

# FORMAL APPEAL



This form should be used by any student who wishes to submit a Formal Appeal. Before completing this form, please consult the Queen Mary [Appeal Policy](#).

**The deadline for submission of this form is 14 calendar days from the date of the official notification of the decision against which you are appealing.**

Formal Appeals received later than this will only be considered when there is a 'good reason' for the delay. If you are submitting the form after the deadline then you must include in your statement the reason/s why and provide documentary evidence for this. Please see the [Appeal Policy](#) for further information on what constitutes a 'good reason.'

Please complete **ALL** sections of this form.

## Personal details

Name	
Student ID number	

## Study details

Academic school or institute:	
Programme of study (e.g. BA French):	
Year of study (1-5 or Masters):	
Date of release of results or official notification of the decision:	

### PLEASE NOTE THAT THE FOLLOWING ARE NOT VALID GROUNDS FOR APPEAL:

- i. appeals against the academic judgement of internal or external examiners.
- ii. appeals based on the informal assessment of a student's work by academic staff, which includes work that has not yet been confirmed by the relevant examination board/s.
- iii. marginal failure to attain a higher classification of award.
- iv. for disciplinary matters, the provision of an apology by a student for their actions is not deemed reason for an appeal to be heard.
- v. lack of awareness by a student of the relevant procedure or regulations.
- vi. vexatious or frivolous appeals, and appeals with no evidence or grounds for the claims made.

## Grounds for a Formal Appeal

Please clearly state your grounds for submitting a Formal Appeal by ticking one or more of the following boxes, and providing brief details of the reasons for selection(s) as indicated in the space provided.

<b>i. 'Procedural error'. The process leading to the decision being appealed against was not conducted in accordance with Queen Mary's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error includes administrative error, and bias in the operation of the procedure.</b>	<input type="checkbox"/>
Please identify the procedural error you believe has occurred:	
<b>ii. 'Exceptional circumstances'. Exceptional circumstances, illness, or other relevant factors were not made known for good reason, or were not properly taken into account.</b>	<input type="checkbox"/>
If you have not made your circumstances known before now, please identify your 'good reason' for this:	

## Decision/s to be appealed

Please indicate which of the following decisions you wish to appeal by providing a **brief** explanation of the details. Full details should be included in your statement.

Mark for individual module/s. For each module please give the code, title and mark.	
The classification of an award, e.g. BSc lower second, MA with Merit.	
Unable to progress or meet requirements for award and must resit or retake.	
De-registration	
Other – please state	

## Appeal statement

Please set out in a separate statement the main points of your Formal Appeal with direct reference to the grounds on which your appeal is based. Please be as concise as possible and only refer to relevant information. You should refer to the guidance when writing your statement. Make sure you include all information you wish to be considered. **If your request is being submitted outside of the 14-day deadline then you must also include the reason and evidence for why it is late.**

## Summary of documentation

Please use the box below to list the documentation you are submitting as part of your request. Include any documentation which is outstanding and will be supplied within the next 7 calendar days.

Please be aware that it is a student's responsibility to provide evidence in support of their Formal Appeal and documentation submitted after the deadline shall only be accepted at the discretion of the head of the Appeals, Complaints and Conduct Office. Additional information not originally provided may be requested by the caseworker or the Chair of the Appeal Panel at any time.

## Outcome of your request

Please use the box below to outline what action you would like to see taken in the event of a successful appeal; e.g. to be awarded a 2i, to be permitted to progress, to be allowed a further attempt etc.

## Declaration

I confirm that the information given in this form and any additional documentation which I have provided is true, accurate and correct. I also confirm that I consent to having my personal data processed, by such academic and administrative staff as may be necessary, for the purpose of processing my Formal Appeal. My personal data may include, amongst other information, any relevant medical details such as medical information which I have provided as evidence in support of my Formal Appeal. I also consent to my personal data held by other Queen Mary departments, such as the Disability and Dyslexia Service being processed for the purposes of assessing my Formal Appeal. For further information on personal data handling please see <https://www.qmul.ac.uk/privacy/>.

<b>Signed:</b>	
<b>Date:</b>	

Once completed, this form and all supporting documentation should be submitted electronically from your Queen Mary email account to [appeals@qmul.ac.uk](mailto:appeals@qmul.ac.uk). Please note that completed forms cannot be accepted from personal email accounts. If you cannot submit your Formal Appeal in this way, please contact the Appeals, Complaints and Conduct Office on +44 (0) 207 882 3457 to discuss alternative methods of submission.