**Important please read this section carefully before submitting an appeal**

* This form is for use only in making an Appeal that falls within the [*University Student Academic Appeals Procedure*](http://www.admin.ox.ac.uk/proctors/complaintsandacademicappeals). Please read the *Procedure* carefully before completing this form.
* Concerns about supervision or teaching should be raised via the [complaints](https://academic.admin.ox.ac.uk/complaints) process.
* There is no right of appeal over provisional results.
* There is no right of appeal or complaint over matters of academic judgement. Academic judgment is a judgment that is made about a matter where only the opinion of an academic expert is sufficient. A decision about assessment, a degree classification, fitness to practise, research methodology or course content/outcomes will normally involve academic judgment. Therefore, you cannot appeal the academic or professional judgement of those charged with the responsibility for assessing your academic performance or professional competence. This means that you may not challenge marks or grades awarded unless you believe that they may have been affected by (i) an error in the decision-making process (ii) a procedural irregularity (iii) bias or perception of bias in the decision-making process.
* Appeals may be brought by individual students and groups of students (please see section below on group complaints for further information).
* Appeals should be made within **20 working days** of the academic decision being notified to you. Appeals made after this date will be considered late and will not be considered. The Proctor will only consider late applications if there is a valid reason given supported by evidence. The Proctor will assess this evidence and decide if the appeal should be treated as out of time.
* We strongly encourage students to resolve any appeals informally under local resolution (stage 1 of the appeals procedure), guidance about how to do so is available via: [www.admin.ox.ac.uk/proctors/complaintsandacademicappeals](http://www.admin.ox.ac.uk/proctors/complaintsandacademicappeals/)
* All sections of the form should be completed, and any supporting evidence you wish to be considered should be submitted at the same time as the form to [casework@proctors.ox.ac.uk](mailto:casework@proctors.ox.ac.uk).
* The Proctors may refuse to consider your appeal if you exceed the word limits below.

**Group Appeals:**

* Groups of students bringing a joint Appeal should nominate one student to act as their spokesperson. The spokesperson should complete the form on behalf of the group, but ensure they include the other students’ names in the description.
* When this appeal form is submitted to the Proctors’ Office, it should be accompanied by a list of the students in the group together with their signatures to indicate their agreement to the content of this form and to the spokesperson speaking on their behalf; or, if the complaint is being made by email, all of the students listed should be copied into the email.

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| **SECTION 1: About you** | | | | | | | | | |
| **Is this a group appeal?** | Yes  No | | | | | | | | |
| **Surname/Family name** |  | | | **Title** | | |  | | |
| **First/Given name(s)** |  | | | | | | | | |
| **University student no.** |  |  |  |  |  |  |  |  |  |
| **Level of Study** | Undergraduate | |  | Taught Postgraduate | |  | Postgraduate  Research | |  |
| **Programme of study** |  | | | | | | | | |
| **Course start date:** |  | | | **Course finish date:** | | |  | | |
| **Year of study:** |  | | | **Status on course:** | | |  | | |
| **College:** |  | | | | | | | | |
| **University email:** |  | | | | | | | | |
| **Alternative email:** |  | | | | | | | | |

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| **SECTION 2: Appeal summary – the academic decision you are appealing** | | |
| What decision are you appealing?  *Please note that you cannot appeal against* ***provisional results*** |  | |
| Which body or person made the decision? |  | |
| When was the decision made? |  | |
| When were you notified of the decision? |  | |
| If your appeal is about a decision which you were notified about over 20 working days ago, please confirm your reason for lateness.  *Please note any evidence in support of this* *should be submitted along with this appeal form.* |  | |
| What ground(s) are you appealing under?  *Please note that you cannot appeal the* ***academic or professional judgement*** *of those charged with the responsibility for assessing your academic performance or professional competence. This means that you may not challenge marks or grades awarded unless you believe that they may have been affected by the following factor(s)* |  | An error in the decision making process  (see section 4.1) |
|  | A procedural irregularity  (see section 4.2) |
|  | Bias or perception of bias in the decision making process  (see section 4.3) |
| Are there are time-critical factors that the Proctors should be aware of? [max 150 words] | | |
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| **SECTION 3: Appeal details (stage 1 – local informal resolution) [max 250 words]** |
| What steps have you taken to resolve the appeal informally at a local level?  *Please state clearly what actions you have taken, including dates, who you have spoken to and the outcome of the process. Any relevant documentation should also be supplied along with this form.* |
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| **SECTION 4: Appeal details (stage 2 – formal consideration by a Proctor)** | | | | | | | |
| What are the key points of your appeal? [max 700 words] | | | | | | | |
| 4.1 | | An error in the decision making process  *Please state clearly (i) What error was made (ii) the effect of the error (iii) which assessment(s) the error relates to (iv) the evidence that supports this (v) the impact you have faced as a result of this* | | | | | |
|  | | | | | |
| 4.2 | | A procedural Irregularity  *Please state clearly (i) what error was made (ii) the effect of the irregularity (iii) which assessment(s) the irregularity relates to (iv) the evidence that supports this (v) the impact you have faced as a result of this* | | | | | |
|  | | | | | |
| 4.3 | | Bias or perception of bias in the decision making process  *Please state clearly (i) which examiner(s) you consider to have shown bias/perception of bias against you (ii) the reasons/evidence why you believe this to be the case (iii) which assessment(s) this relates to (iv) the impact you have faced as a result of this* | | | | | |
|  | | | | | |
| What evidence are you submitting in support of your appeal (please list) [max 500 words]  *Please provide a list of all items of evidence that you have submitted to be considered as part of the appeal, this could include, for example medical certificates, MCN forms, marking sheets etc. Any evidence you supply must be complete, relevant and proportionate, and it is your responsibility to provide this supporting evidence, and to decide what should be included. Please name the supporting evidence as relevant annex and brief description, for example “Annex A Email from xx”, please do keep the file name brief as lengthy titles may not open properly.* | | | | | | | |
|  | Annex | | Evidence | Author | Date | Relevance of evidence |  |
|  | A | |  |  |  |  |  |
|  | B | |  |  |  |  |  |
|  | C | |  |  |  |  |  |
|  | D | |  |  |  |  |  |
|  | E | |  |  |  |  |  |
| What outcome would you like to see as a result of this appeal [max 500 words]  *Please note the Proctors cannot change marks or classifications, they can only make recommendations to the Board.* | | | | | | | |
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| **SECTION 5: Declaration (please tick to indicate your agreement)** | | | |
| I have read the University’s Academic Appeals Procedure | | |  |
| I understand that the University may need to process personal details about me, which could include sensitive information, in order to investigate my Appeal | | |  |
| I understand that the University may need to exchange information about my Appeal within the University and colleges, and with other persons and organisations, including disclosing this completed Appeal Form and my accompanying evidence where necessary, (for example, to collect information or to seek statements from relevant persons or bodies) | | |  |
| *[Group Appeals Only]* I understand that I am the nominated spokesperson for this Group Appeal and that it is my responsibility to ensure that I represent the views of all the members of the group fairly. The attached list is a complete list of the members of the group of students bringing this Appeal and each person listed has read and agreed to the contents of this form. | | |  |
| The information I have given on this form is true, correct and complete, to the best of my knowledge | | |  |
| **Signed**: |  | **Date**: |  |

**Submit this form and all evidence to** [**casework@proctors.ox.ac.uk**](mailto:casework@proctors.ox.ac.uk)

*You will receive a formal acknowledgement of your report within five working days.*