

The University of Sheffield
ACADEMIC APPEALS 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. You are required to complete all sections. Before completing this form, please ensure that you have read the University's Academic Appeals Regulations at: <http://www.shef.ac.uk/ssid/procedures/grid#academic>

Your appeal should be submitted to the Taught Programmes Office (Level 6, University House) within 14 days of the publication of the examination result (for Taught students), and within 28 days of the publication of the examination result (for Research students).

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

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

SECTION A - YOUR DETAILS

Title	Forename(s).....	Family Name	
Address			
.....		Postcode	Tel No
			Email
Programme of Study/ Research			
			Registration Number

SECTION B – STATEMENT OF APPEAL

Please set out your case below or attach a separate statement.

a)	Grounds of appeal as described in the Academic Appeals Regulations:-
Please tick the relevant box	
<input type="checkbox"/>	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.
<input type="checkbox"/>	extenuating circumstances which the student was unable to place, or for valid reasons did not place, before the Examiners.
<input type="checkbox"/>	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.
b)	Your case:-

c) Set out the desired outcome of your academic appeal (e.g. re-classification of degree, amendment of module grade. Please refer to Regulation 10 of the General Regulations as to Academic Appeals available at <http://www.shef.ac.uk/calendar>):-

c) List of any documentary evidence attached:-

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 it discussed? Date

Position

School/Department(s)

If applicable, please give the name of the student adviser or other representative who is advising you on this matter, indicating whether or not they are legally qualified.

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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:

FOR OFFICE USE ONLY:

Acknowledgement sent	Reply sent
Appeal forwarded to Faculty Officer	Response received
PF case made out YES/NO	Student informed