

## **ACADEMIC APPEALS FORM FOR STUDENT USE**

The purpose of this form is to help guide you with the construction of an appeal against the decision of an Award Assessment Board. The University Academic Appeals procedure applies only to the decisions of Assessment Boards of the University. The University has no powers to review assessment which is considered externally. Before completing this form please ensure that you have read and understood the Regulations and Procedure for Academic Appeals which is available at <https://www.wlv.ac.uk/current-students/conduct-and-appeals/>

Students who believe that they have evidence on which to base an appeal are advised to seek advice from the Students' Union Advice and Support Centre (<http://www.wolvesunion.org/advice/>)

Students are encouraged to seek a resolution by contacting the Faculty directly prior to commencing formal procedures.

### **FORMAL ACADEMIC APPEAL:**

To initiate a formal Academic Appeal please complete this form, providing as much detail as is relevant including any dates, times and witnesses if appropriate. Your appeal must be submitted within 20 working days of the publication of the relevant decision/result.

<b>YOUR DETAILS</b>	<b>PLEASE WRITE CLEARLY</b>
NAME	
STUDENT NUMBER	
CONTACT ADDRESS	
CONTACT PHONE	
CONTACT E-MAIL	

### **Details of your appeal:**

*Please give details of the Assessment Board decision that you are appealing against Include the exact wording on e:Vision or in any correspondence from the University. (Attach separate sheets and copies of any relevant documents if necessary)*

### **Grounds for your appeal:**

Please state the grounds on which you are basing your appeal (please refer to Regulations and Procedure for Academic Appeals available at: <https://www.wlv.ac.uk/current-students/conduct-and-appeals/>)

**Who did you approach to prior to commencing formal procedures?**

Include the staff members name, post, faculty/department and date raised:

What action was taken?

**What is the outcome you are seeking?**

Signed:

Date:

**Where to return this form to:**

**Conduct & Appeals Unit:**  
Registry  
University of Wolverhampton  
MX Building, City Campus Molineux  
Wolverhampton  
West Midlands. WV1 1AD  
e-mail: [conductandappeals@wlv.ac.uk](mailto:conductandappeals@wlv.ac.uk)

**What happens next:**

You should receive a formal acknowledgment of your complaint within the next 7 working days.  
  
You will then normally receive a substantive response within 30 working days.