CONFIDENTIAL FORM FSAC

**Queen’s University Belfast**

Faculty Student Appeals Committee

Appeal Form

This form is for use by undergraduate and postgraduate taught students and should only be used if you are appealing a decision made by a Board of Examiners to the Faculty Student Appeals Committee (FSAC). This is a paper-based appeal stage. Only the documentation included in your appeal and submitted by the deadline will be considered.

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| **IMPORTANT – PLEASE READ THIS SECTION CAREFULLY** |
| **Your appeal should only cover the relevant points, and should not exceed 12 pages in total, including supporting evidence. Please contact** **appeals@qub.ac.uk** **if your appeal exceeds this limit.** Resources to read before completing this form:1. [Academic Appeals Regulations (Taught Programmes)](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicAppeals/)
2. [General Provisions Relating to Academic Appeals, Conduct, Academic Offences and Student Complaints](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/GeneralProvisionsRelatingtoAcademicAppealsConductAcademicOffencesandStudentComplaints/)
3. [Student Guide to Academic Appeals (Taught Programmes)](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicAppeals/TaughtProgrammes/GuidanceforStudents/)
4. [Key dates.](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicAppeals/TaughtProgrammes/KeyDates/)

**You must:**1. **Complete all sections of this form fully.**
2. **Select the ground on which you are appealing.**
3. **Attach your Board of Examiners decision letter.**
4. **Attach any other documents in support of your appeal and list them where indicated.**
5. **Submit this form within ten working days of the University deadline for publication of results.**
6. **Send the form to Academic Affairs, Level 6, Administration Building, Queen’s University Belfast, BT7 1NN or by email to** **appeals@qub.ac.uk****.**

You are advised to discuss your appeal with your Personal Tutor or Adviser of Studies and to contact [SU Advice](http://www.qubsu.org/AdviceSU/) for information on the Academic Appeals Regulations.  |

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| **SECTION 1 – YOUR DETAILS AND DECISION BEING APPEALED** |
| Full Name: |
| Student Number: |
| School: |
| Programme of Study: |
| Year of Study (i.e., Year 1, 2, etc) |
| Mobile no: |
| Email: |
| Students are expected to have discussed their academic progress with their School before submitting an appeal, normally at the School Support Meeting or equivalent. Please confirm who you have discussed this matter with in your School:Name:Position:Date of Student Support Meeting: |
| Please outline the decision of the Board of Examiners that you are appealing: |

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| **SECTION 2 – GROUNDS FOR APPEAL AND OUTCOME YOU ARE SEEKING** |
| **YOU MUST SELECT A GROUND OF APPEAL** An appeal will NOT be considered unless this has been done: |
| 1. New evidence has become available which could not have been provided to the Board of Examiners’ meeting. Evidence that a student chooses to withhold from the Board of Examiners will not normally constitute new evidence.
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| 1. There has been a procedural irregularity which has had a demonstrable impact on the academic outcome.
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| 1. **For postgraduate taught students -** There is evidence of inadequate supervision of the thesis/dissertation element of the Postgraduate Taught Programme. An appeal will not be considered on this ground unless there is good reason to show why such issues were not raised by the student promptly at the time when they first arose.
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| **Please provide full details of the circumstances relevant to each ground of appeal.** *Challenges to the academic judgement of the examiners shall not be considered.* |
| **New Evidence which could not have been provided:** Please use bullet points to clearly set out what your new evidence is, and why it could not have been provided. |
| **Do you consider the circumstances that you have disclosed to be extremely personal and sensitive?**[ ]  **Yes** [ ]  **No**If you have indicated ‘yes’, we have processes in place to ensure that the information provided is treated with sensitivity, and sharing of the information will be restricted as appropriate. |
| **Procedural Irregularity with a demonstrable impact on academic outcome:** Please use bullet points to clearly explain the irregularity in procedure, and how this has impacted on your academic outcome: |
| **Postgraduate taught students only:** **There is evidence of inadequate supervision of the thesis/dissertation element of the Postgraduate Taught Programme:** Please use bullet points to detail the evidence of inadequate supervision, and when you raised the issue with your School. If not raised, please explain why. |
| Please state the outcome you are seeking from the appeal, noting that the FSAC cannot change marks or allow you to re-sit a module which you have already passed.  |

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| **SECTION 3 – EVIDENCE**  |
| Please list the documentation attached in support of your appeal. **Please note that documentation submitted after the deadline for appeals to FSAC may not be considered by the FSAC, and your appeal (including supporting documents should not exceed 12 pages).** *Please note: all hard copies of supporting documentation will be destroyed within 30 days of the appeal hearing unless requested to be returned.* |
| **SECTION 4 – CHECKLIST AND DECLARATION**  |
| Have you checked, signed and dated your Appeal Form? | YES/ NO |
| Have you completed all sections, and selected grounds of appeal? | YES/ NO |
| Have you attached all supporting evidence to your Appeal Form? **The FSAC will consider written evidence only.**  | YES/ NO |
| The information on this form and any supporting evidence submitted by you will be used to consider the appeal and will, therefore, be disclosed to your School, any other relevant / appropriate departments e.g. Disability Services / Student Wellbeing Service, and the FSAC. In signing this appeal form you are declaring that:1. you have read and understood the relevant [University Study Regulations](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforPostgraduateTaughtProgrammes/), the [Academic Appeals Regulations (Taught Programmes)](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AcademicAppeal/Taught/) and the [General Provisions Relating to Academic Appeals, Conduct, Academic Offences and Student Complaints](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/GeneralProvisionsRelatingtoAcademicAppealsConductAcademicOffencesandStudentComplaints/);
2. you consent to the information and supporting evidence provided being disclosed to your School, to any other relevant / appropriate departments, and to the FSAC as necessary for consideration of your appeal. If you wish to withdraw consent to any information or supporting evidence being disclosed to your School, other departments or the FSAC, you may do so at any time by sending an email to appeals@qub.ac.uk, providing the information has not already been disclosed;
3. your appeal is a true and accurate reflection of your situation.

Signed:Date: |