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| **The purpose of this form is to provide key information needed to process your appeal to the College Appeals Committee. The form also includes a section which allows you to outline your case for appeal. It should be submitted along with any supporting evidence that you wish the Committee to consider (please see the information below for guidance).** | |
| Full name: | Student number: |
| Programme of study: | Year of study: |
| E-mail (please provide the email address you want us to use to contact you about your appeal. This should usually be your student email address unless you no longer have access to this): | |
| Please state the decision against which you are appealing (e.g. assessment or examination result, Progress Committee decision, degree classification etc.) | |
| On what date were you informed about the decision/grade that you wish to appeal against? (an appeal can only be accepted against grades or decisions that have been ratified by an examination board or other academic body. For example, grades that have been published on MyCampus following an examination board, or letters relating to progression decisions and final awards) | |
| Have you attempted to resolve the matter informally by raising your concern with an Adviser of Studies, Supervisor or Course Co-ordinator? | |
| Have you contacted the [Students’ Representative Council (SRC) Advice Centre](mailto:advice@src.gla.ac.uk) to seek support with your appeal? | |

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| **Grounds of Appeal**  Please tick the box(es) below to indicate your grounds for appeal. **Please tick all of the boxes that apply and provide the main reason/s why each applies to your appeal**. Keep these reasons brief – you can expand upon them in the final section of this form where you outline your case for appeal: |  |
| **Ground 1 – Unfair or defective procedure.**  Please explain the main reason/s why you are appealing on this ground: |  |
|  |  |
| **Ground 2 – A failure to take account of medical or other adverse personal circumstances.**  Please explain the main reason/s why you are appealing on this ground below: |  |
|  |  |
| **Ground 3 – There are relevant medical or other adverse personal circumstances which for good reason have not previously been presented.**  Please explain the main reason/s why you are appealing on this ground below: |  |
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| Please state the outcome (remedy) that you seek: |
| Please outline your case for appeal below: |

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| 1. I have read and understood the [Code of Procedure for Appeals to the College Appeals Committee](https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/regulations2022-23/feesandgeneral/assessmentandacademicappeals/reg27/). If you have not understood the Code of Procedure, please contact the [SRC Advice Centre](mailto:advice@src.gla.ac.uk) or your [College Appeals Team](https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/collegeappealscontacts/). |  |
| 1. I have **stated the grounds** under which I am appealing and given reasons for each ground. |  |
| 1. I have **completed the section outlining my case for appeal**. |  |
| 1. I have **read the guidance at the bottom of this form** relating to factual statements and supporting documentation. |  |
| 1. I have enclosed any relevant **supporting documentation**. |  |

**Please complete this form and send it (along with any supporting documentation) by email to your** [**College Appeals Team**](https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/collegeappealscontacts/)**.**

**NB: We will not process your appeal until these steps have been completed.**

**Guidance on completing the case for appeal**

As part of an appeal to the College Appeals Committee, students should complete the section of this form which allows you to outline your case for appeal. Tips for writing you case for appeal can be found on the [SRC Advice Centre webpage](https://www.glasgowunisrc.org/advice/academic/appeals/tips/). Some FAQs relating to Academic Appeals can be found on the [Academic Policy & Governance webpage](https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstaff/faqs/). Your case for appeal should:

* Be kept as concise as possible.
* Be written clearly. For example, you may find it useful to include a bullet-pointed list of all the points that you wish to raise.
* If you were unable to inform your School/Subject of your adverse circumstances at the time of any affected assessment/s focus on the reasons why you were unable to do so.
* If your grounds for appeal relate to your belief that there has been unfair or defective procedure, then you must state the reasons why you believe that to be the case.
* If your appeal is partially or entirely based on the ground that new evidence has emerged that could not have been presented previously, then you must explain why this evidence could not have been submitted previously.
* Not rely on arguments that relate to matters of academic judgment. The College Appeals Committee cannot review course or assessment marks because you disagree with the mark/s that you received.
* Focus on information that directly relates to the affected assessment/s or the decision that you are appealing against.

**Guidance on supporting documentation**

Students are permitted to submit evidence to support their appeal to the College Appeals Committee. This evidence should:

* Only be included if you have a good reason for not submitting it previously. You should also state the reasons **why** you could not have submitted this evidence previously.
* Relate to the period in which your performance was affected and/ or the period in which you were unable to submit Good Cause.
* Where possible, include a date that the document was issued.
* Show clearly the name of the organisation or individual responsible for issuing the document, and contact details for that individual/organisation. For example, a doctor's letter should include the name of the doctor who wrote the letter, the surgery or hospital where they work, and their contact details.
* All documents (including photocopies or photographs of documents) must show the whole document (one image per page if necessary).
* Please ensure that any supporting documents are in English or are accompanied by a certified English translation.
* Not include photographs or videos of medication or people. The College Appeals Committee cannot verify the content therefore they are not useful in the consideration of your appeal. If you feel it is necessary to submit this type of evidence, please contact your [College Appeals Team](https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/collegeappealscontacts/) for advice first.
* If you wish to show correspondence between you and another party, you should provide a copy of the email in .msg format. Screenshots from your phone do not always include the necessary information such as dates and times, and may show only parts of a conversation. A complete conversation will give the College Appeals Committee a more reliable understanding of the circumstances.
* Not be fake or fraudulent. The College Appeals Committee regularly reviews evidence such as doctor's letters and hospital letters, and may contact hospitals, GP practices and individuals named on documents to confirm that the documents are genuine. If a document is found to be fake or fraudulent then you will be referred to the Senate Student Conduct Committee, which may lead to you being expelled from the University with no award.