield.ac.uk/student-advice-centre/academic)

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

You will be informed in writing of the outcome of your appeal in due course.

Section A - Your Details

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Section B – Statement of Appeal
Please set out your case here or attach a separate statement.

a) **Grounds of appeal (please tick the relevant box):**

**Please tick the relevant box**

☐ 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.

b) My case:

c) The desired outcome of my academic appeal is given below (e.g. re-classification of my degree, the amendment of a module grade). For further details, please refer to Regulation 10 of the General Regulations as to Academic Appeals available at [https://www.sheffield.ac.uk/ssid/complaints-and-appeals/appeals](https://www.sheffield.ac.uk/ssid/complaints-and-appeals/appeals)

d) I attach the following documentary evidence in support of my academic appeal, as listed below:
Use an additional sheet if necessary. Please keep a copy of the form for your records.

**Section C - An outline of any action you have taken so far**
If you have already taken action to attempt to resolve the matter informally, please give details below:

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

If applicable, please give the name of your student adviser or other representative, indicating whether or not they are legally qualified.

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**When finalising your 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 D – Declaration**

I believe that the above information is 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: .........................................................